

Request for Applications (RFA)



**District of Columbia Department of Health
Addiction Prevention and Recovery Administration**

RFA No. APRA PC083112

**RFA Title: Prevention Centers
Wards 1 & 2 and Wards 5 & 6**

RFA Release Date: Friday, August 31, 2012

Application Submission Deadline: Monday, October 1, 2012, 4:45 PM

**Pre-Application Conference: Thursday, September 13, 2012, 3:00 PM – 4:00 PM
1300 First Street, NE, Third Floor
Washington, DC 20002**

The following terms and conditions are applicable to this and all Requests for Applications (RFA) issued by the District of Columbia Department of Health (DOH):

1. Funding for an award is contingent on continued funding from the DOH grantor or funding source.
2. The RFA does not commit DOH to make an award.
3. DOH reserves the right to accept or deny any or all applications if DOH determines it are in the best interest to do so. DOH shall notify the applicant if it rejects that applicant's proposal.
4. DOH may suspend or terminate any RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
8. DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DOH shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (City-Wide Grants Manual)

If your agency needs a copy of the **DOH RFA Dispute Resolution Policy**, please contact the Office of Grants Management and Resource Development at doh.grants@dc.gov or call (202) 442-9237. Your request for the document will not be shared with DOH program staff or reviewers. Copies of the DOH RFA Dispute Resolution Policy will be made available at all pre-application conferences.

✓	Checklist for RFA PC083112 Applications
	Application proposal format follows the "Proposal Format" listed in Section IV.F, of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section IV: G-Program Narrative, H-Proposed Project Plans, I-Fiscal and Financial Management, J-Program Reporting, and K-Applicant Qualifications does not exceed a total of 30 pages. Note: Attachments and appendices do not count toward the 30 pages total.
	Program Budget and Budget Narrative Justification (Attachment E) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
	Proposed Work Plan (Attachment G) is complete and complies with the work plan form
	Appendix 1: Certifications and Assurances listed in Attachments B, C, and D are signed.
	Appendix 2: Articles of Incorporation, if applicable
	Appendix 3: Bylaws, if applicable
	Appendix 4: IRS letter of non-profit corporation status, if applicable
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, note titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
	Appendix 8: Proposed organizational chart for the DCPC
	Appendix 9: Minimum of 10 Memoranda of Understanding from key community partners documenting their specific support for the DCPC
	Appendix 10: Proposed staff resumes
	Appendix 11: Proposed staff job descriptions
	Appendix 12: Signed letter stating that the applicant will market the entity as a DC Prevention Center and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers for the Prevention Center System.
	Appendix 13: District of Columbia Business License
	Appendix 14: Annual report or other documentation of a history of supporting substance abuse prevention or interrelated prevention work at the community level in the selected wards on issues affecting children and youth.
	Appendix 15: Certificate of Good Standing
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, project name, and selected geographic designation using the DOH/APRA Receipt Form (Attachment F).
	Applicant submitted the required six (6) copies of the proposal. Of the six (6) copies, one (1) copy was stamped "original". Applicant also submitted an electronic copy in PDF format on a flash drive.

The application must be submitted no later than 4:45 p.m. by the deadline date of Monday, October 1, 2012 to DOH/Addiction Prevention and Recovery Administration, c/o Mariam Madanat, 1300 First Street NE, 3rd Floor, Washington, DC 20002. **Applications accepted at or after 4:46 p.m.** October 1, 2012 **will not be forwarded to the Review Panel for funding consideration.**

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- Appendix 1: Certification and Assurances (Attachment B, C, and D)
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of non-profit corporation status, if applicable
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, note titles of officers.
- Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
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- Appendix 10: Proposed staff resumes
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- Appendix 14: Annual report or other documentation of a history of supporting substance abuse prevention or interrelated prevention work at the community level in the selected wards on issues affecting children and youth
- Appendix 15: Certificate of Good Standing

**District of Columbia Department of Health (DOH)
Addiction Prevention and Recovery Administration (APRA)
Request for Applications (RFA)**

Prevention Centers

Section I: Funding Opportunity Description

The new direction for substance abuse prevention services in the District is designed to strengthen communities as places where children and youth are safe, connected in positive ways to others, and supported by involved, responsible adults. It also involves developing and strengthening the capacity of the District's prevention provider network to meet the challenging substance abuse prevention needs within the eight Wards and 120 neighborhoods, and provide more comprehensive, integrated, and community-based substance abuse prevention services.

