

Government of the District of Columbia  
Child and Family Services Agency



**REQUEST FOR APPLICATIONS (RFA)**  
**DCRL-2013-U-0038**

## **Fiscal Year 2013 Family Treatment Court Transitional Housing Program**

The Child and Family Services Agency, Contracts and Procurement Administration invites the submission of applications for funding through the District of Columbia.

**Late Applications Will Not Be Forwarded to the Review Panel.**

**DEADLINES AND IMPORTANT DATES**

- Announcement Date:** Friday, November 2, 2012
- Request for Applications Release Date:** Tuesday, November 6, 2012
- Written Question and Answer Deadline:** Monday, November 19, 2012
- Answers to Questions Available At:** The DC Grants Clearinghouse; Visit <http://opgs.dc.gov>
- Application Submission Deadline:** Tuesday, December 4, 2012  
by 2:00pm EST
- Award Announcement By:** Monday, December 24, 2012

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

FY 2013 Family Treatment Court Transitional Housing Program  
**DCRL-2013-U-0038**

Pursuant to the *Child and Family Services Grant-Making Amendment Act of 2008*, DC Law 17-199, effective July 18, 2008 (D.C. Official Code § 4-1303.03(a-1)), the District of Columbia Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for grant funding to support a transitional housing and supportive services program to serve families who have completed the residential component of the Family Treatment Court (FTC), and are preparing to transition into continuing care. The FTC is a comprehensive, court-supervised, treatment program funded and administered through CFSA, in collaboration with the Family Court of the Superior Court of the District of Columbia.

Grant monies will be used for transitional housing and supportive services to be utilized by eligible participants referred from the Family Treatment Court. These funds will subsidize the cost of supportive services, security deposits, rent for up to one year and furniture (where needed).

The Family Treatment Court Transitional Housing Program serves to prevent the disruption of placements due to lack of housing upon transition from residential treatment. Services are focused on meeting the needs of FTC clients who are in need of stable housing and who have transitioned into community-based continuing care. Upon discharge from the program, each family will have attained stability in housing, work, recovery, and self-sufficiency.

Selection and notification of grant awards is scheduled to occur no later than **Monday, December 24, 2012**. Up to two (2) grants will be awarded. Anticipated total funding available will be up to \$90,000 in the first year. Applicants must demonstrate the capacity to accept referrals and have the project fully functioning within forty-five (45) days of the formal grant award written notice.

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## Request for Applications (RFA) FY 2013 Family Treatment Court Transitional Housing Program

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### **SECTION I: GENERAL INFORMATION**

The Child and Family Services Agency (CFSA) has funds available to support community-based transitional housing and supportive services for families who have completed the residential component of the Family Treatment Court (FTC) and are preparing to transition back into the community.

CFSA will award up to two (2) grants to fund a minimum of five (5) housing units for eligible Family Treatment Court families to receive transitional housing and supportive services. Grant funding for each housing unit shall be for a period not to exceed twelve (12) months. These funds will subsidize the cost of room and board (including furniture), security deposit, case management, supportive services including child care during on-site groups and transportation for up to one calendar year. The FTC Transitional Housing Program will serve a minimum of five (5) families who have completed residential substance abuse treatment and have transitioned to the continuing care phase of FTC.

CFSA will fund programs that demonstrably provide parents immediate access to concrete resources that can strengthen and stabilize the family, with a proven track record of collaborating with community partners. Preference will be given to programs that demonstrate how they will continue to engage and support families beyond the 12 month grant funded support period. Applicants may propose a model that is part of a larger existing program within their organization.

Organizations must demonstrate capacity to provide services to a minimum of five (5) families at any point in time. Organizations must be ready to accept referrals and begin providing services within forty-five (45) days of notification of grant award.

### ***Background and Need***

The Family Treatment Court (FTC) is a comprehensive court-supervised substance abuse treatment program funded and administered by CFSA in collaboration with the Family Court of the District of Columbia Superior Court. Services are provided to mothers and female guardians whose children are the subject of a child neglect case. Women who participate in the FTC must acknowledge the allegations of child neglect. The FTC is designed to enhance family reunification through the provision of direct supports in compliance with the federal Adoption and Safe Families Act (ASFA) timelines.

The first phase of FTC treatment involves up to six months of intensive residential treatment at a facility where the women may bring up to four of their children (0 to 10 years) for the duration of their stay. Upon completion of the residential treatment program, participants must complete

six months (minimum) of community-based continuing care. This intense aftercare program includes rehabilitation services, ongoing monitoring, job training, and developing networks of support.

As many of the clients who enter the treatment program are homeless, one of the greatest challenges facing participants upon exit from residential treatment is the lack of available housing. In the absence of housing, women must remain at the residential facility while in continuing care until such time housing can be identified and secured. The FTC has worked with its partners in the District of Columbia to identify appropriate transitional housing where available. CFSA is seeking transitional housing programs to assist in the provision of stable housing resources for women and their children who are exiting residential treatment. Through the provision of intensive case management and supportive services, the FTC Transitional Housing Program is focused on meeting the housing and resource needs of families in recovery from substance abuse.

### ***Target Population***

The proposed program shall be accessible and flexible to accommodate the individual needs of participants, including treatment requirements, housing accessibility needs, work schedules and child care arrangements. All individuals to be served are residents of the District of Columbia.

CFSA and FTC shall jointly identify the families to be served under this agreement. Families must meet the eligibility criteria agreed to by the transitional housing provider, CFSA and the FTC. All families served in this program must complete the residential component of the FTC Program and be referred by the FTC Coordinator. Only families referred and approved by the FTC Coordinator and CFSA Grant Monitor are eligible under this grant.

A family that completes their personal goals as detailed in the individual service plan within a shorter timeframe may be discharged from transitional housing in less than two years. Additionally, there may be grounds for discharge prior to program completion, such as when a parent is not adhering to program regulations, is actively using substances, or in cases where children have been removed by CFSA. The successful Applicant shall not discharge any family from transitional housing without prior notification and approval by the Family Treatment Court Coordinator and the CFSA Grant Monitor.

The target population may require support services in the following categories:

- a. Mental health services
- b. Behavioral and social skills development
- c. Individual, group and family counseling
- d. Therapeutic recreation

These additional services may be matched from sources other than this grant. Applicants shall demonstrate linkages with other service providers, District agencies serving children, youth and families, and community-based organizations to connect families to needed services that extend

beyond the scope of services funded through this grant.

### *Eligible Organizations/Entities*

Applications are requested only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program but must identify a Lead Applicant. The Lead Applicant will be responsible for identifying how the components shall be integrated, including overall program funding sources. Successful applicants shall provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, including relevant District and local jurisdiction licensure requirements, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the services under the Family Treatment Court Transitional Housing Program do not conflict with a current Grant or Contract Agreement. Such applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under this funding announcement shall not conflict with or compromise other existing grant or contractual obligations.

As the lead agency for the program, the successful Applicant shall coordinate all services. Services provided to families accepted into the Transitional Housing Program will include but are not limited to:

- Comprehensive assessment of each parent and family.
- Family-involved meeting during initial placement and prior to discharge from the program.
- Intensive case management services, including (minimum) weekly meetings for the first six months, development of a comprehensive Family Service Plan, and regular Service Plan updates.
- Assignment to an individual furnished residential unit, which could be part of a larger facility, apartment complex or stand-alone dwelling.
- Establishment of an escrow account for monthly savings to be deposited by each parent and held by the Grantee until discharge from the transitional housing program. Escrow accounts shall be established within the first thirty (30) days of the resident's entry into the program.
- Subsidy for monthly rent combined with portion paid by each parent depending on income and as calculated by the standard HUD formula.
  - During the period of grant funding by CFSA (not to exceed 12 months), rental contributions made by the parent shall be deposited into an escrow account held by the Grantee. Within thirty (30) days of discharge from the program, 100% of the funds held in escrow in the parent's name shall be given to the parent.

- Parent skills training (evidence-based or evidence-informed model) and counseling supports.
- Evening support and life skills groups (weekly).
- Recovery group and individual addictions counseling (weekly).
- Financial literacy training and credit repair skills.
- Provision of child care during parents' groups.
- Emergency assistance in the case of unexpected events and crises.
- Assistance with securing resources for permanent housing.
- Organization of family events and community outings to promote community integration.
- Activities that support parent involvement in their child's education
- Referrals for and follow-up of services not provided within the program, which may include:
  - Physical health/dental care
  - Infant/child care
  - Children's recreational and after school services
  - Legal services
  - Mental healthcare/therapy
  - Domestic violence services
  - High school diploma or equivalent programs
  - Career assessment
  - Job training/vocational rehabilitation
  - Job counseling and placement
  - Professional clothing and follow-up services.

