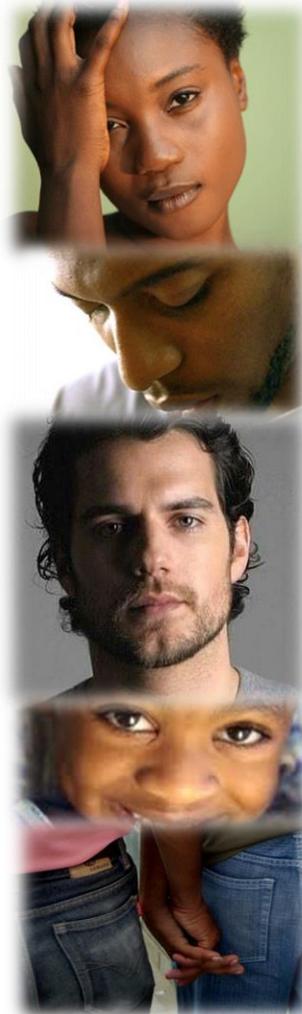


Funding Opportunity

Government of the District of Columbia Department of Health
HIV/AIDS, Hepatitis, STD, and TB Administration

H A H S T A

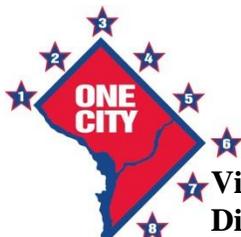


Housing Assistance in the District of Columbia for People with HIV/AIDS and their families

Housing Opportunities for Persons with HIV/AIDS

Request for Applications (RFA)

Application Due Date: July 21, 2014



Vincent C. Gray, Mayor
District of Columbia

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Notice of Funding Availability

DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
HIV/AIDS, HEPATITIS, STD, & TB ADMINISTRATION
NOTICE OF FUNDING AVAILABILITY
RFA# HAHSTA HSG 06.20.14
FY2014 HIV Housing Assistance Programs

The Government of the District of Columbia, Department of Health HIV/AIDS, Hepatitis, STD, & TB Administration (HAHSTA) is soliciting applications from qualified applicants to provide Single Point of Entry services and Single Point of Payment services to indigent persons who are HIV-infected and their families.

In FY2014, approximately \$6,400,000 in Housing Opportunity for Persons with AIDS (HOPWA) funds are expected to be available from the U.S. Department of Housing and Urban Development and an additional approximate \$200,000 from District of Columbia. Successful applicants will serve as the Single Point of Entry and/or the Single Point of Payment for the Tenant-Based Rental Assistance (TBRA) program and Short-Term Rental, Mortgage and Utility (STRMU) program supported by HOPWA and the local housing assistance program ("Bridges Fund").

FY2014 grant awards are projected to begin October 1, 2014 and end September 30, 2015, with two options years. The awards and the amounts of each award are contingent upon availability of funds. The options years are contingent upon successful implementation and availability of funds.

The following entities are eligible to apply for grant funds under this RFA: not-for-profit providers operating as housing programs. All awards will be made to organizations located and providing services within the District of Columbia.

The release date for RFA# HAHSTA HSG 06.20.14 is Friday, June 20, 2014. The District of Columbia, Department of Health, HIV/AIDS, Hepatitis, STD & TB Administration will have the complete RFA available for pick up at 899 North Capital Street, NE, 4th Floor and on the internet at <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> **Friday, June 20, 2014.**

The Request for Application (RFA) submission deadline is 5:00 PM Monday, July 21, 2014. The Pre-Application conference will be held in the District of Columbia at 899 North Capital, NE, 4th floor Conference Room, Washington, DC 20002, on **June 25, 2014, from 10:00 AM to 12:00 Noon.** **Note: This is a government building and all parties must have government issued identification in order to access the building.**

If you have any questions, please contact Kimberly Green via email at Kimberly.green@dc.gov or by telephone at (202) 671-4900.

Terms and Conditions

The following terms and conditions are applicable to this and all Requests for Applications 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 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.
4. DOH may suspend or terminate an outstanding 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 subgrant; 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 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.

Table of Contents

Notice of Funding Availability	ii
Terms and Conditions	iii
Overview	1
Purpose of this Request for Applications (RFA)	1
Measurable Outcomes	2
Available Funding	3
Eligible Applicants	4
Cultural Competence	4
Applications for Multiple Categories	4
Program Activity Detail	5
Category A: Single Point of Entry for Housing Assistance	5
Category B: Single Point of Payment for Client-Based Subsidies	9
Review Process and Funding Decisions	13
Scoring Criteria	14
Post-Award Activities	17
Budget Development and Description	17
Grant Terms and Conditions: District of Columbia	18
1. Audits	18
2. Insurance	19
3. Compliance with Tax Obligations	19
4. Drug-Free Workplace	20
5. Vendor Assurances	20
6. District of Columbia Regulatory Requirements	20
7. Confidentiality	20
8. Compliance with the Americans with Disabilities Act	21
9. Client Satisfaction and Grievance Procedure	21
10. Term	21
11. Availability of Funds	21
12. Budget	21
13. Information Systems	21
Application Submission Procedures	22
1. Pre-application Conference	22
2. Internet	22
3. Letter of Intent	22
4. Assurances	22
5. Prepare Application	23
6. Submit Application	23
Additional Resources	24
US Department of Housing and Urban Development HIV/AIDS Housing Programs	24

HIV/AIDS in the District of Columbia.....	24
2008 HIV/AIDS Epidemiology Update.....	24
Annual Action Plan – FY 2012	24
HAHSTA Contacts	24
Attachments.....	25
Attachment A: RFA Checklist.....	25
Attachment B: Assurances Checklist	27
Attachment C: Applicant Profile.....	28
Attachment D: Linkages Summary	29
Attachment E: Other Sources of Funding	31
Attachment F: Budget and Budget Narratives	33
Attachment G: Application Receipt.....	34
Attachment H: Receipt for Assurances	35
Attachment I: Certifications Lobbying, et al.....	36
Attachment J: Assurances	40
.....	40
Attachment K: DOH Certification	43
Attachment L: Letter of Intent to Apply	45

Overview

Purpose of this Request for Applications (RFA)

The purpose of this Request for Applications (RFA) is to implement services to prevent or reduce homelessness among people with HIV/AIDS and their families, and to assist them in obtaining or maintaining residency in stable housing. A secondary goal is to improve health prevention outcomes through stabilizing housing. The services will be supported by a combination of funds from the federal Housing Opportunities for Persons with AIDS (HOPWA) program and local District of Columbia FY 15 appropriated funds.

