

Maternal, Infant and Early Childhood Home Visiting Services

Request for Applications

CHA-RFA# MIECHV08.22.14

Submission Deadline: Friday, September 19, 2014



District of Columbia Department of Health
Terms for Requests for Applications & Funding

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

- Funding for an award is contingent on continued funding from the DOH funding source.
- The RFA does not commit DOH to make an award.
- DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. DOH shall notify the applicant if it rejects that applicant's proposal.
- DOH may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- 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. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- 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.
- 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.
- DOH shall provide the citations to the statute and implementing regulations that authorize the award; 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 awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- 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 the following site: www.opgs.dc.gov (click on Information) or click here: [City-Wide Grants Manual](#)

If your agency would like to obtain 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 this document will not be shared with DOH program staff or reviewers. Copies will be made available at all pre-application conferences.

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CHECKLIST FOR APPLICATIONS

- The applicant has completed a DOH Application for Funding and affixed it to the front of the Application Package.
- The Complete **Application Package**, includes the following:
 - ✓ DOH Application for Funding
 - ✓ Project Narrative
 - ✓ Project Workplan
 - ✓ Project Budget & Justification
 - ✓ Package of Assurances and Certification Documents
 - ✓ Other Attachments allowed or requested by the RFA (e.g. resumes, letters of support, logic models, etc.)
- Documents requiring signature have been signed by an AUTHORIZED Representative of the applicant organization.
- The Applicant has a DUNS number to be awarded funds. Go to Dun and Bradstreet to apply for and obtain a DUNS # if needed.
- The Project Narrative is printed on 8½ by 11-inch paper, **double-spaced**, on one side, **Arial or Times New Roman font using 12-point type with a minimum of one inch margins**. Applications that do not conform to this requirement will not be forwarded to the review panel.
- The application proposal format conforms to the “Application Elements” listed in the RFA.
- The Proposed Budget is complete and complies with the Budget forms provided in the RFA. The budget narrative is complete and describes the categories of items proposed.
- The Proposed Workplan is complete and complies with the forms and format provided in the RFA
- The Applicant is submitting one (1) marked original and (1) hard copy.
- The appropriate attachments, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to **DOH, 899 North Capitol St., NE, 3rd Floor Reception Area** no later than 4:30 p.m., on the deadline date of **September 19, 2014**.

I. GENERAL INFORMATION

A. Key Dates

Notice of Funding Announcement: August 12, 2014

Request for Application Release Date: August 22, 2014

Pre-Application Meeting Date: August 29, 2014

Application Submission Deadline: September 19, 2014

Anticipated Award Start Date: October 1, 2014

B. Overview

In 2010 the District of Columbia Department of Health (DOH), Community Health Administration, Home Visiting Program, which is under the Bureau of Child, Adolescent and School Health (CASH) received funding from the Department of Health and Human Services (DHHS), Health Resources and Services Administration (HRSA) for evidence based home visiting services. The purpose of the funding was to provide evidence based home visitation services in at-risk communities in the District of Columbia for the *Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV)*. In 2012, DOH received additional funding from HRSA to expand home visiting services citywide.

DOH has funded community-based organizations to implement Parents as Teachers (PAT), Home Instructions for Parents of Preschool Youngsters (HIPPY), and Healthy Families America (HFA). In addition, to implementing the evidence-based models, the local implementing agencies (LIA) are also required to collect and report on the six federally legislative benchmark areas including:

1. Improve Maternal and Newborn Health;
2. Decrease child injuries, child abuse, neglect or maltreatment and reduction of emergency Department Visits;
3. To assist families in improvements in school readiness and achievement;
4. To work with clients to decrease domestic violence incidence among participants;
5. To increase the number of adults in participating households who enrolled in educational or job training programs; and,
6. To provide referrals and connect clients to needed social services Administrative Requirements.

DOH is making funding available to support an additional PAT program. This funding is required to be used to serve residents in Wards 5, 7, and 8 of the District of Columbia. This RFA will make available one (1) award for \$225,000 per year to implement the PAT program for up to two (2) years.

C. Performance and Funding Period

The anticipated performance and funding period is October 1, 2014 – September 30, 2016. Award amounts and project periods are dependent upon receipt of funds from the federal grantor agency, Health and Human Services Health Resources and Services Administration (HRSA), expressly for the purpose of this program initiative.

D. Eligible Applicants

The following are eligibility requirements for organizations/entities applying for funds under this RFA:

- Organizations that are certified by the National Parents As Teachers Office to implement the PAT model;
- Organizations that have had at least two years experience implementing an evidence-based home visiting program; and,
- Organizations that have two years experience in data collection and reporting.

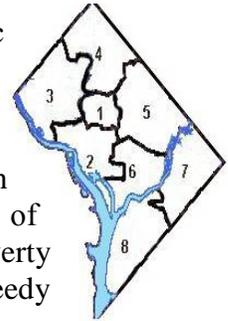
In order for an organization to be considered for funding, the organization shall meet the above eligibility criteria. Additionally, an organization must be able to demonstrate: 1) providing services to at-risk populations; 2) a track record of improving community outcomes; and, 3) the ability to meet reporting requirements related to programmatic and financial required by the RFA.