Families may remain in the Transitional Housing program for up to a maximum of two (2) years. CFSA will fund programs that demonstrably provide parents immediate access to supportive services on-site and concrete resources that can strengthen and stabilize the family, with a proven track record of collaborating with community partners. Preference will be given to programs that demonstrate how they will continue to engage and support families beyond the 12 month grant funded support period. Applicants may propose a model that is part of a larger existing program within their organization. Upon successful exit from the program, each family will have attained stability in housing, work, recovery, and self-sufficiency.

## **SECTION II: AWARD INFORMATION**

### ***Source of Grant Funding***

The funds currently made available are appropriated by the Council of the District of Columbia.

### ***Number of Awards and Individual Amounts***

CFSA intends to award up to two (2) grants for the FTC Transitional Housing Program. CFSA reserves the right to assign the amount of individual awards. Individual grant awards shall not be less than \$45,000 or exceed \$90,000.

CFSA fully expects each Applicant to detail within their budget the breakdown and usage of all available funds.

### ***Start Dates and Periods***

The grant period is for up to one (1) year, 365 days from the date the grant agreement is executed, subject to the appropriation of funds. There will be an option to renew the grant an additional four (4) years. Successful Applicant(s) must be prepared to sign the Grant Agreement within thirty (30) days of notification of the intent to award. The District may extend the term of the Grant Agreement for a period of four additional one year option periods, or successive fractions thereof by written notice to the Grantee, should further appropriations be made available or funds from other sources be made available. The notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of the option. The District reserves the right to issue a new grant announcement.

### ***Explanations to Prospective Applicants***

Inquiries regarding this RFA should be sent via email to [Shamika.Place@dc.gov](mailto:Shamika.Place@dc.gov), Contracts Supervisor with the CFSA Contracts and Procurement Administration. Please reference **DCRL-2013-U-0038** in the subject line. Inquiries must be submitted on or before **Monday, November 19, 2012**. **Questions submitted after the deadline will not receive responses.** Responses to all inquiries will be posted on the OPGS website (<http://www.opgs.dc.gov>) on or before **Monday, November 26, 2012**.

At any time, the Agency may suspend or terminate this RFA pursuant to the *Child and Family Services Grant-Making Amendment Act of 2008*. CFSA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. Prospective Applicants are solely responsible for checking the OPGS website (<http://www.opgs.dc.gov>) for any additional changes or updates to the RFA and/or the application process.

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.

## **SECTION III: APPLICATION AND SUBMISSION INFORMATION**

### ***Application Forms and Content Format***

#### **Applicant Checklist**

- The Applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- **The conflict of interest policy:** A conflict of interest arises when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make. A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an appropriate benefit. (IRS 1023 form) this document shall be agreed upon and signed by all board members.

- The Program Budget is complete and complies with the Budget form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed. It should project income and expenses for the current fiscal year.
- **Separation of duties policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Financial Statements:** The Applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
- **Tax Exemption Letter (if applicable):** Provide a copy of your organization's tax status.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). **Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of Applicant are complete and within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The Applicant is submitting the required four (4) copies of its application, including the original and three (3) copies. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices are included. These must include EEO, First Source Employment Agreement, Tax Cert. Affidavit (OTR / DOES); and can include program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation.
- The application is submitted to Child and Family Services Agency, Contracts and Procurement Administration, no later than 2:00p.m., on the deadline date of **Tuesday, December 4, 2012.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

All grantees shall comply with the District of Columbia's drug-free workplace certification requirement (29 DCMR § 8207). By submission of its application, the Applicant is certifying and agreeing to comply with 29 DCMR § 8207. Failure to comply with the requirements may render a grantee subject to suspension of grant payments, termination of the grant or other available legal remedies.

Applicants are required to follow the format below and each proposal must contain the following information:

- Applicant Profile (See Attachment A)
- Table of Contents (Not counted in page total,)
- Application Summary (Not to exceed 2 pages)
- Original Receipt (Attachment B)
- Brief Program Overview (Not to exceed 1 page)
- Project Narrative (Not to exceed 10 pages)
- Evaluation Plan (Not to exceed 5 pages)
- Collaboration (Not to exceed 2 pages)
- Sustainability Plan (Not to exceed 2 pages)
- Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- Staffing Plan (Not counted in page total, See Attachment C)
- Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- Statement of Certification (Not included in page total, See Attachment E)
- Acknowledgement of District and Federal Statutes (Signature) (See Attachment F)
- Acknowledgement of District and Federal Statutes (Signature) (See Attachment F)
- Appendices (Resumes, Organization Chart, Position Descriptions) (Not counted in page total)

Applicants should feel free to submit fewer pages than recommended for that section.

### ***Description of Application Sections***

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

#### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Target population to be served.
- Understanding needs of target population(s) to be served.
- Program objectives for the RFA.
- Specific service/programs to be provided.
- Identification of evidence-based approaches or promising practices.
- Work plan for activities (specify the sequential steps that you plan to initiate).
- Number of clients to be served over grant period.
- Understanding of demographics of population being served.
- Demonstrate your organization's capacity and past experience to implement the proposed project.
- Extent to which access barriers for the target population will be addressed.
- How funds will be distributed consistent with the grant and monetary expenditures.
- Quality assurance mechanisms.

### **Organization, Experience and Qualifications of Applicant**

The Applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The Applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

### **Program Budget and Budget Narrative**

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at the budget figures.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements, and must include copies of Applicant's:

- Equal Employment Opportunity
- Position Description & Specifications
- First Source Employment Agreement
- Tax Certification Affidavit (OTR)
- Tax Certification Affidavit (DOES)
- Such items may also include:
- Audited financial statement
- Indication of nonprofit corporation status
- Roster of the Board of Directors

- Proposed organizational chart for the project
- Organizational budget (as opposed to project budget)
- Letters of support or endorsements
- Staff resumes; and
- Planned job descriptions.

### *Request for Application Provisions*

- ❖ 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 its own grant making rule(s) or any applicable 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.
- ❖ 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.

### *Application Identification*

A total of four (4) copies, including the original and three (3) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the four (4) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the Applicant fails to submit the required four (4) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

***Application Submission Date and Time***

Applications are due no later than 2:00 p.m., on **Tuesday, December 4, 2012**. All applications will be recorded upon receipt. **Applications submitted at or after 2:01 p.m., Tuesday, December 4, 2012, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 2:00 p.m. deadline on **Tuesday, December 4, 2012**. Applications must be ready for receipt by CFSA. The four (4) copies, including the original plus three (3) copies, of the applications **must be** delivered to the following location:

Contracting Officer  
Child and Family Services Agency  
Contracts and Procurement Administration  
200 I Street SE, Suite 2031  
Washington, DC 20003  
202-724-7517

***Mail Courier/Messenger Delivery***

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 2:00 p.m. deadline on **Tuesday, December 4, 2012** at the above location. Applications arriving via messenger/courier services after the posted deadline of 2:00 p.m., **Tuesday, December 4, 2012 will not be forwarded to the review panel by CFSA.**

**CFSA will not be responsible for delays in the delivery of application packages to its office.**

## **SECTION IV: PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### ***Use of Funds***

Grant funds shall only be used to support activities as outlined in this RFA, and may not be used for direct financial payments to clients and their families. Financial assistance shall be used to subsidize the cost of case management, supportive services, security deposits, rent, board and furnishings (as needed) for up to twelve (12) months or one calendar year.

Indirect costs shall not exceed 10% of the overall budget.

### ***Grant Agreement***

Applicant shall be required to sign a Grant Agreement prior to funds being awarded. The Grant Agreement outlines the necessary terms and conditions of the grant award. CFSA reserves the right to require modifications to the program budget prior to award. A Grant Agreement shall be finalized within thirty (30) days of notification of intent to award.

Grant funds under the Grant Agreement shall be dispensed in payments following submission of an approved invoice for payment of grant funds. If the Grantee fails to provide the required documentation within the stated time period, the Grantor may, at its discretion, suspend funding to the program. Invoices must be submitted according to the procedure outlined in the Grant Agreement. Failure to submit invoices as required may result in a delay of payment of grant funds.

## **SECTION V: ELIGIBILITY INFORMATION**

### ***Eligible Applicants***

Applications will be accepted only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Governmental organizations are not eligible to apply for funding.