The HIV/AIDS, Hepatitis, STD and Tuberculosis Administration (HAHSTA) continues to refine its approach to housing services. The services to be supported under this RFA constitute the core housing services managed by HAHSTA, and are intended to be provided in the context of the full range of housing, medical and support services available to low-income people with HIV and their families in the District of Columbia. The activities in this RFA represent a consolidation of some financial services and an expansion of targeted, expert community-based housing supportive services.

HAHSTA encourages applications that demonstrate an understanding of the role of supportive services. Supportive services are intended to provide critically important support for individuals and families to maximize the likelihood of successful housing service delivery. Successful applicants will demonstrate their ability to assess the need of clients for supportive services, understand the extent to which those needs are met through services supported through other funding sources, create a customized plan to ensure the provision and evaluation of supportive services and prepare clients for long-term, future housing independence.

Two distinct, complementary housing services will be funded through this RFA. Both service categories provide housing services from multiple funding sources, specifically HOPWA and local appropriated funds.

- The Single Point of Entry for Housing Services is designed to ensure effective access to housing services for people with HIV and their families. This service is intended to offer access or referral to all available housing assistance programs that are appropriate for the client served.
- The Single Point of Payment will provide direct client subsidies supported by HOPWA Tenant-Based Rental Assistance (TBRA), HOPWA Short Term Rental, Mortgage and Utility (STRMU) Assistance and local appropriated funding for HIV housing services (“Bridges Fund”).

Measurable Outcomes

Measurable outcomes are consistent with the Consolidated Plan for the District of Columbia. Key indicators to be reported by each successful applicant include, but are not limited, to:

- The number of chronically homeless persons with HIV/AIDS who are housed.
- The number of marginally housed persons with HIV/AIDS who are moved to stable, long-term housing.
- The number of households who are supported to maintain stable housing.
- The number of persons with HIV/AIDS housed through the HOPWA program who are effectively transitioned to long-term or permanent housing supported by other sources of funding.
- The amount of leveraged resources (housing assistance and/or supportive services) that are secured to extend the funding available through this procurement.
- Number of households receiving housing assistance that house one or more individuals receiving appropriate HIV primary health care.
- Number of individuals with HIV/AIDS receiving housing assistance who are also able to access ongoing medical assistance support.
- Increases in income from employment or benefits among those receiving housing assistance.
- The number and proportion of people with HIV who receive housing assistance and receive regular primary outpatient medical care and medical case managements services.

Available Funding

HAHSTA anticipates a total of \$6,600,000 will be awarded through this RFA. All awards are subject to availability of funding.

Tabled below for each service category are the expected amounts of each award. HAHSTA expects to make one award in each service category.

	Program Costs				Administration (Maximum)		Total
	Client Subsidies (Minimum)		Service Delivery (Maximum)				
A. Single Point of Entry for Housing Services			465,000	93.0%	35,000	7.0%	500,000
B. Single Point of Payment Client-Based Subsidies							
TBRA	4,399,000	83.0%	530,000	10.0%	371,000	7.0%	5,300,000
STRMU	498,000	83.0%	60,000	10.0%	42,000	7.0%	600,000
Bridges Fund	166,000	83.0%	20,000	10.0%	14,000	7.0%	200,000
Sub-Total	5,063,000	83.0%	610,000	10.0%	427,000	7.0%	6,100,000
RFA Total							6,600,000

Use of Funds

Funds awarded under this RFA will comply with the requirements of the relevant funding source. Category A: Single Point of Entry for Housing Services is supported by HOPWA funds, as well as two of three activities (TBRA, STRMU) of Category B: Single Point of Payment of Client-Based Subsidies.

Services supported by HOPWA funds will comply with federal requirements. Please see the “Additional Resources” section of this RFA for the web location of the US Department of Housing and Urban Development HIV/AIDS Housing program.

The third activity of Category B, the “Bridges Fund,” is supported by local appropriated funds. This activity may supplement the support for the activity STRMU, but may also be used for assistance to clients to ensure their ability to enter into a long-term subsidy program. The “Bridges Fund” cannot be used to the pay any amount required of a client to contribute as a part of a local or federal housing subsidy or assistance program.

Period of Funding

Grants supported by funds awarded under this RFA are expected to begin on October 1, 2014, with a period ending September 30, 2015. Based on successful performance reviews, compliance with reporting requirements and availability of funds, grants may be continued for one or two option years after September 30, 2015.

Eligible Applicants

The following are eligible organizations/entities who can apply for grant funds under this RFA:

- Not-for-profit organizations with a demonstrated track record in providing housing and/or services to people living with HIV/AIDS and/or homeless people.
- Not-for-profit organizations with strong fiscal management skills and experience.
- Public housing agencies.

Cultural Competence

Applicants are advised that all service providers should deliver services in a manner that is culturally and linguistically competent, which includes addressing limited English proficiency (LEP) and health literacy needs of clients. HRSA defines cultural and linguistic competence as “a set of congruent behavior, attitudes, and policies that come together in a system or agency among professionals and enable that system, agency, or those professionals to work efficiently in cross-cultural and linguistically diverse situations.”

Providers funded by HUD grants need to be alert to the importance of cross-cultural and language appropriate communications and general health literacy issues. HUD supports and promotes a unified health communication perspective that addresses cultural competency, limited English proficiency, and health literacy in an integrated approach in order to develop that skills and abilities needed by HUD-funded providers and staff to deliver the best quality health care effectively to the diverse populations they serve.

For additional information on HHS guidelines on cultural competency, see the Office of Minority Health National Standards on Culturally and Linguistically Appropriate Services (CLAS) at:

<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>

Applications for Multiple Categories

Applicants may apply for one or both categories. For the purposes of this RFA, each application for each category should be submitted as a **single, stand-alone application**. Because each application is stand-alone, applicants will not be penalized for narrative sections for one application duplicated in another application. Applicants should exercise care, however, that the narrative for each application is relevant and specific to the program being proposed in that application.

Program Activity Detail

Category A: Single Point of Entry for Housing Assistance

The Single Point of Entry for Housing Services (SPE) category serves to ensure effective coordination of housing and housing-related services to people with HIV/AIDS and their families. Approximately one thousand, two hundred with HIV/AIDS and their families receive some level of support from the SPE, including those who are currently receiving long-term and short-term client-based subsidies and those on a waiting list for one or more services.

The successful applicant will demonstrate the understanding that the role of SPE is to invite clients and prospective clients into systems of housing and care that will support and sustain them. The skills and commitment to create and sustain collaborative efforts is critically important, and the successful implementation of the program will require an ongoing demonstration of customer service in the finest sense of the term.