II. BACKGROUND & PURPOSE

A. Background

The United States Census reported that in 2010, the total population of the District was 601,723 residents. This represents an increase of 5.2% between decennial census years from 572,059 in 2000 to 601,723 in 2010. The District is geographically divided into four quadrants (northeast, northwest, southeast and southwest) and eight electoral wards (Figure 1).

FIGURE 1. MAP OF THE DISTRICT OF COLUMBIA WITH ELECTORAL WARDS



Located in the northwest quadrant of the District Wards 1 and 4 are home to a substantial number of the District's Hispanic residents; while, Wards 5 and 6 located in the northeast quadrant of the District and are predominantly middle-class African-Americans. More than ninety percent of the residents of Wards 7 and 8 are African-American. As indicated in Table 1 below, these residents; earn the District's lowest incomes, have the city's highest rates of unemployment, the highest rates of families and children living in poverty and the highest number families receiving Temporary Aid for Needy Families (TANF) and Food Stamps.

The 2010, Census data indicates that the District has approximately 38,156 children between the ages of 0 and 5 years. This number represents 6% of the District's total population. Many of these children reside in communities throughout the District with high rates of: poor birth outcomes; poverty; crime; substance abuse; child abuse and neglect; and low academic achievement.

Table 1: District of Columbia Demographic and Socio-Economic Indicators by Ward

Ward	Total Population 2010 ¹	Average family income 2006-2010	% Population by Race and Ethnicity 2010				Household Total # 2010	% Children in Population 2010 ²
			Black	White	Hispanic	Asian/PI		
1	76,197	\$ 89,921	33	36	22	5	31,309	12
2	79,915	\$116,794	13	67	9.5	10	34,811	5.8
3	77,152	\$150,629	5.6	78	7.5	8.2	36,040	13
4	75,773	\$97,355	59	20	19	2	29,029	20
5	74,308	\$ 62,420	77	15	6.3	1.7	29,340	17
6	76,598	\$103,014	42	47	4.8	5	34,449	13
7	71,068	\$ 48,305	96	1.4	2.3	.2	29,838	25
8	70,712	\$ 44,550	94	3.3	1.8	.5	25,827	30
DC	601,723	\$92,959	51	38	9	4	n/a	

¹ US Census Bureau 2010 American Community Survey

² US Census 2010 American Community Survey. Note: Children are defined as all persons less than 18 years of age.

Ward	% Population 16+ Employed 2010	% Population Unemployed 2010	% Population without a HS Diploma 2005-2009 ³	% Population in Poverty 2010	% Children in Poverty 2010	# of people receiving Food Stamps 2010	# of people receiving TANF 2010
1	71.4	5	19	13	23	9,807	3,174
2	65.4	3	8.1	4.5	18	3,617	917
3	66.3	3	3.4	2.1	3.1	412	47
4	60.3	6	17	7.0	12	12,644	3,965
5	54	9	19	15	29	18,074	6,256
6	64.4	6	12	15	31	14,798	4,186
7	50	12	20	23.2	40	27,462	11,528
8	43.4	11	21	32.0	48	35,423	16,386
DC	58.0	8.2	7.9	14.1	22.5	86,814	30,073

B. Purpose

DOH is soliciting applications from qualified not-for-profit organizations located in the District and certified by the Parents-As-Teachers National Office to implement the PAT evidence-based home visiting model, administer required assessment tools and collect data related to the six federally legislated benchmark areas.

III. ADMINISTRATIVE REQUIREMENTS

A. Award Uses

The award under this RFA will be used exclusively to pay costs associated with the implementation of the award. Payment requests will be monitored by DOH to ensure compliance with the approved budget and work plan.

B. Conditions of Award

As a condition of award, a successful applicant who is issued a Notice of Award (NOA) will be required to:

- Revise and resubmit a work plan and budget in accordance with the approved scope of work and assignments prescribed by a DOH Notice of Intent to Fund and any pre-award negotiations with assigned DOH project and grants management personnel.
- Meet Pre-Award requirements, including submission and approval of required assurances and certification documents (see Section VII E- Assurances & Certifications), documentation of non-disbarment or suspension (current or pending) of eligibility to review federal funds.
- Adhere to mutually agreed upon terms and conditions of an award agreement and Notice of Award issued by the Director of the Department of Health and accepted by

³ Neighborhood Change Database, created by GeoLytics and the Urban Institute, with funding from the Rockefeller Foundation. Data on TANF and Food Stamps are from the DC Department of Human Services, Income Maintenance Administration Source: Neighborhood Info DC, a partnership of the Urban Institute and the Washington, DC Local Initiatives Support Coalition (LISC); information accessed on 07.15.12 at <http://neighborhoodinfo.dc.org/wards/wards.html>

the awardee organization. The award agreement shall outline the scope of work, standards, reporting requirements, fund distribution terms and any special provisions required by federal agreements.

- Utilize DC Data and Reporting System (DCRS) developed by DOH.
- Participate in Quality Assurance and Improvement trainings and evaluation studies conducted by the independent evaluators.
- Develop a sustainability plan for the proposed initiative

C. Indirect Cost

Applicants' budget submissions must adhere to a **ten-percent (10%) maximum** for indirect costs. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost.