The successful Applicant shall demonstrate experience and a sophisticated understanding of the needs of this target population, The successful Applicant shall also provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

An Applicant holding a current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, is eligible to apply provided the services do not conflict with a current Grant or Contract Agreement. Such Applicant must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under this funding announcement shall not conflict with or compromise other existing grant or contractual obligations.

### *Cost Sharing or Match*

Grantees are required to meet a non-Federal share of the project costs. The successful Applicant will initially be funded for a 12-month budget period. Grant funds will be disseminated based on regular invoices submitted by the grantee to CFSA.

Grantees must provide at least 10% of the total approved cost of the project for the first year of the project period. The total approved cost of the project is the sum of the CFSA share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions. No more than 50% of the non-federal share may be in-kind.

Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of grant dollars. Cost-sharing will not be used as a preference and/or evaluation criterion in the review of applications. Grant funds should not supplant other State or local funds currently dedicated to these services. Further, the Applicant should present a vision for sustaining the proposed project after the period of CFSA funding has ended.

## **SECTION VI: GENERAL PROVISIONS**

### *Confidentiality of Records*

Information concerning CFSA-involved children and families is strictly confidential and shall not be divulged to unauthorized persons (see D.C. Official Code §§ 4-1303.06 and 4-1405). The Grantee must demonstrate an ability to maintain the confidentiality of a client's information and to report the information specified below to CFSA. Specifically, upon notification of award, the Applicant agrees to and will abide by the following conditions:

- Whoever willfully disclosed, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of D.C. Official Code §§ 4-1303.06 (applies to all CFSA records) shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1,000.00 (D.C. Official Code § 4-1303.07).
- All project staff, prior to engaging in work with CFSA, shall sign a confidentiality statement. Prior to service initiation, Grantees shall develop and submit a signed confidentiality statement for each current staff person who will be working under the Agreement.

### **HIPAA PRIVACY COMPLIANCE**

For the purpose of this agreement **the Child and Family Services Agency (CFSA)**, a covered component within the District of Columbia's Hybrid Entity will be referred to as a "Covered Entity" as that term is defined by the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") and associated regulations promulgated at 45 CFR Parts 160, 162 and 164 as amended (the "HIPAA Regulations") and **Applicant**, as a recipient of Protected Health Information or electronic Protected Health Information from **CFSA**, is a "Business Associate" as that term is defined by HIPAA.

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Regulations.

1. Definitions

- a. *Business Associate* means a person or entity, who performs, or assists in the performance of a function or activity on behalf of a covered entity or an organized health care organization in which the covered entity participates, involving the use or disclosure of individually identifiable health information, other than in the capacity of a workforce member of such covered entity or organization. A business associate is also any person or organization that provides, other than in the capacity of a workforce member of such covered entity, legal, actuarial, accounting, consulting, data aggregation, management, administration, accreditation, or financial services to or for the covered entity and receives individually identifiable health information from a covered entity or another business associate on behalf of a covered entity. In some instances, a covered entity may be a business associate of another covered entity.
- b. *Covered Entity* means a health plan, a health care clearinghouse, or a health care provider who transmits any health information in electronic form in connection with a transaction covered by 45 C.F.R. Parts 160 and 164 of HIPAA. With respect to this HIPAA Compliance Clause, *Covered Entity* shall also include the designated health care components of the District government's hybrid entity or a District agency following HIPAA best practices.
- c. *Data Aggregation* means, with respect to Protected Health Information created or received by a business associate in its capacity as the business associate of a covered entity, the combining of such Protected Health Information by the business associate with the Protected Health Information received by the business associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- d. *Designated Record Set* means a group of records maintained by or for the Covered Entity that are:
  - i. The medical records and billing records about individuals maintained by or for a covered health care provider;
  - ii. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
  - iii. Records used, in whole or in part, by or for the Covered Entity to make decisions about individuals.
- e. *Health Care* means care services, or services, or supplies related to the health of an individual. Health care includes, but is not limited to, the following:
  - i. Preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual or that affects the structure or function of the body; and

- ii. Sale or dispensing of a drug, device, equipment, or other item in accordance with the prescription.
- f. *Health Care Components* means a component or a combination of components of a hybrid entity designated by a hybrid entity. *Health Care Components* must include non-covered functions that provide services to the covered functions for the purpose of facilitating the sharing of Protected Health Information with such functions of the hybrid entity without business associate agreements or individual authorizations.
- g. *Health Care Operations* shall have the same meaning as the term “health care operations” in 45 C.F.R. § 164.501.
- h. *Hybrid Entity* means a single legal entity that is a covered entity and whose business activities include both covered and non-covered functions, and that designates health care components in accordance with 45 C.F.R. § 164.105(a)(2)(iii)(C). A *Hybrid Entity* is required to designate as a health care component, any other components of the entity that provide services to the covered functions for the purpose of facilitating the sharing of Protected Health Information with such functions of the hybrid entity without business associate agreements or individual authorizations. The District of Columbia is a Hybrid Covered Entity.
- i. *Record* shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for the Covered Entity.
- j. *Individual* shall have the same meaning as the term "individual" in 45 C.F.R. § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- k. *Individually Identifiable Health Information* is information that is health information, including demographic information collected from an individual, and;
  - i. Is created or received by a health care provider, health plan, employer, or health care clearinghouse;
  - ii. Relates to the past, present, or future physical or mental health or condition of an individual; or the past, present, or future payment for the provision of health care to an individual; and
  - iii. That identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- l. *National Provider Identifier (NPI) Rule*: "National Provider Identifier" shall mean the Standard Unique Health Identifier for Healthcare Providers; Final Rule at 45 C.F.R. Part 162.
- m. *Privacy and Security Official*. The person or persons designated by the District of Columbia, a *Hybrid Entity*, who is/are responsible for developing, maintaining, implementing and enforcing the District-wide Privacy Policies and Procedures, and for overseeing full compliance with the Privacy and Security Rules, and other applicable federal and state privacy law.
- n. *Privacy Officer*. The person designated by the Privacy and Security Official or one of the District of Columbia’s designated health care

components, which is responsible for overseeing compliance with the Covered Agency's Privacy Policies and Procedures, the HIPAA Privacy Regulations, HIPAA Security Regulations and other applicable federal and state privacy law(s). The Covered Agency's privacy officer shall follow the guidance of the District's Privacy and Security Official, and shall be responsive to and report to the District's Privacy and Security Official on matters pertaining to HIPAA compliance.

- o. *Privacy Rule.* "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E.
- p. *Protected Health Information.* "Protected Health Information" (PHI) or "Electronic Protected Health Information" (ePHI) means individually identifiable health information that is created or received by the Business Associate from or on behalf of the Covered Entity, or agency following HIPAA best practices, which is:
  - i. Transmitted by, created or maintained in electronic media; or
  - ii. Transmitted or maintained in any other form or medium;Protected Health Information does not include information in the records listed in subsection (2) of the definition in 45 C.F.R. §160.103. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103.
- q. *Secretary.* "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.
- r. *Security Officer.* The person designated by the Security Official or one of the District of Columbia's designated health care components, which is responsible for overseeing compliance with the Covered Agency's Privacy Policies and Procedures, the Security Rules, and other applicable federal and state privacy law(s). The Covered Agency's security officer shall follow the guidance of the District's Security Official, as well as the Associate Security Official within the Office of the Chief Technology Officer, and shall be responsive to the same on matters pertaining to HIPAA compliance.
- s. *Security Rule* "Security Rule" shall mean the Standards for Security of Individually Identifiable Health Information at 45 C.F.R. part 164.
- t. *Workforce.* "Workforce" shall mean employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity or business associate, is under the direct control of such entity, whether or not they are paid by the covered entity or business associate.