The successful applicant will demonstrate the willingness and capacity to enter into meaningful collaborations with the following entities:

- The Single Point of Payment, an entity to be funded under Category B of this RFA.
- Community-based housing service experts
- Community-based provider(s) of Emergency Financial Assistance (Rental, Utilities) supported by CARE Act and other funds.
- Providers of the Local Rent Subsidy Program, including Housing Choice (Section 8), public housing, Veterans housing programs and the like..
- For profit and not-for-profit owners of residential real property.

Key Activities

The key activities of this service category include

1. Ensuring easy access for clients for the purposes of screening and enrollment.
2. Determining and documenting eligibility for receiving HOPWA and other housing assistance.
3. Maintaining of an inventory of available affordable housing sites.
4. Creating or maintaining a waiting list for individuals and families who have applied for long-term, client-based subsidies.

5. Developing of a procedure and criteria for reviewing the position of each client on the waiting list. The criteria will include, among others, the length of time on the waiting list and the relative acuity of need for a long-term, tenant-based subsidy. The procedure and criteria and subject to the review and approval of HAHSTA.
6. Ongoing, regular contact with clients on the waiting list, including a minimum of one contact in every six months
7. Regular and routine offer of housing and housing supportive services.
8. Providing referrals as appropriate to prevent those on the waiting list from becoming homeless.
9. Providing housing search assistance to eligible beneficiaries.
10. Identifying other potential housing assistance opportunities and assist HOPWA eligible households in applying for this assistance.
11. Preparing and submitting regular monthly reports on services provided, projections of services required and a summary of trends.
12. Providing services for residents of the eligible metropolitan statistical area as required.
13. The successful applicant will demonstrate the ability to provide assistance to community-based housing experts in preparing client applications for the client-based subsidy programs. In addition, the successful applicant will demonstrate the ability to provide enrollment assistance to those clients whose sole service need is housing subsidy.
14. Ensure a complete and timely housing plan for each client as part of their entry into housing assistance. Please note that a comprehensive service plan – that includes housing – is a requirement of all medical case management services supported by CARE Act Part A or Part B, and that for the purposes of this service category, this requirement may be met by the housing portion of the comprehensive service plan for potential clients served by medical case management. Housing plans will be developed for each client who is not served by medical case management, either by the provider of this service category or by linkages to a funded medical case management program.

Application Details

The application should provide a narrative description organized in the following sections. Proposals will be evaluated on the basis of the narrative provided. See the “Review Process” section for the scoring criteria and points available.

Background (Maximum seven pages)

Description of Need

Discuss the need for a single point of entry for housing services. The description of need should be organized in the following sections.

- **Client–Centered.** Describe the barriers to housing services commonly experienced by clients or potential clients. Describe the impact of the barriers on the ability of clients and potential clients to consume effectively a range of housing, health care and supportive services. Describe the impact of a lack of housing on the health status of clients and potential clients.
- **Systemic.** Describe the proposed impact of a single point of entry to improve the functioning of the currently available systems of housing services.
- **Programmatic.** Describe the need for a single point of entry as a means to ensure that services are provided to a range of clients and potential clients, including the need for short-term or one-time services for individuals and families on a waiting list for a scarce service.
- **Gap Analysis.** Describe briefly the systems of entry for clients with HIV into housing services, and include an analytical critique of those systems. Describe how the current system could contribute to being a barrier to housing services, and what opportunities exist to streamline and improve the provision of housing services.

Population to be Served

Provide a description for the population(s) proposed to be served through this RFA. Include in this discussion

- The demographic characteristics of the population to be served, including racial and ethnic distribution, gender, age and family status.
- The geographic area in which the population is found.
- The geographic area in which the population will be served.
- The particular need for services.
- The barriers to service commonly experienced.

Program Plan (Maximum fifteen pages)

Provide a description of the services to be provided in this category. Describe

- The plan to respond to the **Key Activities** described for this service category. Include a complete description of the proposal to establish or maintain collaborations.
- The set of services that will comprise the single point of entry for housing services program. Discuss the service activities that will be supported.
- Describe the plan to ensure that each applicant provides the necessary information to assess appropriateness for subsidies through all available funding sources. Provide specific information on the data elements to be included in the application. Available funding sources include all funding sources for which low-income individuals may be eligible, and should not be limited to HIV-specific funding sources.
- The ability of the proposing agency to ensure that each client has a housing plan. Describe the established relationships with CARE Act-funded providers of medical case management to ensure seamless use of the housing plans for clients served by medical case management. Describe the plan to ensure that clients not served by medical case management will be supported to develop a housing plan.
- The impact of the services proposed. Provide a specific plan for addressing the barriers most commonly experienced by the clients and potential clients targeted.
- The capacity of the proposing organization to provide the services proposed in ways that are culturally appropriate and linguistically competent for the populations proposed to be served.
- The staffing proposed to provide single point of entry for housing services. Include a description of staff functions, and the number of full-time equivalent positions required to implement the program.
- The plan for data collection, analysis and reporting. Propose key elements that should comprise the data collected.

Organizational Capability (Maximum ten pages)

Describe the experience and capability of the applicant with regard to providing housing and housing support services. Include in this discussion

- The type of housing and housing supportive services currently provided.
- Experience with managing a program that requires understanding and knowledge of general housing principles, for example, property management, development, landlord-tenant rights and responsibilities, housing intake, resource and referral management, lease negotiation, mediation.

- The ability of the organization to expand services in the event that additional funds become available under this category.
- The current capacity of the organization to collect, analyze and report program data. Provide examples of similar services on which the organization now reports, if appropriate.

Budget

See the “Budget Development and Description” section of this RFA and Attachment F: Budget and Budget Narrative.

Expected Number of Awards

HAHSTA expects to award a single grant for this service category.

Category B: Single Point of Payment for Client-Based Subsidies

This category serves to administer and coordinate three subsidy programs, tabled below, along with the estimated number of clients to be served during a twelve-month grant year.

Program	Estimated Clients
HOPWA Tenant-Based Rental Assistance (TBRA) Program	350
HOPWA Short Term Rental, Mortgage, Utility (STRMU) Program	150
Local appropriated housing support (“Bridges Fund”) program	60

A critical component of Single Point of Payment is to ensure timely, accurate and consistent payment of subsidies. The successful applicant will demonstrate fiscal capacity to ensure ongoing payment of subsidies.

To manage effectively and correctly the payment of rental subsidies, this service will require consistent and effective communication with HIV primary care, medical case management and supportive service providers, as well as the Single Point of Entry to be funded under Category A.

Key Activities

Key activities of this service category include

1. Ongoing maintenance of the regular payments of subsidies.
2. Ensuring annual re-certifications of eligibility and recalculation of subsidy amounts as requested by beneficiaries or their case workers.