DOH/APRA supports specific prevention approaches that are designed to significantly contribute to the development of a sustainable prevention infrastructure in the District of Columbia. This infrastructure will help support efforts to prevent the onset, reduce risk, interrupt the progression of use, and avoid the consequences of alcohol, tobacco and other drug use in the District. This includes DC Prevention Centers (DCPC) that strengthens community capacity, address needed community and system changes, reduce substance abuse risk factors, and achieve target outcomes for District children and youth. These DCPCs are envisioned as dynamic hubs that engage, support, and help connect the many community elements that are needed for promoting healthy children, youth, and families as well as a drug-free city.

This Request for Application (RFA) invites interested and eligible applicants to apply to develop [one or both](#) DCPCs in Wards 1 & 2 or Wards 5 & 6. DCPCs for the District are built on a strong foundation of research and best prevention practice, including the public health model that addresses multiple, interrelated causes of substance abuse.

The goal is to increase the age of first use of alcohol, tobacco and other drug use (ATOD) while reducing risk and increasing protective factors for children and youth.

Priority risk factors for this RFA are:

1. Low neighborhood attachment and community disorganization;
2. Community laws and norms favorable toward ATOD use among children and youth;
3. Low perception of risk and harm of youth ATOD use;
4. Favorable attitudes toward youth ATOD use.

Under this RFA, the following statements and definitions are applicable:

1. Prevention emphasizes zero tolerance of illicit drug use by all persons as well as the use of ATOD by children and youth.
2. Prevention is defined as creating conditions for healthy individuals, families, and communities to reduce risk of and increase protection from ATOD use among children and youth.
3. Children and youth are defined as persons up to ages 8 to 18.
4. Community prevention is defined in terms of locations where people live, work, and play and often results in partnerships or “prevention networks.” These partnerships and networks include, but are not limited to: (1) geographic and administrative boundaries (i.e., tracts, political, school districts, neighborhoods, housing developments, recreational catchment areas); (2) boundaries of purpose (parents/families/caregivers, faith organizations, community-based organizations, and prevention program services); and (3) language or cultural values and norms.
5. Community capacity refers to the ability of individuals at the local level to work together to affect conditions that increase risk for substance abuse among children and youth. These efforts are strategic and not a one-time response to an issue, but rather occur over time and result in incremental community and systems change, reduction in risk, and improvement in targeted outcomes.
6. Community readiness under this application includes but is not limited to a history of community cooperation on substance abuse prevention issues; financial and human resources dedication to prevention; strength of community leadership dedicated to prevention; demonstrated commitment to working cooperatively in community partnerships; demonstrated leadership capacity for serving as catalysts for community change; and active prevention efforts already underway as demonstrated by community changes facilitated by multiple sectors, a variety of appropriate strategies, and data driven outcomes.
7. Priority risk and protective factors are as follows:
 - a. Availability of drugs measured by the number of alcohol and tobacco sales; tobacco sales outlets, and includes the number of citations for underage tobacco sales;
 - b. Transitions and mobility ;
 - c. Low neighborhood attachment and community disorganization defined as low population voting in elections; a high rate of prisoners in state and local correctional systems; and high rates of the following: youth in free and reduced lunch programs; aid to families with dependent children; food stamp recipients; adults without a high school diploma; and single parent family household;

- d. Family history of substance abuse which is measured using adults in alcohol and other drug treatment programs;
- e. Family management problems defined as children living away from parents and/or children living in foster care;
- f. Family conflict (divorce and/or domestic violence arrests);
- g. Low commitment to schools (event dropouts and/or status dropouts); and
- h. Early initiation of the alcohol, tobacco and other drug abuse (before age 13).

Section II. Award Information

APRA announces the availability of grant funds for Fiscal Year 2013 to fund two DCPCs in Wards 1 & 2 and Wards 5 & 6 within the District of Columbia. This grant opportunity is supported by funding from the U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Substance Abuse Prevention and Treatment (SAPT) Block Grant.

For further information please contact the following Grants Manager:

Mariam Madanat
Program Monitor
Department of Health/APRA
1300 1st Street, NE, 3rd Floor
Washington, D.C. 20002
Phone: (202) 727-7639
E-Mail: mariam.madanat@dc.gov

A total of \$420,000 will be available to fund two DCPCs in the amount of \$210,000 each. The number of awards and amounts are subject to change depending upon federal funding levels and the quality and quantity of the applications for funding.

The grant(s) will be for a period of one (1) year from date of award. The grants(s) may be continued for up to an additional two (2) years based on documented project success and availability of funding. Grant recipients will be expected to begin project implementation on December 1, 2012 or after the year one work plan has been approved by DOH/APRA.

Section III. Eligibility Information

A. Qualified Organizations

Qualified non-profit and for-profit community-based organizations and collaboratives addressing community and public health, substance abuse, and children and youth issues are eligible and invited to submit applications. Overhead and indirect costs are not to exceed 10 percent of the total grant award.

