



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATIONS (RFA)  
“Independent Mental Health Community Residence Facilities Emergency Preparedness”**

**NAME OF GRANT – Independent Mental Health Community Residence Facilities  
Emergency Preparedness**

**AUTHORITY FOR THE SUB-GRANT**

The Director of the District of Columbia Department of Mental Health (DMH or the Department) has the authority to make grants and sub-grants pursuant to the “Department of Mental Health Establishment Act of 2001,” D.C. Official Code § 7-1131, D.C. Law 14-56. Sub-grants are governed by Title 1 DCMR Chapter 50 titled “Sub-Grants to Private and Public Agencies” published at 46 DC Register 4517 on May 21, 1999.

**SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

**A. SUMMARY AND PURPOSE OF GRANT NOTICE**

The District of Columbia Department of Mental Health (DMH) is issuing this Request for Applications for the following grant opportunity:

The DMH, Disaster Mental Health Services seeks a housing improvement and/or housing finance intermediary to oversee selection of up to ten (10) eligible Independent Mental Health Community Residence Facilities (MHCRFs) who will receive standby backup generators for their facilities. The grant will help MHCRFs better respond to the DMH All Hazards Response Plan and Continuity of Operations Plan (COOP) to assure the safety and security of the consumers with mental illness residing in MHCRFs.

This is a pilot project with the purpose of ensuring safety and continuity of operations for persons living in MHCRFs through the installation of emergency standby generators in 7-10 independent MHCRFs. The successful Applicant will be a housing improvement and/or housing finance intermediary with demonstrated experience in administration of housing development, construction or improvement projects in the District of Columbia. The Grantee will be responsible for the overall project including: application development and the solicitation, review and selection of eligible MHCRFs; the identification of qualified generator vendors and installers; monitoring the installation of emergency standby generators in independent MHCRFs; and payment of generator vendors upon satisfactory completion.



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**B. BACKGROUND AND NEED**

DMH has identified consumers who have a serious and/or persistent mental illness and may also have a co-occurring (co-morbidity) illness such as addiction, developmental, or cognitive disability residing in group home situations as an at-risk population. The Department licenses MHCRFs to provide group housing for individuals with serious mental illnesses who are not able to live independently. The Department lists approximately 66 Independent MHCRFs with an estimated capacity to house over 440 persons. These individuals require intensive mental health or other services and live in homes where the MHCRF operator is licensed to provide additional supports and services to ensure successful community tenure for the individual. Independent MHCRF operators play a vital role in disaster preparedness because residents in their care depend on them for continuity of care during a catastrophic event. The purchase of backup generators will enable independent MHCRFs serving mental health consumers to continue operations during power outages to maintain consumers’ safety.

Disaster Mental Health Services seeks an intermediary to oversee the application development, solicitation, and review process for selection of the MHCRFs to receive generators; the identification of good quality standby generators and reputable vendors/installers; and the purchase, installation and payment for generators.

**C. SCOPE AND EXPECTATIONS OF SUCCESSFUL APPLICANT/GRANTEE**

The overall project goal is to ensure the safety and continuity of operations for DMH consumers living in independent MHCRFs with a specific goal of providing emergency standby generators to 7-10 independent MHCRFs.

The Grantee will be expected to: 1) identify MHCRF application criteria; 2) solicit and review applications from MHCRFs; 3) identify/select MHCRFs to receive emergency standby generators; 4) identify qualified contractors for generator purchase and installation; 5) oversee the installation of generators; 6) provide payment to contractors for generators including provision for final payment upon satisfactory installation and 7) evaluate program success.

The MHCRF application and selection process should include examination of the following: 1) licensure in good standing with DMH (regular or provisional license for MHCRF where generator will be installed, with a DMH-approved correction plan for any violations in the case of a provisional license); 2) absence of unpaid civil fines, penalties or fees due to the District Government 3) number of occupants in MHCRF, 4) financial need of facility based on income and operating expenses, 5) priority area for power outages, 6) proof of home ownership or 5



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years remaining on long-term lease with written permission of home owner for generator installation; and 7) willingness of MHCRF owner to sign agreement stating intention to remain in business as a MHCRF or as District licensed provider of housing for mentally-ill consumers for 5 years from date of generator installation and to repay DMH a pro-rated share of generator cost if MHCRF does not remain in business at same location. In making a selection among eligible MHCRF applicants, Grantee will take into consideration whether MHCRF is in a priority area for power outages.