3. Providing information (while maintaining confidentiality of HIV status) to private property owners regarding the housing assistance program and seeking to recruit landlords to participate in the tenant based rental assistance program.
4. Creation or maintenance of a system to ensure effective, two-way communication with providers of HIV primary care, medical case management, housing and supportive services and the Single Point of Entry to ensure accurate and complete reporting and submission of applications for long-term, tenant-based subsidies.
5. Ensuring that each beneficiary has an established, timely housing plan.
6. Reporting on the utilization of client-based subsidies each month, and forecasting the commitment for client-based subsidies for the remainder of the grant year.
7. Developing systems to ensure that:
 - a. Sufficient funds are available to meet subsidy requirements throughout the program year.
 - b. Funding efficiency is maximized so that the maximum number of beneficiaries receive housing assistance while maintaining sufficient funds to meet subsidy commitments to all enrolled households.
 - c. Identifying any anticipated unspent funds and recommending re-programming of funds among service categories.
8. Creating a transition plan to initiate payment of subsidies for current clients served by other agencies.
9. Establishing a procedure to allow hearings, mediation or arbitration of disputes regarding client services.
10. Collecting and reporting key outcome indicators on clients served. These elements include
 - a. Changes in employment.
 - b. Changes in housing status, including transition from HOPWA to other subsidized housing programs.
 - c. Changes in income, including enrollment as a beneficiary of SSI or SSDI.
 - d. Adherence to medical treatment, as measured by ongoing primary care or medical case management services.
 - e. Changes in health status as indicated by viral load.

These data can be the result of a documented effective collaboration with primary care and medical case management providers.

11. For TBRA beneficiaries

- a. Review leases of program participants to be sure that program requirements are met and are sufficient for the payment of subsidies.
- b. Ensure initial and annual housing inspections.
- c. Create or maintain a system to track the payment of required client contributions.
- d. Creation or maintenance of a means to ensure regular communication with landlords. At a minimum, this will include a twice-yearly open forum to discuss general issues with the landlords, while ensuring that client confidentiality is maintained.
- e. Creation or maintenance of a system to ensure that each landlord notifies the service provider within twenty-four hours of any imminent or imposed adverse consequence for a beneficiary. These consequences include, but are not limited to, notifications or penalties for failure to pay the client portion of the rent, destruction or damage to the property and any action that might result in an eviction notice.

12. For STRMU beneficiaries, a housing inspection to ensure compliance with respect to lead-based paint. This requirement applies only for properties built before 1978 and the family benefiting includes a child under the age of six or a pregnant woman.

Background (Maximum seven pages)

Description of Need

Discuss the need for a single point of payment for subsidies. The description of need should be organized in the following sections.

- **Client–Centered.** Describe the risks to housing stability posed by the absence of a single point of payment for client-based subsidies.
- **Systemic.** Describe the need for a single point of payment for client-based subsidies to improve the functioning of the currently available systems of housing services and enhance the stability of housing services provided.
- **Programmatic.** Describe the need for a single point of payment of client-based subsidies as a means to ensure that services are provided to clients in greatest need.

Population to be Served

This service category provides a fiscal and administrative service on behalf of clients who receive subsidies, which includes limited one-on-one interaction with clients. Clients served under the TBRA program component generally will have a greater degree of one-on-one interaction than those served under other program components.

The successful applicant will provide a description of its plan to provide excellent customer service. Its customers will include organizations that require assistance in placing clients in the subsidy program, landlords who rent space to clients and, occasionally, clients served. The plan for customer service should emphasize efficiency, courtesy and the ability to ensure prompt payment of rental subsidies.

Program Plan (Maximum fifteen pages)

Provide a description of the services to be provided in this category. Describe

- The plan to respond to the **Key Activities** described for this service category. Include a complete description of the proposal to establish or maintain collaborations.
- The set of services that will comprise the single point of payment for client-based subsidies. Discuss the service activities that will be supported.
- Describe the plan to ensure that each subsidy is paid by the most appropriate funding source. Include a description of the criteria the applicant will use to determine the most appropriate funding source. Available funding sources include all funding sources for which low-income individuals may be eligible, and should not be limited to HIV-specific funding sources.
- The capacity of the proposing organization to provide the services proposed in ways that are culturally appropriate and linguistically competent for the populations proposed to be served.
- The staffing proposed to provide single point of payment for client-based subsidies. Include a description of staff functions, and the number of full-time equivalent positions required to implement the program. Describe the staffing that will be required in the event of significant increases to the number of clients receiving subsidies.
- The plan to ensure an effective, smooth transition of clients currently receiving client-based rental subsidies.

Organizational Capability (Maximum ten pages)

Describe the experience and capability of the applicant with regard to providing housing and housing support services. Include in this discussion a description of

- The fiscal capacity of the applicant to provide this service. Include in this discussion
 - Documentation of the fiscal capacity to provide the services required.
 - Strategies to ensure that the applicant has sufficient cash reserves to ensure prompt payment of client-based rental subsidies.
 - Organizational infrastructure, including but not limited to, internal fiscal controls, policies and procedures.
- The experience of the applicant with managing a program of emergency or ongoing financial assistance to high-need individuals and families.
- The experience of the applicant with managing a program that requires understanding and knowledge of general housing principles, for example, property management, development, landlord-tenant rights and responsibilities, housing intake, resource and referral management, lease negotiation, mediation. If the applicant does not have substantial experience, describe the plan and necessary resources to establish the capacity.
- The ability of the organization to expand services in the event that additional subsidies are supported in the event that additional funds become available under this category.

Budget

See the “Budget Development and Description” section of this RFA and Attachment F: Budget and Budget Narrative.

Expected Number of Awards

HAHSTA expects to award a single grant for this service category.

Review Process and Funding Decisions

Applications will be reviewed by HAHSTA staff and a panel of external reviewers. The applications will be reviewed and scored based on the criteria below. It would be helpful for applicants to review the criteria as that will give guidance on what will be considered a successful application.

Technical Review Panel

The technical review panel will be composed of HAHSTA staff members who will examine each application for technical accuracy and program eligibility prior to the application’s evaluation by external reviewers.

External Review Panel

The external review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, public health, data analysis, health program planning and evaluation, social services planning and implementation. The review panel will review, score and rank each application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. DOH/HAHSTA shall make the final funding determinations. Applications will be objectively reviewed against the following specific scoring criteria listed below.

In addition to the comprehensive objective review, the following factors may affect the funding decision:

- Past performance of the applicant agency.
- Demonstrated experience providing the proposed or similar services.

Award amounts are dependent available funds.