2. Obligations and Activities of Business Associate

- a. The Business Associate agrees not to use or disclose Protected Health Information or electronic Protected Health Information (hereinafter "PHI" or Protected Health Information") other than as permitted or required by this HIPAA Compliance Clause or as required by Law.
- b. The Business Associate agrees to comply with administrative, physical, and technical safeguards requirements in 45 C.F.R. §§ 164.308, 164.310, 164.312 and 164.316 as required by § 13401 of the HITECH ACT

- (February 18, 2010), to maintain the security of the Protected Health Information and to prevent use or disclosure of such Protected Health Information other than as provided for by this Clause.
- c. The Business Associate agrees to establish procedures for mitigating, and to mitigate to the extent practicable, any deleterious effects that are known to the Business Associate of a use or disclosure of Protected Health Information by the Business Associate in violation of the requirements of this Clause.
  - d. The Business Associate agrees to report to Covered Entity, in writing, any use or disclosure of the Protected Health Information not permitted or required by this HIPAA Compliance Clause to the District Privacy Official or agency Privacy Officer within ten (10) days from the time the Business Associate becomes aware of such unauthorized use or disclosure.
  - e. The Business Associate agrees to ensure that any workforce member or any agent, including a subcontractor, agrees to the same restrictions and conditions that apply through this Clause with respect to Protected Health Information received from the Business Associate, Protected Health Information created by the Business Associate, or Protected Health Information received by the Business Associate on behalf of the Covered Entity.
  - f. The Business Associate agrees to provide access within five business days, at the request of the Covered Entity or an Individual, as directed by the District Privacy Official or agency Privacy Officer, or as otherwise mandated by the Privacy Rule or applicable District of Columbia laws, rules and regulations, to Protected Health Information in a Designated Record Set, to the Covered Entity or an Individual, to facilitate the District's compliance with the requirements under 45 C.F.R. §164.524.
  - g. The Business Associate agrees to make any amendment(s) within five business days to the Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR 164.526 in a format directed by the District Privacy Official or agency Privacy Officer in order to facilitate the District's compliance with the requirements under 45 C.F.R. §164.526.
  - h. The Business Associate agrees to use the standard practices of the Covered Entity to verify the identification and authority of an Individual who requests the Protected Health Information in a Designated Record Set of a recipient of services from or through the Covered Entity. The Business Associate agrees to comply with the applicable portions of the Applicable Agency Identity and Procedure Verification Policy, attached hereto as Exhibit A and incorporated by reference.
  - i. The Business Associate agrees to record authorizations and log such disclosures of Protected Health Information and information related to such disclosures as would be required for the Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528 and applicable District of Columbia laws, rules and regulations.

- j. The Business Associate agrees to provide to the Covered Entity or an Individual, within five (5) business days of a request **at a mutually agreed upon location, during normal business hours, and in a format designated** by the District Privacy Official or agency Privacy Officer and the duly authorized Business Associate workforce member, information collected in accordance with Paragraph (i) of this Section above, to permit the Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528, and applicable District of Columbia laws, rules and regulations.
  - k. The Business Associate agrees to make internal practices, books, and records, including policies and procedures, and Protected Health Information, relating to the use and disclosure of Protected Health Information received from the Business Associate, or created, or received by the Business Associate on behalf of the Covered Entity, available to the Covered Entity, or to the Secretary, within five (5) business days of their request and **at a mutually agreed upon location, during normal business hours, and in a format designated** by the District Privacy Official or agency Privacy Officer and the duly authorized Business Associate workforce member, or in a time and manner designated by the Secretary, for purposes of the Secretary in determining compliance of the Covered Entity with the Privacy Rule.
  - l. The Business Associate may aggregate Protected Health Information in its possession with the Protected Health Information of other Covered Entities that Business Associate has in its possession through its capacity as a Business Associate to other Covered Entities provided that the purpose of the aggregation is to provide the Covered Entity with data analyses to the Health Care Operations of the Covered Entity. Under no circumstances may the Business Associate disclose Protected Health Information of one Covered Entity to another Covered Entity absent the explicit written authorization and consent of the Privacy Officer or a duly authorized workforce member of the Covered Entity.
  - m. Business Associate may de-identify any and all Protected Health Information provided that the de-identification conforms to the requirements of 45 C.F.R. § 164.514(b). Pursuant to 45 C.F.R. § 164.502(d)(2), de-identified information does not constitute Protected Health Information and is not subject to the terms of this HIPAA Compliance Clause.
3. Permitted Uses and Disclosures by the Business Associate
- a. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the Contract, provided that such use or disclosure would not violate HIPAA if the same activity were performed by the Covered Entity or would not violate the minimum necessary policies and procedures of the Covered Entity.

- b. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- c. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that the disclosures are Required By Law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used, or further disclosed, only as Required By Law, or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it has knowledge that the confidentiality of the information has been breached.
- d. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use Protected Health Information to provide Data Aggregation services to the Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).
- e. Business Associate may use Protected Health Information to report violations of the Law to the appropriate federal and District of Columbia authorities, consistent with 45 C.F.R. § 164.502(j)(1).

4. Additional Obligations of the Business Associate

- a. Business Associate shall submit a written report to the Covered Entity that identifies the files and reports that constitute the Designated Record Set of the Covered Entity. Business Associate shall submit said written report to the Privacy Officer no later than thirty (30) days after the commencement of the HIPAA Compliance Clause. In the event that Business Associate utilizes new files or reports which constitute the Designated Record Set, Business Associate shall notify the Covered Entity of said event within thirty (30) days of the commencement of the file's or report's usage. The Designated Record Set file shall include, but not be limited to the identity of the following:
  - i. Name of the Business Associate of the Covered Entity;
  - ii. Title of the Report/File;
  - iii. Confirmation that the Report/File contains Protected Health Information (Yes or No);
  - iv. Description of the basic content of the Report/File;
  - v. Format of the Report/File (Electronic or Paper);
  - vi. Physical location of Report/File;
  - vii. Name and telephone number of current member(s) of the workforce of the Covered Entity or other District of Columbia Government agency responsible for receiving and processing requests for Protected Health Information; and
  - viii. Supporting documents if the recipient/personal representative has access to the Report/File.

- b. Business Associate must provide assurances to the Covered Entity that it will continue to employ sufficient administrative, technical and physical safeguards, as described under the Security Rule, to protect and secure (the Covered Entity's) ePHI entrusted to it. These safeguards include:
  - i. The Business Associate agrees to administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the ePHI that the Business Associate creates, receives, maintains or transmits on behalf of the covered entity.
  - ii. The Business Associate agrees to report to the covered entity any security incident of which it becomes aware, including any attempts to access ePHI, whether those attempts were successful or not.
  - iii. This Business Associate Agreement may be terminated if the covered entity determines that the business associate has materially breached the agreement.
  - iv. The Business Associate agrees to make all policies and procedures, and documents relating to security, available to the Secretary of HHS for the purposes of determining the covered entity's compliance with HIPAA.
  - v. This agreement continues in force for as long as the Business Associate retains any access to the Covered Entity's ePHI.
  - vi. With respect to the subset of PHI known as electronic PHI (ePHI) as defined by HIPAA Security Standards at 45 C.F.R. Parts 160 and 164, subparts A and C (the "Security Rule"), if in performing the Services, Business Associate, its employees, agents, subcontractors and any other individual permitted by Business Associate will have access to any computer system, network, file, data or software owned by or licensed to Provider that contains ePHI, or if Business Associate otherwise creates, maintains, or transmits ePHI on Provider's behalf, Business Associate shall take reasonable security measures necessary to protect the security of all such computer systems, networks, files, data and software. With respect to the security of ePHI, Business Associate shall: (A) Implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the ePHI that it creates, receives, maintains, or transmits on behalf of the Provider; (B) Ensure that any agent, including a subcontractor, to whom it provides such information agrees to implement reasonable and appropriate safeguards to protect it; and (C) Report to the Provider any security incident of which it becomes aware.
  - vii. Business Associate agrees not to electronically transmit or permit access to PHI unless such transmission or access is authorized by

this Addendum and the Agreement and further agrees that it shall only transmit or permit such access if such information is secured in a manner that is consistent with applicable law, including the Security Rule. For purposes of this Addendum, “encrypted” shall mean the reversible conversion of readable information into unreadable, protected form so that only a recipient who has the appropriate “key” can convert the information back into original readable form. If the Covered Entity stores, uses or maintains PHI in encrypted form, or in any other secured form acceptable under the security regulations, Covered Entity shall promptly, at request, provide with the key or keys to decrypt such information and will otherwise assure that such PHI is accessible by upon reasonable request.

viii. In the event Business Associate performs functions or activities involving the use or disclosure of PHI on behalf of Covered Entity that involve the installation or maintenance of any software (as it functions alone or in combination with any hardware or other software), Business Associate shall ensure that all such software complies with all applicable standards and specifications required by the HIPAA Regulations and shall inform of any software standards or specifications not compliant with the HIPAA Regulations.

c. At the request of the Covered Entity, the Business Associate agrees to amend this agreement to comply with all HIPAA mandates.