D. Insurance

All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.

E. Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited. Awardees subject to A-133 rules must have available and submit the most recent audit reports, as requested by DOH personnel.

F. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving funds under this RFA.

G. Quality Assurance

DOH will utilize a risk-based management and monitoring assessment to establish a monitoring plan for the awardee. Awardees will submit an interim and final report on progress, successes and barriers.

Funding is contingent upon the awardee's compliance with terms of the agreement and progress in meeting milestones and targets outlined in the approved work plan and performance plan. All programs shall be monitored and assessed by assigned project and grants management personnel. The awardee will receive a performance rating and subject to review at any time during the budget period.

A final performance report shall be completed by the Department of Health and provided and held for record and use by DOH in making additional funding or future funding available to the applicant. All performance reports are subject to review and oversight by the DOH Office of Grants Management.

IV. PERFORMANCE REQUIREMENTS

A. Target Population

The applicant shall recruit families with prenatal moms and infants up to 11 months of age. Provide services to families with pregnant women or children up to two (2) years and eleven months (11) of age. At least thirty five percent (35%) of the families recruited by the applicant shall come from Ward 7, thirty five percent (35%) from Ward 8, and thirty percent (30%) from Ward 5.

B. Location of Services

Services are to be provided in the homes of recruited and enrolled families. Families will be recruited in public locations, medical offices, social service settings, and other locations as determined by organizations to generate eligible participants.

C. Applicant s Implementation Plan

The applicant shall provide a detailed implementation plan, which includes the following minimum requirements:

- Protocols for data collection, reporting, and monitoring program fidelity in an accurate and timely manner;
- Policies and Procedures for tracking consent (e.g., forms), participant assessments, and sharing information; and
- Activities to be performed, the responsible person and target, dates for completion, and anticipated outcomes.

D. Parents As Teachers Services

The applicant must be a current and certified [Parents As Teacher](#) Affiliate at the time of solicitation response. All staff must be trained by PAT National office to implement the model to fidelity; and, submit affiliation and staff training certification. During the period of performance, the applicant must maintain their PAT affiliation status and implement the PAT model to fidelity.

E. Recruitment

Applicants shall develop and submit a recruitment and outreach plan. The plan shall include but is not limited to:

- Describing the type of recruitment methods that will be utilized to obtain a minimum of 60 eligible families; and
- List of recruitment sites and locations (i.e. libraries, public housing sites, community-based agencies).

F. Home Visitation

Home visitors must have face-to-face interaction with enrolled families that shall occur in the client's home, or an agreed upon location, with the child present for a minimum of an hour. Home visitation staff will utilize training and materials from PAT to provide properly structured home visits.

Home visitors shall collect the MIECHV required data on each client, child, and household member and enter the data into DCRS. Client contact information (visits, calls, emails, and referrals) shall be entered in DCRS within three (3) business days from the date that the contact occurred. The assessment data shall be entered and uploaded within five (5) business days from the date that the assessment is administered.

G. Assessments

The applicants shall administer and score assessment tools; and, refer families and children to the appropriate services if necessary. The applicants shall have a clinician (e.g.: clinical counselor, licensed social worker, Registered Nurse, or psychologist) to score and interpret assessment tools when required. The applicant is required to utilize the following required assessment tools:

- a. Abusive Behavior Inventory – Self-Assessment Tool that gauges the level of abuse in the person's relationship;
- b. Adult Adolescent Parenting Inventory - Widely used tool to identify adolescents and adults at risk for inadequate parenting behaviors;
- c. Ages & Stages Questionnaires - Developmental screeners given to parents to see how a child's development compares with other children of the same age;
- d. Ages and Stages Social and Emotional (ASQ:SE) - parent-completed tool with a deep, exclusive focus on children's social and emotional development, used for early identification of social-emotional problems;
- e. Center for Epidemiological Studies Depression Scale - Self-test that measures depressive feelings and behaviors during the past week to determine a person's depression quotient;
- f. Infant/Toddler (IT) Home Observation for Measurement of the Environment (HOME) Inventory - Scores conditions or events are characteristic of the home environment as observed by applicants and/or reported by parent; and
- g. Parent Stress Index - Used as a screening and triage measure for evaluating the parenting system and identifying issues that may lead to problems in the child's or parent's behavior.

The applicants shall ensure that home visitation staff are trained to: administer, score and interpret assessment tools; and, communicate assessment results to families. The home visitation staff shall administer the assessment tools according to the assessment schedule provided by DOH. The assessment data shall be entered and uploaded within five (5) business days from the date that the assessment is administered. Referrals resulting from

the assessment score and/or interpretation must be entered within three (3) business days from the date that the client and/or child is identified for needing services.

H. Referrals

The applicant shall develop and maintain relationships with community resources and public agencies and provide home visitation staff with contact information, eligibility requirements, and scope of services of said organizations.

The applicant's home visitors shall make the appropriate referrals based on the family's needs, well-being screenings, and on the seven (7) approved assessments. The home visitor and/or supervisor shall also follow up on any referral made and provide assistance in completing referrals as client circumstances necessitate.

The applicant shall enter all referrals into DCRS with in three (3) business days from the date that service need is identified.