DOH/APRA will allow current DCPC grant recipients to apply for this funding opportunity if they establish an office and have a physical presence in the designated/proposed Wards (Wards 1 & 2 and Wards 5 & 6) and meet the qualifications outlined in this RFA.. This includes current DCPC grant recipients serving Wards 3 and 4 and Wards 7 and 8. If an applicant is applying to serve more than one DCPC, separate applications are required.

No mini-grants or sub-grants are permitted for any entity that is awarded funding under this RFA. While schools and related institutions are an integral part of a community, this RFA is focused on the broader community system and not geared to funding school-based services or small population evidence-based programs.

Each Center is required to have one (1) FTE as DCPC Coordinator and up to two (2) FTE community mobilization specialists that implement the APRA approved work plan. Evaluation services will be provided through an APRA contractor. Attendance at conferences and national workshops through APRA grant funds are limited to: 1) National Association of State Alcohol and Drug Abuse Directors (NASADAD) Annual Prevention Research Conference; 2) Substance Abuse and Mental Health Services Administration (SAMHSA) Community Prevention Day.

B. Administrative Criteria

To be considered for review and funding, applications must meet ***all*** of the administrative criteria listed below. ***Failure to meet any one of the following criteria will mean the application is ineligible for further review and award.***

Applications must meet all of the following administrative criteria:

1. The application proposal format conforms to the "Proposal Format" listed in Section IV.F of the RFA.
2. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
3. Narrative for Section IV: G-Program Narrative, H-Proposed Project Plans, I-Fiscal and Financial Management, J-Program Reporting, and K-Applicant Qualifications **must not exceed a total of 30 pages**. Note: Attachments and appendices do not count toward the 30 pages total.
4. The Program Budget and Budget Narrative are complete and comply with the Budget forms listed as Attachment E of the RFA. The line item budget narrative describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
5. The Certifications and Assurances listed in Attachments B, C, and D are signed.

6. The appropriate appendices are included: Articles of Incorporation, if applicable; Bylaws, if applicable; IRS letter of non-profit corporation status, if applicable; List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, note titles of officers; Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization; Form 990, Return of Organization Exempt from Income Tax, if applicable; Proposed organizational chart for the DC Prevention Center; Memoranda of Understanding; Proposed staff resumes; Proposed staff job descriptions; Signed letter stating that the applicant will market the entity as a DC Prevention Center and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers for the Prevention Center System; District of Columbia Business License; Annual report or other documentation of a history of supporting substance abuse prevention or interrelated prevention work at the community level in the selected wards on issues affecting children and youth; and, Certificate of Good Standing.
7. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, project name, and selected geographic designation using the DOH/APRA Receipt (Attachment F). Unsealed and unidentified applications will not be accepted.
8. The applicant submits the required six (6) copies of its proposal. Of the six (6) copies, one (1) copy must be stamped "original". The applicant must also submit an electronic copy in PDF format on a flash drive.
9. The application is submitted no later than 4:45 p.m. by the deadline date of Monday, October 1, 2012 to DOH/APRA c/o Mariam Madanat, 1300 First Street NE, 3rd Floor, Washington, DC 20002.

C. Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as follows:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall

provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.

4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
5. All insurance provided by the Organization shall set forth the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the District of Columbia. The policies of insurance shall provide for at least thirty days written notice to DOH prior to their termination or material alteration.

D. Compliance with Tax Obligations

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Section IV: Application and Submission Information

A. A pre-application conference is scheduled for:

Thursday, September 13, 2012
3:00 PM – 4:00 PM
Department of Health (DOH)/Addiction Prevention and Recovery Administration
(APRA)
1300 First Street, NE, 3rd Floor
Washington, DC 20002

B. Application delivery:

Applications are due no later than 4:45 p.m. by the deadline of Monday, October 1, 2012, to DOH/APRA, c/o Mariam Madanat, 1300 First Street, 3rd Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Application accepted at or after 4:46 p.m. Monday, October 1, 2012, will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DOH. Applications must be ready for receipt by DOH