5. Sanctions

Business Associate agrees that its workforce members, agents and subcontractors who violate the provisions of HIPAA or other applicable federal or state privacy law will be subject to discipline in accordance with Business Associate’s Personnel Policy and applicable collective bargaining agreements. Business Associate agrees to impose sanctions consistent with Business Associate’s personnel policies and procedures and applicable collective bargaining agreements with respect to persons employed by it. Members of the Business Associate Workforce who are not employed by Business Associate are subject to the policies and applicable sanctions for violation of this Compliance Clause as set forth in business associate agreements. In the event Business Associate imposes sanctions against any member of its workforce, agents and subcontractors for violation of the provisions of HIPAA or other applicable federal or state privacy laws, the Business Associate shall inform the District Privacy Official or the agency Privacy Officer of the imposition of sanctions.

6. Obligations of the Covered Entity

a. The Covered Entity shall notify the Business Associate of any limitation(s) in its Notice of Privacy Practices of the Covered Entity in accordance with 45 C.F.R. § 164.520, to the extent that such limitation

may affect the use or disclosure of Protected Health Information by the Business Associate.

- b. The Covered Entity shall notify the Business Associate of any changes in, or revocation of, permission by the Individual to the use or disclosure of Protected Health Information, to the extent that such changes may affect the use or disclosure of Protected Health Information by the Business Associate.
- c. The Covered Entity shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that the Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect the use or disclosure of Protected Health Information by the Business Associate.

7. Permissible Requests by Covered Entity

Covered Entity shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by the Covered Entity.

8. Representations and Warranties.

The Business Associate represents and warrants to the Covered Entity:

- a. That it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized or licensed, it has the full power to enter into this HIPAA Compliance Clause and it, its employees, agents, subcontractors, representatives and members of its workforce are licensed and in good standing with the applicable agency, board, or governing body to perform its obligations hereunder, and that the performance by it of its obligations under this HIPAA Compliance Clause has been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws;
- b. That it, its employees, agents, subcontractors, representatives and members of its workforce are in good standing with the District of Columbia, that it, its employees, agents, subcontractors, representatives and members of its workforce will submit a letter of good standing from the District of Columbia, and that it, its employees, agents, subcontractors, representatives and members of its workforce have not been de-barred from being employed as a contractor by the federal government or District of Columbia;
- c. That neither the execution of this HIPAA Compliance Clause, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party, or give any governmental entity the right to suspend, terminate, or modify any of its governmental authorizations or assets required for its performance hereunder. The Business Associate represents and warrants to the Covered Entity that it will not enter into any agreement the execution or performance of which would violate or interfere with this HIPAA Compliance Clause;
- d. That it is not currently the subject of a voluntary or involuntary petition in bankruptcy, does not currently contemplate filing any such voluntary

petition, and is not aware of any claim for the filing of an involuntary petition;

- e. That all of its employees, agents, subcontractors, representatives and members of its workforce, whose services may be used to fulfill obligations under this HIPAA Compliance Clause are or shall be appropriately informed of the terms of this HIPAA Compliance Clause and are under legal obligation to the Business Associate, by contract or otherwise, sufficient to enable the Business Associate to fully comply with all provisions of this HIPAA Compliance Clause. Modifications or limitations that the Covered Entity has agreed to adhere to with regards to the use and disclosure of Protected Health Information of any individual that materially affects or limits the uses and disclosures that are otherwise permitted under the Privacy Rule will be communicated to the Business Associate, in writing, and in a timely fashion;
- f. That it will reasonably cooperate with the Covered Entity in the performance of the mutual obligations under this Agreement;
- g. That neither the Business Associate, nor its shareholders, members, directors, officers, agents, subcontractors, employees or members of its workforce have been excluded or served a notice of exclusion or have been served with a notice of proposed exclusion, or have committed any acts which are cause for exclusion, from participation in, or had any sanctions, or civil or criminal penalties imposed under, any federal or District healthcare program, including but not limited to Medicare or Medicaid, or have been convicted, under federal or District law (including without limitation following a plea of *nolo contendere* or participation in a first offender deferred adjudication or other arrangement whereby a judgment of conviction has been withheld), of a criminal offense related to (a) the neglect or abuse of a patient, (b) the delivery of an item or service, including the performance of management or administrative services related to the delivery of an item or service, under a federal or District healthcare program, (c) fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection with the delivery of a healthcare item or service or with respect to any act or omission in any program operated by or financed in whole or in part by any federal, District or local government agency, (d) the unlawful, manufacture, distribution, prescription or dispensing of a controlled substance, or (e) interference with or obstruction of any investigation into any criminal offense described in (a) through (d) above. The Business Associate further agrees to notify the Covered Entity immediately after the Business Associate becomes aware that any of the foregoing representations and warranties may be inaccurate or may become incorrect

9. Term and Termination

- a. *Term.* The requirements of this HIPAA Compliance Clause shall be effective as of the date of the contract award, and shall terminate when all of the Protected Health Information provided by the Covered Entity to the Business Associate, or created or received by the Business Associate on behalf of the Covered Entity, is confidentially destroyed or returned to the

Covered Entity within five (5) business days of its request. The Protected Health Information shall be returned in a format mutually agreed upon by and between the Privacy Official and/or Privacy Officer or his or her designee and the appropriate and duly authorized workforce member of the Business Associate.; If it is infeasible to return or confidentially destroy the Protected Health Information, protections shall be extended to such information, in accordance with the termination provisions in this Section and communicated to the Privacy Official or Privacy Officer or his or her designee. The requirement to return Protected Health Information to the District at the end of the contract term or if the contract is terminated applies irrespective of whether the Business Associate is also a covered entity under HIPAA. Where a business associate is also a covered entity, Protected Health Information provided by the District, or created or received by the Business Associate on behalf of the District, a duplicate of the record may be acceptable if mutually agreed.

- b. *Termination for Cause.* Upon the Covered Entity's knowledge of a material breach of this HIPAA Compliance Clause by the Business Associate, the Covered Entity shall either:
- i. Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the Contract if the Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or
  - ii. Immediately terminate the Contract if the Business Associate breaches a material term of this HIPAA Compliance Clause and a cure is not possible.

If neither termination nor cure is feasible, the Covered Entity shall report the violation to the Secretary.

- c. *Effect of Termination.*
- i. Except as provided in paragraph (ii) of this section, upon termination of the Contract, for any reason, the Business Associate shall return in **a mutually agreed upon format or confidentially destroy** all Protected Health Information received from the Covered Entity, or created or received by the Business Associate on behalf of the Covered Entity within five (5) business days of termination. This provision shall apply to Protected Health Information that is in the possession of ALL subcontractors, agents or workforce members of the Business Associate. The Business Associate shall retain no copies of Protected Health Information in any form.
  - ii. In the event that the Business Associate determines that returning or destroying the Protected Health Information is infeasible, the Business Associate shall provide to the Covered Entity notification of the conditions that make the return or confidential destruction infeasible. Upon determination by the agency Privacy Officer that the return or confidential destruction of the Protected Health Information is infeasible, the Business Associate shall extend the protections of this HIPAA Compliance Clause to such Protected

Health Information and limit further uses and disclosures of such Protected Health Information for so long as the Business Associate maintains such Protected Health Information. The obligations outlined in Section 2. Obligations and Activities of Business Associate will remain in force to the extent applicable.

10. Miscellaneous

- a. *Regulatory References.* A reference in this HIPAA Compliance Clause to a section in the Privacy Rule means the section as in effect or as amended.
- b. *Amendment.* The Parties agree to take such action as is necessary to amend this HIPAA Compliance Clause from time to time as is necessary for the Covered Entity to comply with the requirements of the Privacy Rule and HIPAA. Except for provisions required by law as defined herein, no provision hereof shall be deemed waived unless in writing and signed by duly authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any other right or remedy under this HIPAA Compliance Clause.
- c. *Survival.* The respective rights and obligations of the Business Associate under Section 9. Term and Termination of this HIPAA Compliance Clause and Sections 9 and 20 of the Standard Contract Provisions for use with the District of Columbia Government Supply and Services Contracts, effective March 2007, shall survive termination of the Contract.
- d. *Interpretation.* Any ambiguity in this HIPAA Compliance Clause shall be resolved to permit the Covered Entity to comply with applicable federal and District of Columbia laws, rules and regulations, and the Privacy Rule, and any requirements, rulings, interpretations, procedures, or other actions related thereto that are promulgated, issued or taken by or on behalf of the Secretary; provided that applicable federal and District of Columbia laws, rules and regulations shall supersede the Privacy Rule if, and to the extent that they impose additional requirements, have requirements that are more stringent than or provide greater protection of patient privacy or the security or safeguarding of Protected Health Information than those of HIPAA and its Privacy Rule.  
The terms of this HIPAA Compliance Clause amend and supplement the terms of the Contract, and whenever possible, all terms and conditions in this HIPAA Compliance Clause are to be harmonized. In the event of a conflict between the terms of the HIPAA Compliance Clause and the terms of the Contract, the terms of this HIPAA Compliance Clause shall control; provided, however, that this HIPAA Compliance Clause shall not supersede any other federal or District of Columbia law or regulation governing the legal relationship of the Parties, or the confidentiality of records or information, except to the extent that the Privacy Rule preempts those laws or regulations. In the event of any conflict between the provisions of the Contract (as amended by this HIPAA Compliance Clause) and the Privacy Rule, the Privacy Rule shall control.
- e. *No Third-Party Beneficiaries.* The Covered Entity and the Business Associate are the only parties to this HIPAA Compliance Clause and are the only parties entitled to enforce its terms. Except for the rights of Individuals, as defined herein, to have access to and amend their Protected Health Information, and to an accounting of the uses and disclosures thereof, in accordance with Paragraphs (2)