Selected contractors should be appropriately licensed and/or certified in the District of Columbia for generator installation, agree to standards of installation, and be experienced in the installation of emergency standby generators. (It is recommended that MHCRF be given a choice of at least 3 contractors to choose from if possible.)

Grant Applicant shall define measurable objectives within the proposed project timelines, and include the measurable indicators for the project. Applicant should also discuss the source(s) and methodology for gathering information, as applicable to this RFA.

Grant Applicant shall also describe in detail any plans your organization has to collaborate with other organizations to achieve program goals, and identify any and all shared resources.

Grant Applicant is invited to address any ways in which it will continue to assist independent Mental Health Community Residential Facilities after the grant period has ended.

**SECTION II – AWARD INFORMATION**

The amount of total funding currently available for the grant award through is \$77,220.00 total including a \$7,000.00 administrative fee for Grantee costs and \$70,220.00 intended for direct costs for the project. The source of funding is a grant to the District of Columbia Department of Mental Health from the District of Columbia Department of Health, Health Emergency Preparedness Administration. There will be one award for this pilot project, which shall be subject to all applicable laws, regulations and conditions.

**SECTION III - ELIGIBILITY INFORMATION, EVALUATION OF APPLICATIONS AND SCORING**

**A. ELIGIBILITY CRITERIA**

Eligibility criteria for Applicants and Grantee include the following:



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- 1) Substantial experience and/or expertise working with housing, housing finance, or housing improvements for low-to moderate income residents or special populations in the District of Columbia.
- 2) Experience and demonstrated skill in providing services and/or recoverable grants or loans to help owners update or renovate housing.
- 3) Ability to move quickly with project start up, as project completion date is 6/30/13.
- 4) Sound organizational structure with adequate staff, technical and recordkeeping ability to comply with legal requirements.
- 5) Current compliance with all applicable District of Columbia and regulatory standards including tax and Clean Hands requirements.
- 6) Ability to enter into an agreement with DMH requiring compliance with District of Columbia regulations governing sub-grant awards (1 DCMR Chapter 50).
- 7) Ability to comply with Grant Application requirements set forth in this Request for Applications and to meet federal and District requirements for compliance with HIPAA regulations and District of Columbia Mental Health Information Act as applicable.

**B. EVALUATION PROCEDURE**

Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA and any amendments issued. The evaluation of applications shall be accomplished by an evaluation team designated by and composed of representatives from DMH or other District Agencies who will be responsible for the review, evaluation and scoring of applications.

**C. APPLICATION EVALUATION**

Each application will first be screened to determine if the grant application is complete, and if application includes all required signatures, certifications and attachments required by this RFA. If your application does not meet application and submission requirements, DMH may consider your application non-responsive and withdraw it from consideration at any time. Evaluators will score all responsive applications and award points up to the maximum points available for each question.



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D. SCORING OF APPLICATIONS

The maximum number of evaluation points available is 100 points. The following points will be assigned to the application for evaluation purposes:

<b>Evaluation Criteria</b>	<b>Total Points</b>
Comprehensiveness including soundness of proposed delivery plan.	<b>15</b>
Management experience and qualifications including demonstrated capability for managing proposed project.	<b>20</b>
Adequacy of Resources and Mandatory Attachments	<b>10</b>
Demonstrated experience and skill working with housing or housing improvements for low to moderate income residents or special populations, such as seriously or persistently mentally ill consumers, of the District of Columbia.	<b>25</b>
Demonstration of ability of organization to identify qualified contractors and to work with licensed or certified contractors for the purchase and installation of emergency standby generators.	<b>15</b>
Self-evaluation plan to demonstrate achievement of grant goals and objectives for each participant.	<b>10</b>
Demonstrated ability to provide quick project start up to meet the aggressive timeline.	<b>15</b>
Demonstrated compliance and good standing with all applicable District of Columbia Regulations	<b>Minimally required. No points assigned.</b>



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**E. SELECTION PROCESS**

RFAs will be scored according to the evaluation criteria listed above. The results of the evaluation for each RFA submitted will be classified into one of four categories below:

<b>Ranking Classification</b>	<b>Point Range</b>
Most Qualified	85-100 Points
Very Qualified	80-85 Points
Qualified	70-80 Points
Minimally Qualified	60-70 Points

When the applications are received, a panel of reviewers/evaluators identified by the DMH will review the applications and rank the responses based upon the information submitted using the criteria in this RFA. The individual scores of the review panel will be averaged and assigned a classification equivalent to the point range of the averaged score. The Grantee will be selected from among the providers that score in the “Most Qualified” point range category. If no applications are ranked in the “Most Qualified” category, DMH may select from the “Very Qualified” and “Qualified” categories. The review panel or the DMH Director or designee may elect to interview grant applicants ranking in the “most qualified” or “very qualified” categories in order to gain additional information and to determine how each Applicant responds to questions relevant to the performance of the services detailed in this RFA to select the Grantee. DMH reserves the right to request additional information, clarification and verification of any statements contained in the respondent’s application. The DMH Director reserves the right to recommend that all responses to the NOFA be rejected or that one award be made.