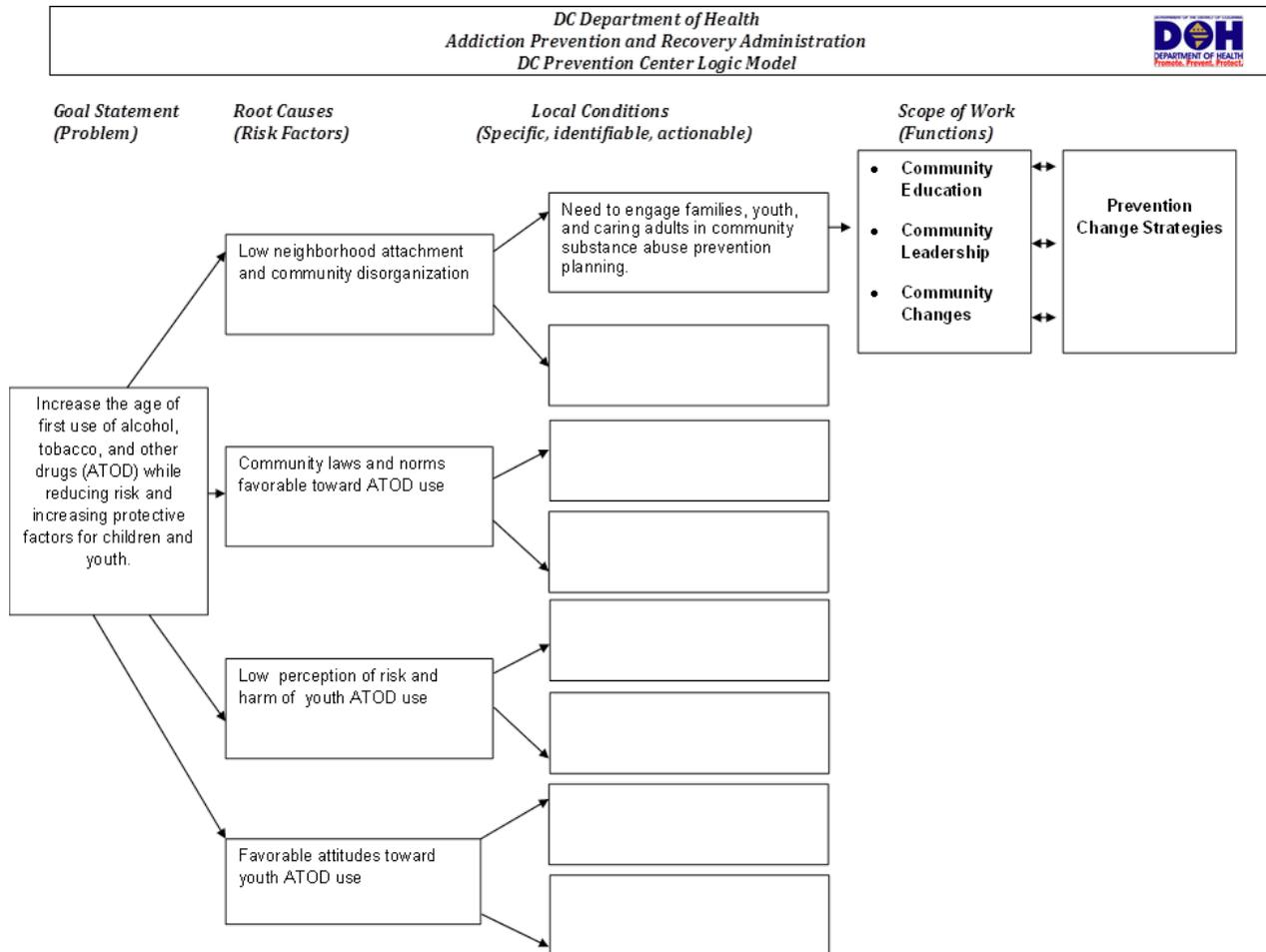
C. Geographic Designation

Each applicant proposing to develop a DCPC must serve all wards and neighborhoods that fall within one of the following geographic designations:

- Wards 1 & 2
- Wards 5 & 6

D. DCPC Logic Model

The following is an overview of the DCPC logic model to be implemented within the RFA scope of work.



E. Expertise in Providing Capacity Building Core Functions

Applicants are expected to address and provide evidence supporting their expertise in providing the following capacity building core functions in ways that address the unique characteristics and priorities of the geographic areas to be served. Strategies should result in targeted community changes and reductions in priority risk factors, and, over time, changes in targeted prevention outcomes. Successful applicants will provide

evidence in the Program Narrative of their strengths in and/or demonstrate their knowledge and experiences in each of the following core areas.

1. Community Education

This core function requires the DCPCs to serve as sources of current, comprehensive, and relevant prevention information for a wide range of audiences in their respective geographic areas, including members of the public, youth, families, service providers, and policymakers. The DCPC will:

- a. Market the entity as a DCPC and not the parent agency; use the approved logo and tagline, graphic design, and other identifiers for the Prevention Center System for all resources and communications (see Appendix 12);
- b. Use the DCPC email domain: name@dc.preventioncenter.org;
- c. Maintain, and provide updates for the Prevention Center website in cooperation with DOH/APRA. DCPCs will have no direct access to this website;
- d. Develop and implement an ongoing process to track, communicate, and respond to new and emerging drug trends, their effects, and potential and real consequences within the DCPCs geographic area;
- e. Disseminate DOH/APRA-approved evidence-based written/audio-visual prevention education resources to diverse audiences at health fairs, community events, and other targeted activities;
- f. Coordinate and participate in community forums and speaking engagements on core substance abuse prevention topics that address local conditions and priority substance abuse prevention risk factors;
- g. Participate in the development and coordination of local strategies for DOH/APRA DC wide social marketing campaigns that deliver substance abuse prevention messages and aim for community changes in local conditions and priority risk factors.