I. Implementation

The applicants shall be responsible for implementing the PAT model to fidelity.

The applicant shall implement the MIECHV PAT program according to its specifications to sixty (60) eligible families utilizing on-going technical assistance from the National Office of the PAT and the DOH Home Visitation staff.

The applicant's home visiting staff shall participate in DCRS training conducted by DOH and, enter all client/child data into DCRS. Additionally, the applicant shall participate in on-going Continuous Quality Assurance (CQA), Continuous Quality Improvement (CQI), and evaluation activities.

The applicant shall participate in bi-monthly telephone check-ins with DOH; as well as, submit monthly reports describing: challenges/successes and progress on implementing HV program; and, how the program is being implemented to fidelity to eligible families residing in Wards 5, 7, and 8.

J. Standards of Service Provided

The applicant must maintain affiliation with PAT National Headquarters throughout the life of the award in order to be authorized to implement PAT. At any time, the CA may request that the applicant that the show proof of their current affiliation with PAT.

The applicants must discuss any proposed adaptations with DOH and the national model developer to ensure the changes do not alter core components. Applicants must receive approval from the national model developer before implementing the model with the proposed adaptations and must report such adaptations, along with documentation, from the national model developer to DOH.

K. Parents As Teachers (PAT) Model and related Training

The applicants shall ensure the following:

- All staff responsible for implementing the PAT model are trained in the initial core trainings provided by PAT. PAT training certification for all staff are provided to DOH within the first sixty (60) days of award;
- All staff are trained on administering and scoring the seven (7) approved assessment tools within the first sixty (60) days of award;
- All staff are trained on DCRS within the first sixty (60) days of award; and,

L. Staffing Requirements

The applicant shall ensure that the appropriate program staff is hired within sixty (60) days of award to fully implement the program. The applicant's program staff shall include, but not be limited to, one (1) full-time program manager /supervisor, and three (3) full-time home visitors.

DOH has the right to approve or deny any hired staff to be charged to the funding for this project.

The PAT Manager's /Supervisor's key role shall be to provide supervision and oversight of the implementation of the PAT program. The manager/supervisor shall possess a minimum education of a two-year degree or 60 college hours in Early Childhood Education or a related field. Additionally, they shall also have a minimum of one-year experience in supervising a home visiting program. The manager/supervisor shall ensure the cohesive of the program and make efficient use of resources in the implementation of the PAT model. This includes, but is not limited to the following:

- Implementing and complying with all Health Insurance Portability and Accountability Act (HIPAA) regulations governing the security and confidentiality of identifiable individuals and all other protected health information contained in all project files.
- Supervise the activities of the home visitors and managing the day-to-day project operations.
- Ensures that participant data is entered accurately and timely in the DOH DCRS database system.
- Monitor the home visitors' entries into the database and use the information to provide reflective supervision.
- Utilize program evaluation and outcome measures for continuous quality improvement.
- Review and implement quality assurance/ improvement protocols and use/update these protocols to address both data and service quality.

M. Home Visitors

- The Home Visitors shall possess a minimum of a high school diploma or its equivalent; and, have experience in working with or providing services to children and families. The Home Visitors must be proficient in the utilization of technology and in Microsoft Office programs;
- Conduct home visits in accordance with the PAT model;
- Facilitate referrals to organizations as appropriate;
- Accurately enter collected information into the DCRS within seventy-two (72) hours of home visit
- Administer and score the required assessment tools and enter the scores into the DCRS within five (5) business days;
- Present the PAT curriculum to fidelity

N. Data Collection Requirements

The applicant shall ensure the following:

- All staff implementing the PAT model participate in mandatory DCRS trainings on data entry;
- Participate in the CQA/CQI trainings;
- Home visitation staff enter contact data within three (3) business days of home visit;
- Home visitation staff enter assessment data within five (5) business days of administration; and,
- Home visitation staff utilize the DCRS CQI dash-board to track their progress in collecting the priority benchmark data.
- Staff participate in evaluation studies with the independent evaluators, including teleconferences, meetings, and review of data to improve program infrastructure.

The applicant is required to collect data that include, but not be limited to, the following:

- Demographic data for the participant children, pregnant women, expectant fathers, or primary caregivers receiving home visiting services including: the child's gender, ages of all family members (including age in months for child) at each data collection point and racial and ethnic background of all participants in the family;
- Number of site visits;
- Results of visit;

- Family socioeconomic indicators (e.g., family income, employment status);
- Referrals made to outside organizations and the results of referrals made;

The applicant shall purchase computers (laptops or tablets for home visitation staff). The computers must meet the following specifications:

- Encrypted hard drive
- Secure internet connection
- Laptops with dual factor authentication
- The applicant must provide a secure internet connection for staff to access web-based data system.