The selection process will be completed within 15 business days or less, and will result in a recommendation to the DMH Director for an award or a recommendation that no awards be made. When the Director makes a decision for an award the decision is final and cannot be appealed. DMH and the Grantee shall then enter into a written Grant Agreement. The Agreement will provide for disbursement of grant funds in accordance



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with a schedule. The Sub-Grant Agreement will be subject to the District rules governing grant awards (1 DCMR Chapter 50).

Within 10 days after a written Grant Agreement is signed or as otherwise provided in the agreement, the Grantee shall begin the start-up activities in support of providing the services detailed in this grant award.

F. AUDITS AND DISALLOWANCES

Appropriate District or federal personnel may conduct fiscal and program audits of Grantee either directly or by an independent auditor. The Grantee may request informal dispute resolution of any disallowance determination in accordance with the Mental Health Grant Guidelines. The Grantee shall cooperate fully and promptly with any audit.

**SECTION IV - APPLICATION REQUIREMENTS AND CONTENTS**

This section covers instructions to ensure uniformity specific to the format and content of application submissions.

A. APPLICATION DEADLINE AND SUBMISSION INSTRUCTIONS

Questions:

The deadline for submitting written questions is 4:30 p.m. on February 28, 2013. Inquiries regarding this RFA should be directed to Department of Mental Health, 64 New York Avenue, NE, 3<sup>rd</sup> Floor, Washington D.C. 20002. Attention: Kevin O’Brien, Ed.D, Director, Disaster Mental Health Services. Dr. O’Brien may also be contacted via e-mail address at [kevin.obrien@dc.gov](mailto:kevin.obrien@dc.gov). All written questions concerning this RFA will receive a written response by March 5, 2013. Phone: (202) 671-0347.

Deadline for Submission:

Completed applications may be submitted via e-mail to [kevin.obrien@dc.gov](mailto:kevin.obrien@dc.gov), by 4:30 p.m. on Friday March 15, 2013, provided required documents are signed and scanned; *or* hand delivered by 4:30 p.m. on March 15, 2013 to 64 New York Avenue, NE, (3<sup>rd</sup> floor reception area) Washington, DC 20002 **Attention:** Dr. Kevin O’Brien. Mailed applications must be postmarked before midnight, March 12, 2013. **Late or incomplete applications will not be forwarded for review.**



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**Paper Submission:**

Applicant shall submit an original and one copy of the grant application/proposal signed by the Executive Director or other authorized representative of the Applicant organization, together with all required attachments and signed certifications in a sealed envelope or package conspicuously marked “Application in Response to Independent Mental Health Community Residence Facilities Emergency Preparedness NOFA and RFA – 2013.”

**Electronic Submission:**

Completed applications may be submitted via e-mail to [kevin.obrien@dc.gov](mailto:kevin.obrien@dc.gov), by 4:30 p.m. on Friday March 15, 2013. Electronic submissions must include application and all required attachments signed and scanned in separate attachment.

**B. APPLICATION FORMAT AND REQUIRED CONTENTS**

Grant application shall include all information requested in the attached Grant Application Organizational Summary Sheet, Contact Sheet, Budget and Funding Information, Officers and Board of Directors Listing, and Human Resources Information and Brief Program Overview.

Grant application shall also include a narrative as described below:

**Narrative**

In fifteen (15) pages or less (excluding attachments and the information required above) Applicant should address each of the following:

1. How Applicant meets the eligibility and evaluation criteria listed in Section III of the RFA.
2. How Applicant plans to achieve grant purposes and address the needs and expectations of DMH for this grant award, as set forth in Section I of the RFA, if Applicant is selected.
3. Applicant’s proposed implementation plan, including timetable, if not addressed in number 2 above.
4. Applicant’s proposed budget.
5. Applicant’s proposed self-evaluation plan.
6. Whether and how your organization plans to collaborate with other organizations to achieve your grant purposes, if applicable.