Scoring Criteria

All applicants responding to the RFA shall be evaluated by the following selection/scoring criteria, with a total possible score of 100 points. The grant applications will be objectively reviewed against the specific scoring criteria listed below:

Scoring Area 1: Background

Maximum seven pages, maximum score 15 points

In this section, the applicant describes the needs for services and the characteristics of the population or population(s) to be served. Evaluation criteria for this section include

1. Applicant demonstrates a thorough understanding of the need for the service proposed.
2. Applicant describes the need for the service proposed in terms of
 - a. The needs experienced by clients
 - b. The contribution of the service proposed to improving the overall system of services
 - c. The gaps in existing service systems that the proposed service will address.
3. Applicant demonstrates a clear understanding of the population or population(s) to be served.
4. Applicant describes the particular need for the service proposed by the population or population(s) to be served.

Scoring Area 2: Program Plan

Maximum fifteen pages, maximum score 50 points.

In this section, the applicant describes the plan to provide services that meet the needs identified for the population or population(s) to be served. The requirements of the Program Plan are described in the Program Activity section of this RFA. Evaluation criteria for this section include

1. Applicant demonstrates a thorough understanding of the barriers to service experienced by the population or population(s) to be served, and has proposed a set of service activities to address those barriers.
2. The plan for services includes a clear description of the services to be provided, including a quantifiable set of units of service.
3. The plan for services includes a clear description of the number of people with HIV to be served, as well as a clear description of the number of family members of people with HIV to be served.
4. The applicant provides detailed information on how the proposed program will be implemented. The applicant presents relevant and realistic objectives and activities. The goals and objective of the activities are clearly defined, measurable and time specific. The applicant describes how services are to be provided (e.g. by the organization or in collaboration with another organization).
5. The proposed activities are consistent with the service category as defined in this RFA, appropriate and will result in the accomplishment of the project objectives. The proposed project would contribute to the achievement of the established objectives in the designated priority area(s).
6. The soundness of the methodology/approach on the target population(s) is demonstrated.
7. The applicant describes how the program will be effectively managed and demonstrates that the skills and experience of the proposed program staff are adequate to needs of the proposed program.
8. The expected impact of the program on the target populations(s) is clearly delineated and justified as to one or more of the following:
 - The number of chronically homeless persons with HIV/AIDS who are housed.
 - The number of marginally housed persons with HIV/AIDS who are moved to stable, long-term housing.
 - The number of households who are supported to maintain stable housing.

- The number of persons with HIV/AIDS housed who are effectively transitioned to housing supported by other sources of funding.
- Number of households receiving housing assistance that house one or more individuals receiving appropriate HIV primary health care.
- The number of persons with HIV/AIDS housed through the program who are effectively transitioned to housing supported by other sources of funding.
- Increases in income from employment or benefits among those receiving housing assistance.

Scoring Area 3: Organizational Capability

Maximum ten pages, maximum score 35 points.

1. The applicant demonstrated the knowledge and experience necessary to provide the proposed services to the population or population(s) to be served. The requirements of Organizational Capability are described in the Program Activity section of this RFA. Evaluation criteria for this section include:
 - Applicant demonstrates its technical competence to provide the services proposed.
 - Applicant demonstrates the cultural competence and language capacity to provide the services proposed to the population or population(s) to be served. Applicant demonstrates appropriate and necessary sensitivity to remove barriers created by racial and ethnic diversity, economic status, gender identity, disability, sexual orientation and similar factors.
 - Applicant has demonstrated the ability to create or maintain partnerships required for provision of the service.
 - For Category A: Single Point of Entry. Applicant has demonstrated its expertise with a wide range of housing services and funding sources, and has described a plan to ensure the optimum benefit to clients to be served under this program.
 - For Category B: Single Point of Payment. Applicant has demonstrated the fiscal capacity to ensure timely and consistent payment of subsidies. Applicant has in place necessary and appropriate fiscal management policies and procedures, and has demonstrated the ability to ensure appropriate and necessary fiscal oversight.

Scoring Area 4: Budget & Budget Narrative

No Points Awarded

The budget and budget narrative will be reviewed during the selection process, but is not included in the scoring of the proposal. Comments on the budget will be invited from the review panel and HAHSTA, and will help guide the negotiation of the budget with those proposals that are recommended for funding.

In preparing budgets, applicants are advised to

- Maximize the cost efficiency of the services provided
- Provide a clear description of the contribution of each item proposed in the budget towards achieving the goals of the program
- Support – to the extent permitted by the funding source – necessary and appropriate indirect and administrative costs

Post-Award Activities

Successful applicants will receive a Notice of Grant Award (NOGA) from the DOH HAHSTA Grants Management Office. The NOGA shall be the first binding, authorizing document between each successful applicant and DOH HAHSTA. The NOGA will be signed by an authorized grants management officer and provided to the fiscal officer or executive director identified in the Applicant Profile (Attachment C). Successful applicants will be required to meet DOH HAHSTA staff and submit final set of deliverables (Table A of the sub-grant agreement) and budget and justification revisions, and sign a sub-grant agreement with DOH HAHSTA.

During the award period, sub-grantees must submit monthly data reports and quarterly progress and outcome reports using the tools provided by HAHSTA and following the procedures determined by HAHSTA. Reporting forms will be provided as part of the process of finalizing the sub-grant agreement.

Continuation funding for subsequent years is dependent upon the availability of funds for the stated purposes, fiscal and program performance, and willingness to incorporate new District-level directives, policies, or technical advancements that arise from the community planning process, evolution of best practices, or other locally relevant evidence.

Budget Development and Description

Provide a detailed line-item budget and budget justification that includes the type and number of staff you will need to successfully put into place your proposed activities. Follow the model of the sample budget noted in Attachment F.

HAHSTA may not approve or fund all proposed activities. Give as much detail as possible to support each budget item. List each cost separately when possible.

Provide a description for each job, including job title, function, general duties, and activities related to this grant: the rate of pay and whether it is hourly or salary; and the level of effort and how much time will be spent on the activities (give this in a percentage, e.g., 50% of time spent on evaluation).

The applicant should list each cost separately when possible, give as much detail as possible to support each budget item, and demonstrate how the operating costs will support the activities and objectives it proposes.

Indirect and Administrative Costs Allowance

Federal legislation imposes a maximum of seven percent (7%) for all administrative or indirect costs activities for Housing Opportunities for Persons Living with HIV/AIDS sub-grants. Organizations with a current and approved local or federal Negotiated Indirect Cost Agreement (NICRA) may propose a rate for administrative and indirect costs, provided that the proposed rate does not exceed seven percent of the proposed budget. Organizations that do not have a current and approved NICRA will propose specific budgets for staff and other costs that comprise the administrative and indirect costs.