O. Reports

The applicant required reporting shall include, but not be limited to, the following:

- Monthly narrative reports submitted by the last business day before the 15th of each month to include:
 - a. Program activities;
 - b. Number of families served; and,
 - c. Barriers to progress that have been encountered and strategies/steps taken to overcome them;
- Monthly activity logs for all Home Visitation staff.
- Anticipated and/or current challenges in maintaining quality and fidelity of the home visiting program, and the proposed response to the issues identified;
- Participant recruitment and retention efforts;
- Updates on the coordination between home visiting program(s) and other existing programs and resources provided to the target population (e.g., health, mental health, early childhood development, substance abuse, domestic violence prevention, child maltreatment prevention, child welfare, education, and other social and health services);
- Updates on quality assurance and continuous quality improvement effort;
- Benchmark data: improved maternal and newborn health; prevention of child injuries, child abuse, neglect, or maltreatment, and reduction of emergency department visits; improvement in school readiness and achievement; reduction in crime or domestic violence; improvements in family economic self-sufficiency; and, improvements in the coordination and referrals for other community resources and supports;

- Services provided to the program clients;
- Number of clients identified;
- Number of clients enrolled, date of enrollment, date of withdrawal, client category (i.e. pregnant or postpartum);
- Number of home visits conducted, including dates of home visits;
- Number of failed home visiting attempts;
- Number of referrals made, listed by agency name;
- Demographic data on all new enrollees;
- Additional reports as required by HRSA.
- All reports must be submitted in electronic format.

P. Participant Recruitment and Retention efforts

The applicant are required to develop a recruitment and retention plan to outline:

- List of agencies they will partner with to promote their program and receive referrals;
- Copy of the Memorandum of Agreement between applicant and recruitment site detailing the hours, days and time applicant is allowed to be at the location;
- Referral process between the applicant and the participating agency;
- The location of the agencies, and
- Retention strategies.

Q. Collaboration

The applicant shall join and participate as a member of the DC Home Visiting Council hosted by Mary's Center on the fourth Tuesday of every month from 1:00pm – 2:30pm, or as needed.

R. Presentations

The applicant shall, at all times, be required, and responsible for presenting to various groups both local and Federal funders of this award on the successes and challenges on implementing the PAT model. The applicant shall also provide any and all documentation by the requested date, (and as requested) including but not limited to all budget and invoice documentation.

V. APPLICATION SECTIONS

A. Background

- Describe past experience implementing home visiting programs
- Describe past success in recruiting and retaining clients in home visiting program
- Describe the agencies experience with data collection

B. Organizational Capacity

- Describe experience in serving the target population(s).
- Describe existing and additional required staff (if any), qualifications, and responsibilities. For vacant proposed positions, identify duties, responsibilities and projected time line for recruitment and time-limited hiring. CV, resumes, position descriptions, and organizational charts may be submitted as appendices.
- Describe how funding will support strategies that align with the goals of the initiative.
- Describe sustainability for continuation of program.

C. Partnerships, Linkages, and Referrals

Describes how agency through partnerships, linkages are able to provide referrals as needed to clients

D. Implementation Narrative & Work Plan

The implementation plan describes how the program will be implemented. The work plan includes all of the elements found in the work plan example in Appendix B

E. Budget Justification and Narrative

Include the budget justification and narrative as separate attachments, not to be counted in the narrative page limit. The line item budget justification and narrative should include funding to support all requirements of the RFA, be directly aligned with the stated goals, objectives, outcomes and milestones in the work plan, and training requirements.

VI. EVALUATION CRITERIA

Eligible applications will be assessed in each area to the extent to which an applicant demonstrates:

A. Background (20)

The applicant shall provide detailed information to demonstrate at least two (2) years experience in implementing a Home Visiting Program. The applicant's past performance and experience will be evaluated to allow the District to assess the applicant's ability to implement and successfully manage home based service delivery programs. It should include experience with Maternal and Child Health Services. This factor determines applicant experience with family services that embrace the concepts of family-centered and strength-based service provision; knowledge of maternal-infant health and dynamics of child abuse and neglect; experience in providing services to culturally diverse

communities/families experience in home visitation with a strong background in prevention services to the 0-3 age population.

B. Organizational Capacity (30 Points)

- **Policies and Procedure** - This qualifying factor will indicate how well the applicant's current policies and procedures are aligned with program deliverables
- **Data Collection** -The applicant shall submit current operational protocol that governs data collection process.
- **Project Team** - This qualifying factor considers the education, experience, knowledge, training, of staff that will oversee the project.

C. Partnerships, Linkages, And Referrals (10 Points)

- Demonstrate organization partnership and linkages support the applicant's ability to refer clients to needed social services activities under this program.
- Description of agencies success rate in connecting clients to services
- Are appropriate letters of support included, clearly outlining a commitment to proposed activities?

D. Implementation Narrative & Work Plan (40 points)

The applicant shall develop an implementation plan, which focuses on executing the deliverables outlined in this document. The implementation plan shall include:

- Protocols for data collection and reporting to ensure that each home visitor accurately collects data, and enter the data into the DOH Home Visiting Data Collection and Reporting System (DCRS) in an accurate and timely manner. All data, excluding the assessment data, shall be entered within three (3) business days after the home visit and/or contact with the family;
- Assessment data is scored and entered into the DCRS within five (5) business days of being administered to the family;
- Policies and Procedures (including consent forms for program participation, sharing information, and assessment administration) for review and approval by CA;
- The applicant shall describes how the program will be monitored to ensure fidelity of the PAT model and the MIECHV data requirements; and
- An annual workplan which includes a chronological list and description of activities to be performed, the responsible person and target dates for completion, and anticipated outcomes.