2. Community Leadership

This core function is designed to identify, engage, and strengthen the capacity of community prevention partnerships in order to address the areas that are placing children and youth at risk for alcohol, tobacco, and other drug use such as:

- Develop, update, and maintain an accessible database of prevention partners involved in the DCPC scope of work. DCPCs are to use the standard template provided by APRA;

- Monitor, update, and maintain an accessible database of evidence-based prevention programs, strategies, or practices that address local conditions, priority risk factors, and/or the needs of diverse populations and geographic areas;
- Provide community prevention expertise for federal grants and District initiatives (e.g. Strategic Prevention Framework State Incentive Grant; Strategic Prevention Enhancement Five Year Strategic Plan; DC Youth Prevention Leadership Corps, and One City Summer);
- Provide core training and technical assistance that builds community capacity to address local conditions and priority risk factors for substance abuse prevention;
- Serve as the DCPC representative on local task forces, advisory committees, and other collaborative efforts to increase awareness and involvement in addressing local conditions and priority risk factors for substance abuse prevention;
- Identify and facilitate the development of community prevention networks in order to address local conditions and priority risk factors within the designated/proposed wards.

3. Community Changes

This core function increases opportunities for pro-active prevention action planning around ward specific risk and protective factors and measurable changes in policy, practice, and programs that reduce risk such as:

- Increase capacity and facilitates Community Prevention Networks (CPN) in data-driven action planning that results in measurable community changes;
- Facilitate CPNs identification of local conditions and root causes of ATOD use;
- Facilitate CPNs development of logic models and action plans related to local conditions and priority risk factors;
- Facilitate CPNs implementation and tracking of the action plans. *Note: The Community Anti-Drug Coalition of America has identified the following seven strategies from prevention science that are effective in creating community changes namely: 1) provide information; 2) enhance skills; 3) provide support; 4) changing access/barriers; 5) change consequences (incentives and disincentives); 6); change policies and regulations; 7) change the physical design of the environment;*
- Report progress in implementing CPN(s) action plans;

- Support the APRA evaluator in collecting local data that measures progress in addressing local conditions, priority risk factors, and community changes;
- Provide monthly prevention program reports through a Data Information and Reporting System (DIRS);
- Report data, as needed, for the Substance Abuse Prevention Block Grant National Outcome Measures (NOMS) listed below:

National Outcome Measures	Measures	Prevention Center Role
1: Employment/Education - Returned to and stayed in school; increased and sustained employment	ATOD related suspensions and expulsions Attendance and enrollment Perception of workplace policies	DCPCs will report available findings from District surveys or APRA approved data collection tools
2: Crime and Criminal Justice Outcome - Decreased criminal justice involvement	Alcohol-related car crashes and injuries Alcohol and drug-related crimes and arrests	DCPCs will report available findings from District or Federal surveys, focus group information, or APRA approved data collection tools
3: Social Connectiveness - Increased social supports and connectiveness	Family communication around alcohol and drugs Youth seeing, reading, watching, or listening to prevention messages	DCPCs will report process data from the community education deliverables
4: Access/Capacity - Outcome - Increased access to services (service capacity)	Individual based program and strategies (number of persons served by age, gender, race and ethnicity) Population-based programs and strategies (number of persons served by age, gender, race and ethnicity) Number of persons served by type of intervention (individual or population based) and universal, selective, and indicated	
5: Cost Effectiveness - Services provided within cost bands	Not required.	Not required.
6: Use of Evidence-Based Practices	Total number of evidence-based programs and strategies; Number of evidence-based programs and strategies by type of intervention (universal, selective, and indicated)	DCPCs will report process data from community capacity building deliverables in required databases

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Applicants are required to use the format and follow the narrative instructions provided below.

F. Proposal Format

1. Applicant Profile (Attachment A)
2. Table of Contents
3. Narrative for Section IV: G-Program Narrative, H-Proposed Project Plans, I-Fiscal and Financial Management, J-Program Reporting, and K-Applicant Qualifications (not to exceed 30 pages)
4. Program Budget and Budget Narrative Justification Form (Attachment E)
5. Proposed Work Plan (Attachment G)

6. Appendices

Appendix 1: Certifications and Assurances (Attachments B, C and D)

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of non-profit corporation status, if applicable

Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also note titles of officers

Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.

Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable,

Appendix 8: Proposed organization chart for the DCPC.

- Appendix 9: Minimum of 10 Memoranda of Understanding from key community partners documenting their specific support for the DCPC
- Appendix 10: Proposed staff resumes
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- Appendix 14: Annual report or other documentation of a history of supporting substance abuse prevention or interrelated prevention work at the community level in the selected wards on issues affecting children and youth
- Appendix 15: Certificate of Good Standing

G. Program Narrative

The program narrative section must identify the selected geographic areas to be served by the DCPC, describe the applicant's proposed facility and understanding of the communities that the DCPC will serve, and discuss the process the applicant will use to meet all requirements and the scope of work as detailed below:

1. Identify your selected geographic area and assess its substance abuse prevention challenges and readiness for change

- a. Identify the specific designated/ proposed wards that your DCPC will serve (see Section II. for designations) and present your rationale for the selection.
- b. Describe the facility your organization will use to house the DCPC. Identify its specific location, size, attributes, and site control status (e.g., applicant owns, rents, intends to rent facility). Discuss why this facility has been chosen for DCPC operations.
- c. Assess the designated/proposed wards in terms of their unique characteristics, such as resources, local conditions that contribute to community ATOD risk and use among youth and readiness to support substance abuse prevention.

2. Describe your process to establish and operate a DCPC in the selected wards

- a. Provide a detailed Year 1 work plan using Attachment G-Proposed Work Plan template that addresses the findings from the assessment of local conditions in the assigned wards and the RFA scope of work. The proposed work plan does not count toward the page limit for this section.
- b. Develop a DCPC logic model (Section IV) that is consistent with the assessment of local conditions and strategies in the Year 1 work plan.
- c. Discuss any potential challenges anticipated in establishing and operating a DCPC within the designated/proposed wards and how you plan to address them.

H. Proposed Project Plans

The proposed project plans narrative must describe how the applicant will organize, staff, and manage a DCPC in the designated/proposed geographic areas. The discussion must cover the organizational structure for the DCPC, types and qualifications of staff, and overall management approach to the following requirements:

1. Describe how your organization will organize human resources to create and operate a DCPC

- a. Provide an organizational chart that shows how staff and others will be deployed to establish and implement the DCPC work plan. The organizational chart will not count as part of the five pages.
- b. Discuss how the proposed organizational structure will promote and support a DCPC that has a separate identity from the parent company and has the capacity to implement the Year 1 work plan.

2. Discuss DCPC staffing and leadership development

- a. Discuss the DCPC staffing plan and how the approach will enhance implementation of the Year 1 work plan.
- b. Describe the roles and responsibilities of key staff of the DCPC. Provide detailed job descriptions in Appendix 11.
- c. Summarize the most critical qualifications of the three proposed DCPC Full Time Equivalent (FTE) Information on staff qualifications must include

knowledge of and experience with working at the community level on health and substance abuse prevention issues of youth in the designated/proposed geographic areas. Include resumes of proposed staff in Appendix 10.

- d. Discuss current and proposed prevention partnerships within the designated/proposed wards that enhance development of the DCPC. The Applicant should include a minimum of 10 Memoranda of Understanding (Appendix 9).

I. Fiscal and Financial Management

Describe how your organization will provide sound fiscal management for the project, including experience in managing other grant funds. Include a summary of the fiscal and financial management systems currently in place that will support the DCPC.

J. Program Reporting

Discuss the applicant's approach to track implementation of the work plan. Summarize the results across the three DCPC community functions (education, leadership, and changes) and core strategies (Section IV.) and report measurable progress monthly.

K. Applicant Qualifications

1. Describe prevention leadership capacity

Discuss in detail your organization's specific involvement and roles in prevention activities in the last five years in the designated/proposed wards, involvement with community stakeholders and other leaders, and proposed measurable results achieved.

2. Discuss mission and compatibility between your organization and the DCPC

- a. Discuss how the DCPC will enhance or is compatible with your organization's mission and future plans.
- b. Discuss why your organization is "best" qualified to lead the effort to establish and operate a DCPC in the designated/proposed geographic area.

L. Program Budget and Budget Narrative

The applicant must provide a line-item budget and narrative. The narrative should clearly state how the applicant arrived at the budget figures.