For Category A: Single Point of Entry a maximum of seven percent of the award may be budgeted to indirect and administrative costs.

For Category B: Single Point of Payment a minimum of 83% of the award will be used for payment of subsidies for clients served. A maximum of ten percent of the award may be budgeted to support direct costs associated with the delivery of the subsidies, and a maximum of seven percent of the award may be budgeted to indirect and administrative costs.

Grant Terms and Conditions: District of Columbia

All grants awarded under this program, shall be subject to the following terms and conditions:

1. Audits

At any time or times before final payment and three (3) years thereafter, the Grantee (District of Columbia Department of Health HIV/AIDS, Hepatitis, STD, TB Administration) may have the organization's expenditure statements audited.

The organization shall retain independent auditors to audit all projects which are funded by a CARE Act grant award on an annual basis, or at such time as the Federal, State or the County shall determine, in accordance with OMB Circular No. A-133.

2. Insurance

During the term of the grant, all organizations will be required to obtain and keep in force commercial general liability insurance, to include off premises activities when applicable, covering bodily injury, death, and property damage in the minimum amounts of two hundred thousand dollars (\$200,000.00) per person and five hundred thousand dollars (\$500,000.00) per occurrence. All Certificates of Insurance must list the specific applicable dollar amounts as described herein. Organizations may be required to carry additional insurance depending on the service categories provided under the terms of their award, as follows:

- a. The organization shall carry employer's professional liability coverage of at least two hundred thousand dollars (\$200,000.00) per person and five hundred thousand dollars (\$500,000.00) per occurrence.
- b. The organization shall require and maintain professional liability coverage on all contracted workers/consultants of at least two hundred thousand dollars (\$200,000.00) per person and five hundred thousand dollars (\$500,000.00) per occurrence.
- c. In instances where organization-owned vehicles are utilized in transporting clients served or employees and/or consultants funded by this project, the organization shall carry comprehensive automobile liability insurance covering all automobiles used in connection with the grant. The policy shall provide for bodily injury, death, and property damage liability in the minimum amounts of Two hundred thousand dollars (\$200,000.00) per person and Five hundred thousand dollars (\$500,000.00) per occurrence.
- d. The organization shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to the grant agreement, and shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia.
- e. Organization must include original Certificates of Insurance for all insurance requirements as detailed by this section in grant proposals submitted for consideration. All Certificates of Insurance shall set forth District of Columbia as a Certificate Holder and as 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 (30) days written notice to the Grantee's Grants Management Division, prior to their termination or material alteration. All certificates must have an original written or stamped signature. Copies are not acceptable.

3. Compliance with Tax Obligations

Prior to execution of a grant agreement as a result of this announcement, a recipient must be in compliance with tax requirements as established in the District of Columbia or eligible jurisdiction and with Federal tax laws and regulations. Nonprofit organizations must register annually to meet tax exemption requirements.

4. Drug-Free Workplace

The organization agreement shall contain a provision requiring the organization to abide by the certifications contained in this announcement (Attachment I).

5. Vendor Assurances

The organization shall submit and comply with all document requirements as determined by the District of Columbia Department of Health, HIV/AIDS, Hepatitis, STD, TB Administration. The following documents will be included for completion with the organization agreement:

- a. Vendor Oath and Certification;
- b. Certification of Assurance of Compliance Regarding Fair Labor Standards Act;
- c. Bidder/Offer or Affidavit and Statement of Ownership; and
- d. Corporate Acknowledgment - Whenever the DOH is contracting with a corporate entity or partnership, an acknowledgment must be executed in order to assure the DOH that the person signing the document on behalf of the entity has the authority to bind the entity to the terms and conditions of the agreement. This Corporate Acknowledgment must be notarized.

6. District of Columbia Regulatory Requirements

- a. Organizations seeking funding for Food Bank and Home Delivered Food (Meals or Groceries) services must include a copy of the current Food Permit issued by the Food Protection Division of District of Columbia or such appropriate designated division of the government with proposal.
- b. Organizations seeking funding for Child Care services are required to comply with the regulations set forth by the Day Care Licensing Division of District of Columbia. Organizations seeking funding in any service categories that include work with children are required to complete Criminal Background Investigations annually (conducted through local law enforcement agency) on all paid or volunteer service providers.
- c. Organizations employing or contracting with Health Care Professionals licensed under Health Occupations Code must include copies of the appropriate jurisdictional licenses with grant proposals.

7. Confidentiality

The applicant must demonstrate that they will protect the identity of those HIV infected persons receiving services. All records and other identifying information will be maintained in a secure place. The purpose of confidentiality is to protect persons by minimizing disclosure of information about them. Any breach of this policy is liable for civil penalty damage.

All Covered Entities and Business Associates (as defined by the HIPAA Privacy Standards) must comply with HIPAA.

8. Compliance with the Americans with Disabilities Act

Consistent with the American with Disabilities Act of 1990, all facilities shall be accessible to persons with mobility limitations.

9. Client Satisfaction and Grievance Procedure

The organization will agree to maintain and disseminate information regarding the client grievance process and will provide a mechanism for assessing client satisfaction with services annually.

10. Term

The term of the FY 2014 grant year shall be October 1, 2014 through September 30, 2015.

11. Availability of Funds

The funds listed in this RFA are projections. The actual amount allocated to a given service category are not known at this time. The funds for each service category will depend upon the receipt of funds from HRSA, to the Part A Eligible Metropolitan Area, and the allocation plan approved by the Planning Council.

12. Budget

A complete set of budget forms must be submitted for each service category for which you are requesting funding. Budget forms and instructions are included in Attachment F.

13. Information Systems

During the term of the grant, organizations are required to obtain and maintain all hardware, software and training necessary to collect and report all data via data collection tools provided by or approved by HAHSTA.

Application Submission Procedures

1. Pre-application Conference

One Pre-Application Conference will be held on Wednesday, June 25, 2014, from 10:00 AM to Noon. The conference will be held at the HIV/AIDS, Hepatitis, STD and Tuberculosis Administration, 899 North Capitol Street, Fourth Floor.

2. Internet

Applicants who receive this RFA via the Internet shall provide HAHSTA the information listed below by contacting kimberly.green@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 this RFA.

3. Letter of Intent

A letter of intent (LOI) is not required, but this information will assist HAHSTA in planning for the review process. Please fax one LOI per organization to HAHSTA, using the form in Attachment L, no later than 5 p.m. on Wednesday, June 25, 2014. The LOI may be turned in at the Pre-Application Conference.

4. Assurances.

HAHSTA requires all applicants to submit various Certifications, Licenses, and Assurances. The complete compilation of the requested documents is referred to as the Assurance Package.