E. Budget and Budget Narrative (Reviewed, but not scored)

- Is the itemized budget for conducting the project and the justification reasonable and consistent with stated objectives and planned program activities?

VII. APPLICATION SUBMISSION

A. Application Package

Complete Application Package shall contain the following:

- A DOH Application for Funding
- Project Narrative (See Section VI F - Application Elements)
- Attachments (See Application VI F – Application Elements)
- Assurance & Certification Packet (See Section VII E – Assurances)

B. Application Elements - Project Narrative & Attachments

- Executive Summary
- Background & Need
- Organizational Capacity Description
- Partnership, Linkages and Referrals Description
- Implementation Plan
- Attachments
 - Work Plan (Attachment - Required Template)
 - Budget (Attachment - Required Template – Not Scored)
 - Letters of Support
 - Position Descriptions (if applicable)

C. Pre-Application Conference

A Pre-Application Conference will be held on **August 29, 2014**, from 11:30 to 1:00 p.m. The meeting will provide an overview of CHA’s RFA requirements and address specific issues and concerns about the RFA. No applications shall be accepted by any DOH personnel at this conference. Do not submit drafts, outlines or summaries for review, comment and technical assistance.

The Pre-Application conference will be held in the District of Columbia at 899 North Capitol Street, NE, 3rd Floor Conference Room 306, Washington, DC 20002.

D. Internet

Applicants who received this RFA via the Internet shall provide the District of Columbia, Department of Health, and Office of Partnerships and Grants Services with the information listed below, by contacting bryan.cheseman@dc.gov. Please be sure to put “**RFA Contact Information**” in the subject box.

Name of Organization
Key Contact
Mailing Address
Telephone and Fax Number
E-mail Address

This information shall be used to provide updates and/or addenda to the RFA.

E. Assurances & Certifications

DOH requires all applicants to submit various Certifications, Licenses, and Assurances. This is to ensure all potential awardees are operating with proper DC licenses. The

complete compilation of the requested documents is referred to as the Assurance Package. The assurance package must be submitted along with the application. Only ONE package is required per submission.

DOH classifies assurances packages as two types: those “required to submit along with applications” and those “required to sign award agreements.” Failure to submit the required assurance package will likely make the application either ineligible for funding consideration [required to submit assurances] or in-eligible to sign/execute award agreements [required to sign award agreements assurances].

If the applicant does not have current versions of the documents listed below on file with DOH they must be submitted with the application.

- A current business license, registration, or certificate to transact business in the District of Columbia
- 501 (C) (3) certification (for non-profit organizations)
- Current certificate of good standing from local tax authority
- List of board of directors provided by memo on agency letterhead, including names, titles and signed by the authorized representative of the applicant organization.

F. Format

Prepare application according to the following format:

- Font size: Times New Roman or Arial 12-point un-reduced
- Spacing: Double-spaced
- Paper size: 8.5 by 11 inches
- Page margin size: 1 inch
- Printing: Only on one side of page
- Binding: Only by metal (binder) clips or by rubber bands; do not bind in any other way

G. Submission

Submit four (4) hard copies (one marked “Original” and three additional copies) and one (1) electronic copy via a flash drive to the Community Health Administration (CHA) on or before 4:30 pm on September 19, 2014. Applications delivered after that deadline will not be reviewed or considered for funding.

Applications must be delivered to:

District of Columbia Department of Health
Community Health Administration
3rd Floor Conference Room
899 North Capitol Street NE
Washington DC 20002

H. Contact Information

Grants Management

Bryan Cheseman
Office of Grants Monitoring & Program Evaluation
DC Department of Health
Community Health Administration
District of Columbia Government
899 North Capitol Street, N.E., 3rd Floor
Washington, DC 20002
202.442.9339
bryan.cheseman@dc.gov

Program Contact

Edwina Davis
DC Department of Health
Community Health Administration
District of Columbia Government
899 North Capitol Street, N.E., 3rd Floor
Washington, DC 20002
202.442.8113
edwina.davis@dc.gov

VIII. APPLICATION REVIEW & SELECTION INFORMATION

- Applications shall be reviewed by an external review panel made up of technical and subject matter experts for the expressed purpose of providing an independent, objective review of applications. This external review panel shall be responsible for providing a score and technical review comments for record.
- Assurance and certification documents will be reviewed by internal DOH personnel assigned to ascertain whether eligibility and certification requirements have been met prior to consideration of review and recommendation of award.
- Applications, external review scores and technical review comments will be reviewed by an internal DOH review panel for the purpose of determining recommendations for award. The panel may be composed of DOH staff and consultants who shall be responsible for making recommendations for award, and include recommendations for funding levels, service scopes and targets, project designs, evaluation plans and budgets.
- In the review phase, applicants may be asked to answer questions or to clarify issues raised during the technical review process. No external review panel member will contact the applicant.
- DOH may request an in-person presentation to answer questions or clarify issues raised during the review process.
- Applicants approved for pre-award review will receive a Notice of Intent to Fund. The notice will outline pre-award requirements and propose any revisions and conditions of awards.