Attachment E provides a program budget and narrative justification form. The following are components of a budget:

- Salaries and wages for staff are to be included in the personnel budget category. Include the amount of time dedicated to the grant (e.g., 1.0 FTE or .5 FTE).
- Fringe benefits for full and part-time staff are included under this separate category. List the percentage of total salaries, life and health insurance, unemployment, Social Security, Retirement, worker's compensation, etc.
- Consultants/Experts (include name, title, hourly rate, hours, and brief description of responsibilities for each consultant).
- Occupancy (e.g., rent, facility insurance, utilities and maintenance).
- Travel and Transportation (e.g., local mileage, Metrorail and bus).
- Supplies and Minor Equipment (e.g., stationary, pens, paper, computers, desks, chairs and file cabinets).
- Capital Equipment and Outlays (not applicable for this grant).
- Client Costs
- Communications (e.g., telephone, internet, postage, printing and copying).
- Other Direct Costs (costs not previously identified under other categories).
- Indirect Costs – The components of indirect costs must be itemized (e.g., 10 FTE bookkeeper @ \$20.00/hr x 280 hrs.). Indirect Costs cannot exceed 10 percent of the total project budget.

Section V: Application Review and Scoring Information

All applications that are complete and meet the eligibility and administrative criteria listed in Section III will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund a DCPC application rests solely with DOH. In addition, an applicant's past performance on DOH grants will be considered in making final award decisions. The anticipated award date is December 1, 2012.

All applications for this RFA will be objectively reviewed and scored against the following key criteria:

Criterion 1. Selected Geographic Area and Assessment (Total of 15 points)

- a. The applicant identifies an approved geographic area to be served and provides a clear and reasonable rationale for selecting the designated/proposed area for program implementation. (Points: 7)
- b. The applicant proposes a suitable facility that offers adequate and appropriate space, is located within one of the wards being served, and will be available for program activities within a reasonable period of time following award. (Points: 5)
- c. The applicant demonstrates an understanding of the resources, local conditions and priority risk and protective factors that exist within the designated/proposed wards. (Points: 3)

Criterion 2. Process for Establishing and Operating a Prevention Center (Total of 25 points)

- a. The applicant's Year 1 work plan is complete, addresses the core functions within the designated/proposed geographic areas (Section IV) and provides a realistic implementation schedule. (Points: 10)
- b. The applicant reflects the practical experience it will apply in planning and implementing the DCPC and in working in the designated/proposed wards. (Points: 15)

Criterion 3. Organizational Structure (Total of 10 points)

- a. The applicant provides an organizational chart for the DCPC that supports the RFA requirements and proposed work plan and shows clear lines of authority and areas of responsibility. (Points: 5)
- b. The applicant provides a clear discussion of how the organizational structure supports implementation of the Year 1 work plan and demonstrates an understanding of diverse community populations and geographic areas. (Points: 5)

Criterion 4. Staffing and Leadership Development (Total of 20 points)

- a. The applicant presents a staffing plan that identifies staff positions and addresses the RFA staffing requirements. (Points: 5)
- b. The applicant provides job descriptions for key staff and any volunteer positions that identify major duties and responsibilities, lines of reporting, and qualifications needed. (Points: 5)

c. The applicant includes information on the knowledge and experience of proposed staff in working on prevention issues of children and youth in the designated/proposed geographic area. (Points: 5)

d. The applicant presents a plan for ongoing DCPC staff development. (Points: 5)

Criterion 5. Fiscal Management (Total of 10 points)

The applicant describes the fiscal and financial management system in place, qualifications of systems management staff, and experience with government grant monitoring, and reporting functions within the last five years. (Points: 10)

Criterion 6. Reporting (Total of 5 points)

The applicant discusses the protocol for submission of required monthly progress reports. (Points: 5)

Criterion 7. Organizational Capacity Experience in Prevention (Total of 15 points)

a. The applicant discusses relevant substance abuse prevention experience needed to operate a DCPC in the designated/proposed wards. (Points: 5)

b. The applicant identifies its strengths and weaknesses in establishing and operating a DCPC and presents action plans to overcome these weaknesses. (Points: 5)

c. The applicant presents evidence of a well-established infrastructure that includes a Board of Directors, written policies and procedures, and by-laws. (Points: 5)

Section VI: Attachments to the RFA

Attachment A Applicant Profile

Attachment B Department of Health Statement of Certification

Attachment C Federal Assurances

Attachment D Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug Free Workplace

Attachment E Budget and Budget Narrative Justification Form

Attachment F DOH/APRA Receipt Form

Attachment G Proposed Work Plan

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH



Department of Health Statement of Certification

- A. The Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. The Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. The Applicant/Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. That the Applicant/Grantee has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the grant making Agency, the Applicant/Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Applicant/Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Applicant/Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- I. That the Applicant/Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- J. That the Applicant/Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Grantee has otherwise established that it has the skills

and resources necessary to perform the grant. In this connection, Agencies may report their experience with a Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website.