- (f), (g) and (j), nothing in the HIPAA Compliance Clause gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons.
- f. *Compliance with Applicable Law.* The Business Associate shall comply with all federal and District of Columbia laws, regulations, executive orders and ordinances, as they may be amended from time to time during the term of this HIPAA Compliance Clause and the Contract; to the extent they are applicable to this HIPAA Compliance Clause and the Contract.
- g. *Governing Law and Forum Selection.* This Contract shall be construed broadly to implement and comply with the requirements relating to the Privacy Rule, and other applicable laws and regulations. All other aspects of this Contract shall be governed under the laws of the District of Columbia. The Covered Entity and the Business Associate agree that all disputes which cannot be amicably resolved by the Covered Entity and the Business Associate regarding this HIPAA Compliance Clause shall be litigated before the District of Columbia Contract Appeals Board, the District of Columbia Court of Appeals, or the United States District Court for the District of Columbia having jurisdiction, as the case may be. The Covered Entity and the Business Associate expressly waive any and all rights to initiate litigation, arbitration, mediation, negotiations and/or similar proceedings outside the physical boundaries of the District of Columbia and expressly consent to the jurisdiction of the above tribunals.
- h. *Indemnification.* The Business Associate shall indemnify, hold harmless and defend the Covered Entity from and against any and all claims, losses, liabilities, costs, and other expenses incurred as a result or arising directly or indirectly out of or in connection with (a) any misrepresentation, breach of warranty or non-fulfillment of any undertaking of the Business Associate under this HIPAA Compliance Clause; and (b) any claims, demands, awards, judgments, actions and proceedings made by any person or organization, arising out of or in any way connected with the performance of the Business Associate under this HIPAA Compliance Clause.
- i. *Injunctive Relief.* Notwithstanding any rights or remedies under this HIPAA Compliance Clause or provided by law, the Covered Entity retains all rights to seek injunctive relief to prevent or stop the unauthorized use or disclosure of Protected Health Information by the Business Associate, its workforce, any of its subcontractors, agents, or any third party who has received Protected Health Information from the Business Associate.
- j. *Assistance in litigation or administrative proceedings.* The Business Associate shall make itself and any agents, affiliates, subsidiaries, subcontractors or its workforce assisting the Business Associate in the fulfillment of its obligations under this HIPAA Compliance Clause and the Contract, available to the Covered Entity, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Covered Entity, its directors, officers or employees based upon claimed violation of HIPAA, the Privacy Rule or other laws relating to security and privacy, except where the Business Associate or its agents, affiliates, subsidiaries, subcontractors or its workforce are a named adverse party.

- k. *Notices.* Any notices between the Parties or notices to be given under this HIPAA Compliance Clause shall be given in writing and delivered by personal courier delivery or overnight courier delivery, or by certified mail with return receipt requested, to the Business Associate or to the Covered Entity, to the addresses given for each Party below or to the address either Party hereafter gives to the other Party. Any notice, being addressed and mailed in the foregoing manner, shall be deemed given five (5) business days after mailing. Any notice delivered by personal courier delivery or overnight courier delivery shall be deemed given upon notice upon receipt.

**If to the Business Associate, to:**

Applicant:  
Privacy Officer:  
Address:

Phone:

**If to the Covered Entity, to:**

Child and Family Services Agency  
200 I Street, SE, Third Floor  
Washington, DC 20003  
Attention: Wendy Gray  
Fax: 202-727-6333

- l. *Headings.* Headings are for convenience only and form no part of this HIPAA Compliance Clause and shall not affect its interpretation.
- m. *Counterparts; Facsimiles.* This HIPAA Compliance Clause may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile copies hereof shall be deemed to be originals.
- n. *Successors and Assigns.* The provisions of this HIPAA Compliance Clause shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns, if any.
- o. *Severance.* In the event that any provision of this HIPAA Compliance Clause is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this HIPAA Compliance Clause will remain in full force and effect. In addition, in the event a Party believes in good faith that any provision of this HIPAA Compliance Clause fails to comply with the then-current requirements of the Privacy Rule, such party shall notify the other Party in writing, in the manner set forth in Section 10. Miscellaneous, Paragraph k. Notices. Within ten (10) business days from receipt of notice, the Parties shall address in good faith such concern and amend the terms of this HIPAA Compliance Clause, if necessary to bring it into compliance. If, after thirty (30) days, the HIPAA Compliance Clause fails to comply with the Privacy Rule, then either Party has the right to terminate this HIPAA Compliance Clause upon written notice to the other Party.
- p. *Independent Contractor.* The Business Associate will function as an independent contractor and shall not be considered an employee of the Covered Entity for any purpose. Nothing in this HIPAA Compliance Clause shall be interpreted as authorizing the Business Associate workforce, its subcontractor(s) or its agent(s) or employee(s) to act as an agent or representative for or on behalf of the Covered Entity.
- q. *Entire Agreement.* This HIPAA Compliance Clause, as may be amended from time to time pursuant to Section 10. Miscellaneous, Paragraph b. Amendment, which incorporates by reference the Contract, and specific procedures from the District of Columbia Department of Health Privacy Policy Operations Manual, constitutes the entire agreement and understanding between the Parties and

supersedes all prior oral and written agreements and understandings between them with respect to applicable District of Columbia and federal laws, rules and regulations, HIPAA and the Privacy Rule, and any rules, regulations, requirements, rulings, interpretations, procedures, or other actions related thereto that are promulgated, issued or taken by or on behalf of the Secretary.

### **Grantee Responsibilities**

- a) The Grantee expressly agrees to comply with the principal requirements of the HIPAA Security Rule;
- b) The Grantee must agree to immediately notify CFSA of any breach in confidentiality. Notice should include not only an identification of all affected individuals, but also (a) a brief description of the breach; (b) the date that the breach occurred; (c) the date the Grantee discovered the breach; (d) the categories of PHI involved in the breach; (e) the status of the Grantee's investigation; and (f) the steps, if any, the Grantee has taken, or will take, to prevent a recurrence;
- c) The Grantee must agree to restrict the use, disclosure, or request for protected health information to a "limited data set". A limited data set is defined as protected health information that excludes a long list of identifying information regarding the individual including their name, all contact information, social security number, full face photograph, and insurance information.

### ***Compliance***

Compliance with applicable District licensing, tax laws and regulations is a prerequisite for grant award. Upon notification of grant award, the following documents must be submitted prior to execution of the grant agreement: W-9 Form, Basic Business License, Certificate of Good Standing, Certificate of Insurance, Articles of Incorporation or proof of not-for-profit status (e.g. Internal Revenue Service Determination Letter), where applicable.

### ***Insurance***

The Applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The Applicant shall maintain general liability insurance, consistent with District law. The Applicant is responsible for adhering to the guidelines as defined by the District of Columbia Office of Contracts and Procurement.

- A. GENERAL REQUIREMENTS. The Grantee shall procure and maintain, during the entire period of performance under the Grant Agreement, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under the Grant Agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Grantee shall require all of its sub grantees to carry the same insurance required herein. The Grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the

event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.
2. Automobile Liability Insurance. The Grantee shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Grantee shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer's Liability Insurance. The Grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. Umbrella or Excess Liability Insurance. The Grantee shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$1,000,000 per occurrence, including the District of Columbia as additional insured.
5. Professional Liability Insurance (Errors & Omissions). The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$3,000,000 annual aggregate.

- B. **DURATION.** The Grantee shall carry all required insurance until all grant work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this grant.

- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THIS GRANT.**
- D. **GRANTEE'S PROPERTY.** Grantee and sub grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.
- F. **NOTIFICATION.** The Grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
- G. **CERTIFICATES OF INSURANCE.** The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in the Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Agency Chief Contracting Officer  
Child and Family Services Agency  
200 I Street SE, Suite 2031  
Washington, DC 20003

The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its Monitors, employees, agents, volunteers, contractors and subcontractors.

### ***Audits***

Each Grantee shall have an annual audit performed by an auditor who is independent from the staff person who authorizes expenditure of project funds. Whenever an audit shows that expenditures not allowable under the grant have been charged to the grant or that the Grantee has otherwise failed to discharge its obligation to account for the expenditure of grant funds, the Grant Officer shall disallow the expenditure of the funds.

At any time or times within the next twenty-four (24) months, CFSA may request the successful Applicant's expenditure statements, source documentation, and other audited financial records. By submission of their application, the successful Applicant agrees to comply with 29 DCMR § 8213.1 which requires grantees to maintain documents for three years from grant close-out.

### *Nondiscrimination in the Delivery of Services*

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

## **SECTION VII: PROGRAM SCOPE**

The District of Columbia Child and Family Services Agency (CFSA) investigates reports of child abuse and neglect, and provides child protection. Services include foster care, adoption, and supportive community-based services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. We seek to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families.

When children of drug dependent mothers or female caretakers enter the foster care system, the Family Court of the District of Columbia and the District's child welfare system are faced with the difficult challenge of taking the necessary steps to ensure that children are protected, as well as ensuring that reasonable efforts are made to keep families intact, or by providing services to ameliorate the reason for the families' court involvement. In an effort to better serve female drug dependent caretakers with active child neglect cases and assist them with enhancing their parenting skills, the Family Court continues to partner with key District health and human services agency stakeholders to implement a Family Treatment Court (FTC) in the District of Columbia. The mission of the FTC is to promote safe and permanent homes for children by working collaboratively with stakeholders to develop readily accessible services based on a continuum of care that is culturally competent, family-focused and strength-based. This collaborative effort allows the Family Court and the District's social services agencies to better monitor a parent's progress in drug treatment and enhance family reunification.

The FTC is a court-supervised, comprehensive, culturally specific and holistic, substance abuse treatment program for drug dependent participants whose children are the subject of a child neglect case. Participants in the program receive intensive drug treatment; individual and/or family counseling. The goal is to help the individual become abstinent from drug use and to promote emotional, financial and personal self-sufficiency leading to enhanced parenting and coping skills. The target population for the FTC is female parents or female caretakers, eighteen years and older, who are subject of a neglect petition where a determination is made that a nexus exists between parental substance abuse and the neglect charges. This case category was targeted to enhance participants' chances of reunification by providing front-end services and to permit compliance with the timelines mandated by the Adoption and Safe Families Act.

Upon completion of up to six (6) months of residential substance abuse treatment, participants are discharged into community-based continuing care for a minimum of six (6) months. Families who are unable to identify permanent housing at the time of discharge from the residential facility may be referred to the FTC Transitional Housing Program. The mission of the FTC Transitional Housing Program is to develop partnerships with homeless women and

their children to empower them to attain lasting stability in housing, work, recovery and contributing to their communities. Transitional Housing Program staff seeks to provide intensive support services to assist families to achieve and maintain these goals.

The Agency will competitively award up to two (2) grants to organizations that meet the program needs of CFSA, and who demonstrate commitment to implementing the program measures. CFSA has initially targeted a minimum of five (5) families to be served during the first year of funding.

Grants are for a limited period of time (not to exceed twelve months) and organizations are required to demonstrate how families will be maintained in the transitional housing program beyond the period of CFSA funding. Applicants must demonstrate how grant funding supports the expansion or enhancement of existing services, or the development of new programs, and meets an identified need in the target population. If the proposed model is one component of a larger program, the Applicant shall clearly describe their overall program budget and demonstrate alternative funding sources.

For the purpose of this initiative, the families receiving services will be monitored to determine whether the services provided have an impact on the incidence of child maltreatment, and parent and child outcomes. Preference will be given to those programs that demonstrate on-going support for families beyond the period of CFSA funding. CFSA's intent is that the families in the FTC Transitional Housing Program will gain the skills and supports they need to maintain safe, stable and permanent living environments for themselves and their children.

### ***Program Objectives***

CFSA proposes to use funds to develop a successful Transitional Housing Program for families completing residential treatment in the Family Treatment Court. The target population for the Transitional Housing Program includes families screened and accepted for participation by the Family Treatment Court Coordinator, CFSA and the Transitional Housing provider. Applicants must be committed to identifying and developing permanent supports for families that may endure long after services end.

The short-term outcome of the FTC Transitional Housing Program is to ensure families remain intact through the provision of short-term housing and supportive services. The desired long-term outcomes include permanent housing, stable employment and/or education situation, stability in recovery, improved parenting skills, and contribution to the community.

### ***Applicant Responsibilities/Scope of Work***

In its proposal, the Applicant must demonstrate the ability to provide services tailored to the target populations under the FTC Transitional Housing Program grant. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between the successful

Applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves the successful Applicant of any agreement or obligations with CFSA.

The successful Applicant must also:

1. Complete orientation provided by CFSA, which includes:
  - Background on the population of children served by CFSA.
  - Elements of child abuse and neglect.
  - The laws surrounding confidentiality and privacy.
  - Written materials summarizing the training.
2. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
3. Abide by the confidentiality laws of the District, and not discuss the fact that the child is involved with the system with anyone other than the child's social worker or CFSA staff.
4. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
5. Show and maintain proof of insurance that meets the requirements set forth herein.
6. Comply with 29 DCMR, Chapter 82.

The provisions of this Grant Agreement shall be governed and construed under the laws and regulations of the District of Columbia. The Grantee agrees to comply with the confidentiality statutes in the D. C. Official Code, as well as other applicable child protection laws including, but not limited to, mandated reporter statutes.

### **Staff Requirements**

The applicant shall retain and maintain documentation that its staff and any volunteers who are assigned to the FTC Transitional Housing Program possess adequate training and competence to perform the duties to which they have been assigned.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and/or stipend allowance, and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain an individual personnel file for program volunteers that contains the application for employment, references, applicable credentials/certifications, and documentation of all training received, notation of any allegations of professional or other misconduct, and the Applicant's action with respect to the allegations, and the date and reason if terminated from employment or the grant program. All of these personnel materials shall be made available to the Grants Monitor upon request.

The Applicant shall ensure that all employees, volunteers, consultants and sub-contractors have been cleared through the Child Protection Registry and the Police Department of the

jurisdiction(s) in which the staff member or volunteer resided during the five years prior to employment under this grant, as well as cleared through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services.

### **Training**

The Applicant will be responsible for ensuring staff training and development are, at minimum, in compliance with licensure regulations and CFSA guidelines. The Applicant shall ensure training to program staff and volunteers including, but not limited to: relevant child welfare topics; child abuse and neglect prevention; the provision of community-based services; child development; topics relevant to engaging parents, family-centered services, conflict resolution and parent-child interaction; confidentiality and HIPAA compliance.

### **Performance Standards and Quality Assurance**

The Applicant shall monitor and evaluate all program activities. At a minimum, a semi-annual program evaluation shall include a review of the appropriateness, quality and timeliness of each service, as well as achievement of program objectives. Please refer to the 'Evaluation' section below.

The Applicant shall be responsible for specific documentation of services provided to parents and families, and updates on both progress, as well as any issues which may arise. The Applicant shall involve the participants in the development of program evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the program participants.

### **Monitoring**

CFSA shall monitor and evaluate the performance of the Applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Monitor or her designee will make periodic scheduled meetings with the Applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.

The successful Applicant shall participate in CFSA-sponsored activities including, but not limited to, grant entry and exit conferences, and regular site visits. In addition, Grantees shall regularly present to CFSA and community groups on the specifics of their funded programs, including the status of services provided and outreach to increase client participation.

### **Evaluation**

Applicant shall provide a narrative addressing how the program will be evaluated on a yearly basis. The successful Applicant will regularly update their Grant Monitor about ongoing evaluation activities and findings in required progress reporting.

The short-term objective of the FTC Transitional Housing Program is to ensure families remain intact through the provision of short-term housing and supportive services and the desired long-term outcomes include permanent housing, stable employment and/or education situation, stability in recovery, improved parenting skills, and contribution to the community. The successful Applicant will clearly explain how each program objective will be measured to evaluate program success.