- Successful applicants will receive a Notice of Award (NOA) from the Department of Health. The NOA shall be the only binding, authorizing document between the recipient and DOH. The NOA will be signed by an authorized Grant Management Officer and e-mailed to the program director. A hard copy of the NOA will be mailed to the recipient fiscal officer identified in the application.

IX. APPENDICES

A. Appendix A: Definitions

Definitions

Department of Health Data Collection and Reporting System Is a database system developed by the DC Office of the Chief Technology Officer (OCTO) utilizing existing IT systems platform of Quick Base. Quickbase is a web-based collaboration database application that allows users to create their own custom applications without writing code. DOH IT team has designed a data collection and reporting system using the Quickbase platform. The system is tailored made to collect the specific benchmark data, participant demographics, electronic surveys and assessment tools, data from the home visitation programs as well as data from: Child and Family Services Administration; Department of Human Services Income Maintenance, and DOH Center for Planning, Policy and Evaluation. The home visitors shall be able to transmit real-time data directly to the system using handheld electronic devices used while they are in the field.

Continuous Quality Assurance (CQA) - A systematic approach to specifying the processes and outcomes of a program or set of practices through regular data collection and the application of changes that are expected to lead to improvements in performance.

Continuous Quality Improvement Plan (CQI) - Continuous Quality Improvement plan describes the process of identifying, describing, and analyzing strengths and problems of a program; and testing, implementing, learning from, and revising solutions to address the problem. The CQI uses specific measures and standards for comparison to determine effectiveness. It also includes the process on how the organization will ensure that the program is delivering services and collecting data on services provided for their families.

Evaluation - The process of assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their effectiveness, which includes the systematic collection and analysis of data needed to make decisions regarding a program's effectiveness and impact and to inform subsequent practices.

Evidence-based Home Visiting Model – A home visitation model that has been in existence for at least three years and is research-based; grounded in relevant empirically-based knowledge; linked to program determined outcomes; associated with a national organization or institution of higher education that has comprehensive home visitation program standards that ensure high quality services delivery and continuous program improvement; has demonstrated significant, positive outcomes on indicators. when evaluated using a well-designed and rigorous randomized controlled research design and/or quasi-experimental research design; and that the evaluation results have been published in a peer reviewed journal.

Fidelity of a Model – Providing services which meet the specified criteria and components of the identified evidence-based home visiting model on an on-going basis

Implementation Plan - Plan that describes the process and resources needed to carry out a program. The plan contains brief description of the major tasks involved in carrying out the program; and, the overall resources needed to support the program effort (such as hardware, software, facilities, materials, frameworks and personnel)

National Model Developer - Entity responsible for the development of an identified evidence-based home visiting model.

Presenting - The act of formally providing information that demonstrate or shows information related to the program so that others may determine how to adopt practices for their target populations.

Program Staff - All the people employed by a particular organization to carry out a program. Also included in the term Program Staff is DOH administrative staff and sub-contracted direct service staff.

B. Appendix B: Work plan Template 2.0

Contact Person:

RFA Title:

Proceed to outline administrative and project objectives, activities and targeted dates in the spaces below.

C. Appendix C Budget Format

For additional guidance <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>

The following is a sample format to complete you budget narrative

A. Salaries and Wages

Total: \$

Name	Position Title	Annual Salary	Time	Months	Amount Requested

Position Descriptions/Justifications:

Program Director

Brief description of role and key responsibilities.

Position Title # 2

Brief description of role and key responsibilities.

Position Title # 3

Brief description of role and key responsibilities.

B. Fringe Benefits

Total: \$

Fringe benefits are applicable to direct salaries and are treated as direct costs.

C. Consultants/Contracts

Total: \$

Contractor #1		
Name of Contractor		
Method of Selection (check appropriate box)	Sole Source*	Competitive
*If Sole Source - include an explanation as to why this institution is the only one able to perform contract services		
Period of Performance	Start Date of Contract	End Date of Contract

Scope of Work Written as outcome measures Specify deliverables Relate to program objectives/activities	
Method of Accountability (describe how the contract will be monitored)	
Budget	

D. Equipment **Total: \$**

E. Supplies **Total: \$**

General office supplies (pens, paper, etc.) \$1,200.00
(Example: 18 months x \$300/year x 2 staff)

The funding will be used to furnish the necessary supplies for staff to carry out the requirements of the award.

F. Travel **Total: \$**
Provide details and rationale for proposed in-state and out of state travel

G. Other **Total: \$**
Provide details and rationale for any other items required to implement the award.

H. Total Direct Cost **Total: \$**

Salary and Wages	
Fringe	
Contracts	
Equipment	
Supplies	
Travel	
Other	
Total Direct	

I. Total Indirect Cost **Total: \$**

Indirect cost is calculated as a percentage of total direct costs
(Direct Costs \$ ___ x 10%)

J. Total Financial Request Summary

Salary and Wages	
Fringe	
Contracts/Consultant	
Equipment	
Supplies	
Travel	
Other	
Total Direct	
Indirect Cost	
Total Financial Request	