- K. That the Applicant/Grantee has a satisfactory record of integrity and business ethics;
- L. That the Applicant/Grantee has the necessary organization, experience, accounting and `operational controls, and technical skills to implement the grant, or the ability to obtain them;
- M. That the Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant/Grantee **Name**

Street Address

City _____ State _____ Zip Code _____

Application Number and / or Project Name

Applicant/Grantee IRS/Vendor #

Signature: _____ Date: _____

INSERT: Typed Name and Title of Authorized Representative

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH



Federal Assurances

The Grantee 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 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant/Grantee 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 Grantee'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 Grantee 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 provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. 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.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. 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 Federal grantor agency 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.
9. 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.
10. It will assist the Federal grantor agency 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.

11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; 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 IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. 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 Office for Civil Rights, U.S. Department of Justice.
14. 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 comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
 - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
 - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
 - c) The Clean Air Act (Sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC cha. 85et.seq.
 - d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
 - e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
 - f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
 - g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
 - h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
 - i) Executive Order 12459 (Debarment, Suspension and Exclusion)
 - j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
 - k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
 - l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
 - m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
 - n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
 - o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Federal statutes, regulations, policies, guidelines and requirements:

 Applicant/Grantee Name

 Street Address

 City _____ State _____ Zip Code _____

 Application Number and / or Project Name

 Applicant/Grantee IRS/Vendor #

Signature: _____ Date: _____
 INSERT: Typed Name and Title of Authorized Representative

ATTACHMENT D

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH



Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Applicants/Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- A. No Federally 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 any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federally 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510- **The Grantee certifies that it and its principals:**

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application 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 (l)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620, the Grantee certifies that it will or will continue to provide 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 on-going drug-free awareness program to inform employee's about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Applicant/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.
 - 5. 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).
 - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - 7. Abide by the terms of the statement; and
 - 8. 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.
 - 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Chief - DOH Office of Grants Management** at 825 North Capitol St. NE, 4th floor, Washington DC 20002. Notice shall include the identification number(s) of each effected grant.
 - 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (l), (c), (d), (e), and (1).

ATTACHMENT E

Budget and Budget Narrative Justification

Sub-grantee: [Name]

Budget Period One: December 1, 2012 to November 30, 2013

Funding Source: Substance Abuse Prevention and Treatment (SAPT) Block Grant

Service Area Name: Prevention Centers Wards __ & __

CATEGORY

PERSONNEL & FRINGE BENEFITS	POSITION	PROGRAM SERVICES	TOTAL	NARRATIVE JUSTIFICATION
[Employee Name]	Prevention Center Coordinator	\$	\$	Represents 1 FTE, a full-time Prevention Center Coordinator who will... \$ ____ Salary @ \$XX/hr x 2080 hrs.
[Employee Name]	Community Prevention Mobilizer or Specialist	\$	\$	Represents 1 FTE, a full-time Community Prevention Mobilizer or Specialist who will ... \$ ____ Salary @ \$XX/hr x 2080 hrs.
[Employee Name]	Community Prevention Mobilizer or Specialist	\$	\$	Represents 1 FTE, a full-time Community Prevention Mobilizer or Specialist who will ... \$ ____ Salary @ \$XX/hr x 2080 hrs.
Subtotal Salaries		\$	\$	
Fringe Benefits		\$	\$	
Total Personnel & Fringe Benefits		\$	\$	
Consultants/Experts		\$	\$	
Occupancy		\$	\$	
Travel and Transportation		\$	\$	
Supplies & Minor Equipment		\$	\$	
Capital Equipment and Outlays		\$	\$	
Client Costs		\$	\$	
Communications		\$	\$	
Other Direct Cost		\$	\$	
Subtotal Direct Costs		\$	\$	
Indirect/Overhead (10% Limit)		\$	\$	
Total		\$	\$	

ATTACHMENT F

DOH/APRA RECEIPT

ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE

RFA No. APRA PC 083112

The D.C. DEPARTMENT OF HEALTH IS IN RECEIPT OF

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Telephone/Facsimile/Email)

(Project Name)

(Geographic Designation: Wards __ & __)

(Amount Requested)

DOH USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES plus a Flash Drive of full proposal

RECEIVED ON THIS DATE _____ / _____ /2012

Received By: _____

ATTACHMENT G

PROPOSED WORK PLAN **RFA No. APRA PC083112**

District of Columbia Department of Health Addiction Prevention & Recovery Administration Prevention Center Grant

Contact

Agency Name: _____ **Person:** _____ **Telephone:** _____

Project Title: _____ **Total Request:** _____

Wards: ___ & ___

DC Prevention Center Goal:			
Measurable Strategies			
Strategy #1:			
<u>Key activities needed to meet this objective:</u>	<u>Start Date/s:</u>	<u>Completion Date/s:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Strategy #2:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Strategy #3:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

Duplicate this page as needed for additional proposed strategies. Ensure that heading information clearly identifies the applicant's submission, the RFA number and page (e.g. page 2 of 4) of the proposed work plan