HAHSTA recommends submission of the Assurance Packet to April Richardson between June 25-27, 2014, and that applicants confirm the HAHSTA Assurance Packet has been determined complete prior to the submission date of this RFA. Any application with an incomplete HAHSTA Assurance Packet after the close of the RFA will not be reviewed. Ms. Richardson may be reached at (202) 671-4900 and April.Richardson@DC.Gov.

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

A list of current HAHSTA sub-grantees with **valid assurance packages on file with HAHSTA** will be available for review at the Pre-Application Conference. Current sub-grantees who do not attend the Pre-Application Conference may contact their grant monitor after the conference to review the list of their valid assurance packages on file. Organizations with confirmed valid assurance package on file will **not** be required to submit additional information.

The envelope with the assurances must have attached a copy of the Assurances Checklist Attachment B

5. Prepare Application

Use the following format:

- a. Font size: 12-point unreduced
- b. Spacing: Double-spaced
- c. Paper size: 8.5 by 11 inches
- d. Page margin size: 1 inch
- e. Numbering: Sequentially from page 1 (Applicant Profile, Attachment C) to the end of the application, including all charts, figures, tables, and appendices.
- f. Printing: Only on one side of page
- g. Binding: Only by metal (binder) clips or by rubber bands; do not bind in any other way

6. Submit Application

Submit one original printed application, three printed copies of the application and one copy the application on CD or thumb drive CD to HAHSTA by 5:00 PM on July 20, 2014. Applications delivered after that date and time will not be reviewed or considered for funding. Applications must be delivered to:

District of Columbia Department of Health
HIV/AIDS, Hepatitis, STD and Tuberculosis Administration
899 North Capitol Fourth Floor
Washington DC 20002

Please note that HAHSTA is located in a secure building with limited public parking. Each individual is required to present valid, government-issued identification before entering the building. Applicants should plan sufficient time to arrive at the building, check in with security and reach the application submission location on the fourth floor before the deadline of 5:00 PM.

The CD must have the following separate components of your application:

1. Applicant Profile
2. Background

3. Organizational Capacity
4. Program Plan
5. Budget (Required Template)

The original printed copy and each printed copy must be submitted in separate envelopes. Each of the envelopes must have attached a copy of the Applicant Profile (Attachment C).

Additional Resources

US Department of Housing and Urban Development HIV/AIDS Housing Programs

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/aidshousing

HIV/AIDS in the District of Columbia

2008 HIV/AIDS Epidemiology Update

http://doh.dc.gov/doh/frames.asp?doc=/doh/lib/doh/pdf/dc_hiv-aids_2008_updatereport.pdf

Annual Action Plan – FY 2012

District of Columbia Department of Housing and Community Development

<http://dhcd.dc.gov/dhcd/frames.asp?doc=/dhcd/lib/dhcd/services/brochures/finalfy2010actionplan8-14-092.pdf>

HAHSTA Contacts

Applicants are encouraged to e-mail or fax their questions to the contact person listed below on or before 5:00 PM on Monday, July 14, 2014. Questions submitted after the deadline date will not receive responses. Please allow ample time for questions to be received prior to the deadline date.

Contact Person:

Kimberly Green
Care, Housing and Support Services Bureau
District of Columbia, Department of Health
HIV/AIDS, Hepatitis, STD and Tuberculosis Administration
899 North Capitol Fourth Floor
Washington DC 20002
E-mail: Kimberly.Green@DC.Gov
Fax (202) 671-4860

Attachments

Attachment A: RFA Checklist

Applicant:

Application element checklist items:

- Table of Contents
- Attachment A: RFA Checklist
- Attachment C: Applicant Profile
- Attachment D: Linkages Summary
- Background
- Program Plan
- Organizational Capacity
- Project Description
- Attachment E: Other Sources of Funding
- Attachment F: Budget and Budget Narrative
- Attachment I: Certification Lobbying, et al.
- Attachment J: Assurances
- Attachment K: DOH Certification
- Appendices include:
 - Organizational Chart
 - Copies of all Memoranda of Understanding (MOU) and/or Subcontracts related to providing services funded by this grant.
- An electronic copy of the application on CD or thumb drive inclusive of all application elements and appendices in individual files labeled as in the checklist above and the organizational initials. All files are in Microsoft Word. Applicants may choose to provide a budget in Microsoft Excel.

Application format/submission checklist items:

Applicants must submit one copy marked “original” and three additional marked “copy”.

- The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be forwarded to the review panel.
- The application is unbound and submitted with rubber bands or binder clips only.
- Each of the four application copies are to be placed in individually sealed envelopes. One (1) must be marked “original” and the other three (3) marked “copy”. Applications will not be forwarded to the review panel if the applicant fails to submit the required four (4) application copies.
- Each of the four individually sealed envelopes must have an Attachment C: Applicant Profile. Of these, one is marked as the original, and the others are marked as copies
- In addition, Attachment G: Application Receipt is attached to the outside of the envelope with the original for use by HAHSTA.

Assurance package submission checklist items:

- All Certifications, Licenses and Assurances all of the items listed on the Assurance Checklist, are complete and are included in the assurance package.
- The two (2) sets of assurance packages are submitted with; one (1) marked “original” and one (1) marked “copy”.
- The assurances are submitted with two completed original assurance receipts. Assurance receipts should be affixed to the outside of the original envelope for submission to HAHSTA.

Attachment B: Assurances Checklist

Applicant:

Certifications, Licenses and Assurances Required for Submitting Application to RFA No. HAHSTA HSG 06.20.14.

Applicants are required to submit **one** copy of certifications, affidavits, and assurances in a sealed envelope. The assurance checklist found below should be completed and placed in the envelope of each packet. The outside of each envelope must be conspicuously marked as follows:

1. Assurances in response to **RFA No. HAHSTA HSG_06.20.14.**
2. Indicate whether content is “original” or “copy.”

ASSURANCE CHECKLIST

- 1. Signed DOH Federal Assurances (Attachment I)
- 2. A Current Business license, registration, or certificate to transact business in the relevant jurisdiction
Contact 202-442-4400
or www.dkra.dc.gov → **Licensing/Regulations** → **Business Licensing** → **Renew Business License or General Business License** → **Click on BBL EZ Form**
- 3. Certificate of Good Standing (DCRA)
Department of Consumer and Regulatory Affairs
1100- 4th Street S.W.
or www.dkra.dc.gov 202-442-4400
- 4. 501 (C) (3) Certification. For non-profit organizations
- 5. Current Certificate of Good Standing from local tax authority:
Department of Tax and Revenue
1101 – 4th Street S.W, West 270
Contact person-Renee Green 202-442-4072
or www.otr.dc.gov
- 6. List of Board of Directors, on letterhead for current year signed by certifying official
- 7. Medicaid Certification(s) if applicable. Note: Medicaid certification is not applicable to service categories funded under this RFA.