D. Appendix D: Application For Funding

		Department of Health District of Columbia Application for Funding	
RFA #	MIECHV08.22.14	RFA Title:	MIECHV Services
Release Date:	August 22, 2014	DOH Administrative Unit:	Community Health Administration
Due Date:	September 19, 2014	Fund Authorization:	Pursuant to terms of CDC NOA#
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p>The following documents should be submitted to complete the Application Package:</p> <ul style="list-style-type: none"> ▪ DOH Application for Funding (inclusive of DOH & Federal Assurances & Certifications) ▪ Project Narrative (as per the RFA Guidance) ▪ Project Work Plan (per the RFA Guidance) ▪ Budget and Narrative Justification ▪ All Required attachments ▪ An Assurance and Certification Package 			
Complete the Sections Below. All information requested is mandatory.			
1. Applicant Profile:		2. Contact Information:	
Legal Agency Name:		Agency Head:	
Street Address:		Telephone #:	
City/State/Zip		Email Address:	
Ward Location:			
Main Telephone #:		Project Manager:	
Main Fax #:		Telephone #:	
Vendor ID:		Email Address:	
DUNS No.:			
3. Application Profile:			
	Program Area:	Funding Request:	
Select One Only:	[] Parents As Teachers		
	[]		
	[]		
	[]		
	[]		
Proposal Description: 200 word limit			
_____ Enter Name & Title of Authorized Representative		_____ Date	

E. Appendix E: Application Receipt



Application Receipt for **CHA-RFA# MIECHV08.22.14**

The Applicant shall prepare two copies of this sheet. The DOH representative will date-stamp both copies and return one copy to you for your records. The stamped receipt shall serve as documentation that the Department of Health is in receipt of your organization's application for funding. The receipt is not documentation of a review by DOH personnel. Please accept and hold your receipt as confirmation that DOH has received and logged-in your application. Note: Receipts for late applications may be provided upon delivery of your application, but late applications will not be forwarded to the review panel for consideration.

The District of Columbia Department of Health, Community Health Administration is in receipt of an application package in response to CHA-RFA# MIECHV08.22.14. The application package has been submitted by an authorized representative for the following organization:

_____ (Applicant Organization Name)

_____ (Address, City, State, Zip Code)

_____ (Telephone) _____ (Fax) _____ (E-mail Address)

Submitted by: _____ (Contact Name/Please Print Clearly) _____ (Signature)

For identification and tracking purposes only:

1. Your Proposal Program Title: _____
2. Amount Requested: _____
3. Program / Service Area for which funds are requested in the attached application: *(check one)*
 Parents As Teachers

District of Columbia Department of Health Use Only

ORIGINAL APPLICATION PACKAGE AND _____ (NO.) OF COPIES	Date Stamp
Received on this date: ____/____/ 2013	
Time Received: _____	
Received by: _____ Tracking # _____	

F. Appendix F: Assurances and Certifications



GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Health

Statement of Certification for a DOH Notice of Award

- A. The Applicant 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 is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. The Applicant certifies 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 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. The Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the awarding Agency, the Applicant 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 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 has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the award, or the ability to obtain them;
- I. That the Applicant 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 has a satisfactory record of performing similar activities as detailed in the award or, if the award is intended to encourage the development and support of organizations without significant previous experience, that the awardee has otherwise established that it has the skills and resources necessary to perform the award. In this connection, Agencies may report their experience with an awardee's performance to OPGS which shall collect such reports and make the same available on its intranet website.
- K. That the Applicant has a satisfactory record of integrity and business ethics;

- L. That the Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the award, or the ability to obtain them;
- M. That the Applicant is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this award 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 applying organization, I hereby certify that the applicant, if awarded, will comply with the above certifications.

Applicant Name

Street Address

City

State

Zip Code

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Statement of Assurances to Comply with Federal Assurances

The Awardee 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 Award -28 CFR,

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

Also, the Awardee assures and certifies that:

1. It possesses legal authority to apply for the award; that a resolution, motion or similar action has been duly adopted or passed as an official act of The awardee'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 Awardee 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 Awardee.
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 ensure 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 award, 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.

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.

12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
14. 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.
15. In addition to the above, the Awardee 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 (awards 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.)
- p) Federal Funding

As the duly authorized representative of the applying organization, I hereby certify that the applicant, if awarded, will comply with the above certifications.

Applicant Name

Street Address

City

State

Zip Code

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date



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

Awardees should refer to the regulations cited below to determine the certification to which they are required to attest. Awardees 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 an award agreement over \$100,000, as defined at 28 CFR Part 69, the Awardee 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 subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.
- (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 that awardees 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 Awardee 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 reco3()] T 1 72.024 745.68 Tr

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (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).
- (11) The Awardee may insert in the space provided below the sites) for the performance of work done in connection with the specific award:
 Place of Performance (Street address, city, county, state, zip code)
 Drug-Free Workplace Requirements (Awardees who are 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 67615 and 67.620-
- (12) As a condition of the award, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the award; and
- (13). If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

D.C. Department of Health, 899 N. Capitol St., NE, Washington, DC 20002

As the duly authorized representative of the applying organization, I hereby certify that the applicant, if awarded, will comply with the above certifications.

 Applicant Name

 Street Address

 City State Zip Code

 Application Number and/or Project Name Applicant IRS/Vendor Number

 Typed Name and Title of Authorized Representative

 Signature Date