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**Grant Application Organizational Summary Sheet**

**Date of Application**

**Funding Agency**

**Grant Number**

**Grant Name**

**Legal Name of Organization**

**Doing Business As (if different)**

**Mailing Address**

**Zip Code**

**Fax**

**Federal Tax ID**

**Web Address**

**Year Organization  
Founded**

**Organizational  
Mission**

**Organizational  
History and  
Goals**



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**Grant Application Organization Contact Sheet**

**Executive Director**

<b>Name</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>		

**Primary Project Contact**

<b>Name</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>		

**Financial Officer**

<b>Name</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>		



February 24, 2010

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**Grant Application Budget and Funding Information**  
**Organizational Fiscal Year \_\_\_\_\_**

**FY Budget \_\_\_\_\_ Income \_\_\_\_\_ Expenses \_\_\_\_\_**

**List all District of Columbia Government agencies the organization has previously received funding from within the last 5 years.**

<b>Agency Name</b>	<b>Grant Name</b>	<b>Award Date</b>	<b>Funded Amt</b>	<b>Project Title</b>



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**Officers and Board of Directors Listing**

Name	Phone	Email	Length of Term	Position	Primary Affiliation
					(if other than in Applicant organization,

**Human Resources**

Number of Full Time Employees: \_\_\_\_\_ Number of Part time Employees: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

**Brief Program Overview**

Name of Program to be funded:

**Funding Request**

Amount Funding Requested  Total Project Budget



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C. ADDITIONAL APPLICATION REQUIREMENTS:

**1. APPLICANT IS ALSO REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS AS ATTACHMENTS:**

- **DCRA CLEAN HANDS CERTIFICATION**
- **DC OFFICE OF TAX AND REVENUE CERTIFICATION THAT TAXES ARE CURRENT**
- **DISTRICT OF COLUMBIA BUSINESS LICENSE**
- **DOCUMENTATION OF FEDERAL TAX STATUS**
- **IF INCORPORATED, PROOF OF GOOD STANDING**

**2. APPLICANT SHALL ALSO INCLUDE THE FOLLOWING CERTIFICATION AT THE END OF THE GRANT APPLICATION, ABOVE APPLICANT’S SIGNATURE:**

I HEREBY CERTIFY THAT THE INFORMATION IN THE ABOVE GRANT APPLICATION AND ALL ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY INFORMATION AND BELIEF. I ALSO CERTIFY THAT NEITHER APPLICANT NOR ANY OF ITS OFFICERS, PRINCIPALS, OR KEY EMPLOYEES HAVE BEEN INDICTED OR HAD PENDING CRIMINAL CHARGES BROUGHT AGAINST THEM, OR BEEN CONVICTED OF ANY CRIME OR OFFENSE ARISING DIRECTLY OR INDIRECTLY FROM THE CONDUCT OF THE APPLICANT’S ORGANIZATION, OR OF ANY CRIME OR OFFENSE INVOLVING FINANCIAL MISCONDUCT OR FRAUD.

I FURTHER CERTIFY THAT BY SUBMITTING AN APPLICATION IN RESPONSE TO THIS RFA, APPLICANT IS ABLE AND PREPARED TO CERTIFY AND AGREE TO THE CONDITIONS AND ASSURANCES REQUIRED BY THE DC CITYWIDE GRANTS MANUAL AND SOURCEBOOK, SECTION 7.2, TO BE INCLUDED IN THE GRANT AGREEMENT BETWEEN DMH AND GRANTEE, AND INCORPORATED HEREIN BY REFERENCE.\*

\* The Manual can be viewed at <http://opgs.dc.gov>, under “Information.”

**3. APPLICANT SHALL SIGN AND ATTACH EXHIBIT A: RFA CONDITIONS.**



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**EXHIBIT A: RFA CONDITIONS**

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the Applicant if it rejects that Applicant’s proposal. The Agency may suspend or terminate an outstanding RFA pursuant to any applicable District or federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency 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.
- The Agency 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.
- The Agency 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.
- Upon grant award, Grantee shall be required to enter into a grant agreement with the Agency which shall provide citations to the statute and implementing regulations that authorize the grant or sub-grant; applicable federal and District regulations, such as OMB Circulars A-102, A-133, that Grantee must comply with; 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.

Application is made to DMH for the Independent MHCRF Emergency Preparedness grant in the amount of \$\_\_\_\_\_ for the purposes herein. I certify that the statements in the application and attachments are true to the best of my knowledge, and if awarded this grant, Applicant will conform to the conditions set forth by the Agency of which this request is granted.

\_\_\_\_\_  
**Signature of Authorized Official and Title**

\_\_\_\_\_  
**Date**