Attachment C: Applicant Profile

Check One _____ Original _____ Copy ____ of 3

Applicant Name: _____

Type of Organization: _____ **Non-Profit Organization** _____ **For-Profit Organization** _____ **Other**

Contact Person: _____

Title: _____

Street Address: _____

City, State ZIP: _____

Telephone: _____

Fax: _____

Email Address: _____

Ward: _____

Organization Web-site: _____

Names of Organization _____

Officials _____

Board Chair: _____

Board Treasurer: _____

Chief Executive Officer: _____

Chief Financial Officer: _____

Service Category(ies) Requesting (Check all that apply)	Funding Requested
<input type="checkbox"/> Single Point of Entry:	
<input type="checkbox"/> Single Point of Payment for Client-Based Subsidies	
TOTAL Requested	

Signature of Authorized Official: _____

Attachment D: Linkages Summary

Directions

1. Applicants must complete Attachment D to detail their ability to assure a continuum of care. For successful applicants, the information on the attached table will be verified and monitored.
2. Applicants should pay particular attention to the specific linkage requirements noted for each service category in the service category descriptions section. If a linkage is not required, please indicate "NA" (for not applicable) in the space provided.
3. Applicants may use additional sheets to list linkages if necessary.
4. Column 1 lists the various service categories of specific importance to clients to be served under this RFA.
5. In Column 2, applicants should place a check mark in the space provided if they provide that service directly. If they do not provide the service directly, leave the space blank.
6. In Column 3, applicants should list organizations – without regard to funding source -- with which they have collaborative agreements and linkages for the given service categories.
7. In column 4, the applicant should type "yes" or "no," indicating whether or not there is an established Memorandum of Understanding (MOU) with the listed agency or individual.
8. In column 5, the applicant should type "yes" or "no," indicating whether or not there is an established contract with the listed agency or individual.

Linkages Summary Table

Applicant Name:				
Service Category	Provide Directly	Provide Through Linkage (Name Organizations)	Established MOU (Yes/No)	Signed Contract (Yes/No)
1. Outpatient Ambulatory Medical Care				
2. Home Health Care				
3. Hospice Services				
4. Mental Health Services				
5. Medical Case Management				
6. Substance Abuse Services				
7. Emergency Financial Assistance				
8. Food Bank/Home Delivered Meals				
9. Housing Services				
10. Psychosocial Support Services				
11. Substance Abuse Services (residential)				
12. Treatment Adherence Counseling				

Attachment E: Other Sources of Funding

Applicant:

Directions:

Use Attachment E to provide information on the services provided by the applicant organization and the sources of funding that support those services. The information used in Attachment E should be current and correct as of April 1, 2014.

In the first column, list each service category eligible for funding under this RFA that the applicant organization provided as of April 1, 2014.

For each service category, provide the annual, twelve-month funding used by the applicant organization to support each service category as of April 1, 2014.

Attachment F: Budget and Budget Narratives

Applicant:

All Applicants applying for services must use the HAHSTA approved budget form. All applicants must request the budget from the contact person listed in the RFA. There cannot be any changes made to the format or content areas of the Excel workbook. Applicants must input budget projections for each project description submitted.

Attachment G: Application Receipt

Applicant:
Date/Time Stamp:

**Request for Application HAHSTA HSG 06.20.14
HIV Housing Assistance
District of Columbia**

Directions: Complete and sign this form below. Submit **the original and one copy** with the application.

Service Category	Requested Amount
Single Point of Entry	
Single Point of Payment for Client-Based Subsidies	
Administration	
TOTAL	<input type="text"/>

Application Delivered by _____
(Please Print Name) Signature

This certifies that one (1) original plus three (3) printed copies were delivered to the District of Columbia Department of Health, along with one copy on a CD or thumb drive

Application Received by _____
(Please Print Name) Signature

Attachment H: Receipt for Assurances

Applicant:

Date/Time Stamp:

**Request for Application HAHSTA HSG 06.20.14
HIV Housing Assistance
District of Columbia**

Directions: Complete and sign the form below. Submit **the original and one copy** with the assurance package.

Assurance

<input type="checkbox"/>	_____

Assurances Delivered by

(Please Print Name) Signature

This certifies that one (1) original plus one copy were delivered to the District of Columbia Department of Health

Assurances Received by

(Please Print Name) Signature

Attachment I: Certifications Lobbying, et al.

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 should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature 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 applicant 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.

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 applicant 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 (I)(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

Where the applicant 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 applicant 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 applicant'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'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 899 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), (I), (c), (d), (e), and (1).
- (11) The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

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 grant, 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 grant; and

- (13). If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant 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 applicant/organization, I hereby certify that the applicant will comply with the above certifications.

Applicant Name: _____ IRS/Vendor ID: _____

Applicant Address: _____

Authorized Representative: _____ (Print Name & Title)

Signature: _____ Date: _____

Submitted in response to RFA No. HAHSTA HSG 06.20.14

Attachment J: Assurances

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health



Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A- 87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR,

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

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with 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 applicant 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 (Subgrants 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 applicant/organization, I hereby certify that the applicant will comply with the above assurances.

Applicant Name:

IRS/Vendor ID: _____

Address: _____

Authorized Representative:

(Print Name & Title)

Signature:

_____ **Date:** _____

Submitted in response to RFA No. HAHSTA HSG 06.20.14

Attachment K: DOH Certification

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Health



Department of Health Statement of Certification

- 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. 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. That 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 grant making 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 grant or subgrant, 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 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 applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant'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 grant, 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. The 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 subgrant 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.**

Grantee Name

Street Address

City

State

Zip Code

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

Submitted in response to RFA No. HAHSTA HSG 06.20.14

Attachment L: Letter of Intent to Apply

Although a letter of intent is not required, this information will assist HAHSTA in planning for the review process.

Please fax one LOI per organization to HAHSTA, no later than 5:00 PM on Friday, June 25, 2014. The LOI may be turned in at the Pre-Application Conference.

Please fax this form to Ms. Kimberly Green at 202/671-4860.

The purpose of this letter is to inform you that our organization is interested in applying for funding under the Request for Application.

Name of Organization	
Mailing Address	
City, State, Zip	
Contact Person Name and Title	
E-mail	
Phone	

My organization intends to apply for the categories checked below. I understand that each category requires a separate application.

Single Point of Entry for Housing Services

Single Point of Payment for Client-Based Subsidies

Signature

Date