The successful Applicant shall participate fully in any CFSA-initiated or required program evaluations. In each subsequent year, an evaluation of all services provided under the grant agreement during the previous fiscal year shall be completed. Prior to the annual evaluation, CFSA and the Grantee shall jointly define the terms of the evaluation. This evaluation will continue in succeeding periods under the terms of the grant agreement.

### **Disciplinary Action**

Grantees shall, upon discovery, discipline or terminate any staff found to be in violation of the District's drug and alcohol policy. In addition, Grantees shall document supervisory actions, conferences and personnel evaluations.

## **SECTION VIII: REVIEW AND SCORING OF APPLICATIONS**

### ***Applicant Review Panel***

All grant applications will be reviewed by a panel. The review panel will be comprised of qualified professionals who have been selected for their expertise and knowledge of the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each Applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA or his designee shall make the final funding determination(s).

### ***Scoring Criteria***

Applicant(s) proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Theoretical and Technical Soundness of the Proposal (Total 70 Points)**

1. The proposal clearly lays out who the target population will be, how the target population will be identified and engaged in the program, how the grant monies will be spent, and the measures which will be put in place to monitor program objectives. **(20 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and proposed outcomes consistent with requirements presented in the Program Scope. **(10 Points)**
3. The proposed program evaluation is consistent and aligned with program objectives **(10 points)**
4. The application clearly identifies how the population will be supported by the program **(20 Points)**
5. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(10 Points)**

### **Criterion B: Organizational Capability and Relevant Experience (Total 50 Points)**

1. The Applicant provides documentation that the proposed program will be fully supported by their organization's management and/or governing body, and demonstrates that the proposed model is compatible with the mission of the organization. **(5 Points)**
2. The Applicant demonstrates the knowledge and experience relevant to the challenges facing the target population, and has demonstrable knowledge of the DC Family Treatment Court and local child welfare system. **(20 Points)**
  - Can demonstrably provide parents immediate access to concrete resources that can strengthen and stabilize the family,
  - Has a strong track record of collaborating with community partners,
  - Can evidence how best to develop protective factors within children and families to reduce risk and build family capacity and resiliency.
3. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated, with particular regard to the needs of the population. **(10 points)**
  - The Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - At least two (2) letters of support from community groups are provided that detail the collaborative relationship with the Applicant, as well as the Applicant's ability to provide services to the target population.
4. Capacity to administer the proposed program is demonstrated. **(15 points)**
  - The Applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
  - The Applicant demonstrates the capacity to deliver services in the natural environment of the target population.
  - The Applicant demonstrates how they will continue to engage and support families beyond the 12 month grant funded support period.

### **Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)**

1. The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The Applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the administrative costs, and the number of families expected to receive services as a result of this grant. **(5 points)**

***Decision on Awards***

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA or his designee. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or his designee, shall decide which Applicant(s) to award funds and the amount(s) to be funded. CFSA reserves the right to divide the grant award among multiple Applicants, in any amount. The award may reflect overall numbers, or be target population specific.

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. CFSA shall notify the Applicant in writing if its proposal is not selected for grant award.

***Anticipated Announcement and Award Dates***

Selection and notification of grant award is scheduled to occur no later than **December 24, 2012**. Notification of intent to award shall be sent directly from the Agency's Contracts and Procurement Administration only. Execution of a grant agreement is expected within 30 days of grant notification.

**ATTACHMENT A - APPLICANT PROFILE**

**FTC Transitional Housing Program  
DCRL-2013-U-0038**

*Application is made for a grant under the above-mentioned Grant to the District of Columbia in the amount of and for the purpose stated herein. I certify that is application is true to the best of my knowledge, and if awarded the application will conform to the conditions set forth by the Agency of which this request is granted.*

**Applicant/Organization Name:**

**Type of Entity:** For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:** Executive Director/President \_\_\_\_\_

**Office Address:**

**Phone/Fax:**

**Email address:**

**Website URL:**

**Total Number to Be Served By Project:** \_\_\_\_\_

**Total Funds Requested:**

**Program Description:**

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**Authorized Signature:** The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

\_\_\_\_\_

FY 2013 Family Treatment Court Transitional Housing Program  
**DCRL-2013-U-0038**

**ATTACHMENT B – ORIGINAL RECEIPT**

Agency Chief Contracting Officer  
Contracts and Procurement Administration  
Government of the District of Columbia  
Child and Family Services Agency  
200 I Street SE, Suite 2031  
Washington, DC 20003

**FY2013 FTC Transitional Housing Program (RFA):**

**#DCRL-2013-U-0038**

CHILD AND FAMILY SERVICES AGENCY IS IN RECEIPT OF AN  
APPLICATION FROM:

(Contact Name/Please Print Clearly)  
(Organization Name)  
(Address, City, State, Zip Code)  
(Phone/Fax)  
(Email Address)  
(Program Area)  
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (3) COPIES.

RECEIVED ON THIS DATE        /        /2012    Please Indicate Time:

Received by: \_\_\_\_\_

**APPLICATIONS RECEIVED AFTER 2:00 PM ON Tuesday, December 4, 2012  
WILL NOT BE FORWARDED TO THE REVIEW PANEL**

FY 2013 Family Treatment Court Transitional Housing Program  
**DCRL-2013-U-0038**

**ATTACHMENT C – STAFFING PLAN**

## ATTACHMENT D - BUDGET

**Applicant must also submit a Budget Narrative that explains in narrative form each proposed item in the attached budget, to the extent that such explanation or itemization is not already included in an attachment to a particular budget schedule. The Budget Narrative is an essential part of the budget submission.**

**Agency:**  
**Date of**  
**Submission:**

Project  
 Manager:  
 Telephone #:  
 Email Address:

Category	Budgeted Amount	Justification (Narrative)
Personnel		
Fringe Benefits		
Travel/transportation		
Supplies/Minor Equipment		
Training		
Communications		
Childcare		
Occupancy Cost		
Other Direct Costs		
Indirect/overhead*		
<b>Total:</b>		

**\* Indirect costs shall not exceed 10% of the overall budget and shall include the following categories:**

1. **Administration:** general organizational administration not associated with carrying out the specific service. This typically includes the salary, fringe benefits and overhead associated with a central administrative office. It includes a variety of activities not identifiable with program functions, but which are indispensable to their conduct and to the organization's corporate existence.
2. **Financial Management:** the services of a qualified accountant and / or bookkeeper necessary to carry out the identified service. (Note: If financial management services are included in the "Administration" line, above, leave this line blank).
3. **Audit:** the services of a qualified auditing organization to determine that all-accounting principles were followed in managing the finances associated with

delivering the identified service. (Note: If audit services are included in the “Administration” or “Financial Management” lines, above, leave this line blank).

4. **Other Indirect/Overhead:** any other costs required for delivering the identified service, which can neither be classified in one of the above three indirect/overhead categories, nor in an “Other Direct Cost” category on Schedule 10. Attach explanation and documentation.

Submission of required budget information certifies the following:

- That the Applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 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;
- That 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 Office of Tax and Revenue (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;
- 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;
- That the Applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them; and,
- 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.

**As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications.**

\_\_\_\_\_  
**Authorized Representative /Signature and Title**

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

## ATTACHMENT E – STATEMENT OF CERTIFICATION

**As the duly authorized representative of the Applicant organization, the truth of which is sworn or attested to by the Applicant, I hereby certify the following:**

- a) The individuals, by
- Name: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Phone number: \_\_\_\_\_
- who are authorized to negotiate with the Agency on behalf of the organization;
- b) That, if required by CFSA, 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, Monitor, partner, shareholder, or trainee;
- c) 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;
- d) 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;
- e) That the Applicant has a satisfactory record of integrity and business ethics;
- f) 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;
- g) That the Applicant is in compliance with the applicable District licensing and tax laws and regulations;
- h) That the Applicant complies with provisions of the Drug-Free Workplace Act;
- i) That the Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
- j) The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized Monitors, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

\_\_\_\_\_  
**Authorized Representative/Signature and Title**

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

## **ATTACHMENT F – ACKNOWLEDGEMENT**

### **Applicable District and Federal Statutes and Regulations Acknowledgement**

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361 a et. seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
- 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.)
- The Hobbs Act (Anti-Corruption), chap 537, 60 Stat. 420 (see 18 U.S.C.Sec.201)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C.201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C.6101 et.seq.)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat.235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- District of Columbia Language Access Act of 2004, DC Law 15-414, D.C. Official Code\_Sec.2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

**As the duly authorized representative of the application, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances**

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**Authorized Representative Signature and Title**

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