

**Government of the District of Columbia  
Department of Health  
Community Health Administration**

**REQUEST FOR APPLICATIONS**



**FISCAL YEAR 2016**

**The Special Supplemental Nutrition Program for Women, Infants, and  
Children (WIC) Operations Grant**

**RFA# CHA\_WIC\_091815**

**RFA Release Date:** September 18, 2015  
**Application Submission Deadline:**

**September 28, 2015 1:00 p.m.**

**Please note the submission deadline DATE and TIME**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

The Department of Health (DOH) reserves the right without prior notice, to reduce or cancel one or more programs listed in this Request for Applications (RFA). DOH reserves the right to reject all applications, adjust the total available funds or cancel the RFA in part or whole. Funding levels for the total program and budget amounts of individual awards shall be contingent upon continued receipt of funding by DOH, as well as any reduction, elimination or reallocation of funds by a federal grantor, the Executive Office of the Mayor (EOM) and/or the Department of Health. Any adjustments shall be in accordance with authorizing legislation for the use of funds, all DC municipal regulations for grant-making and the applicable federal and DOH terms of agreement.

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH (DOH)  
COMMUNITY HEALTH ADMINISTRATION (CHA)**

**NOTICE OF FUNDING AVAILABILITY (NOFA)  
REQUEST FOR APPLICATIONS (RFA)  
RFA# CHA\_WIC\_091815**

**Programs to Provide WIC Local Agency Services  
October 1, 2015 – September 30, 2016**

The Government of the District of Columbia, Department of Health (DOH), Community Health Administration (CHA), Nutrition and Physical Fitness Bureau is soliciting applications from qualified organizations to provide WIC nutrition services, Breastfeeding Peer Counseling services and other non-funded coordinated services that enhance WIC services. The WIC State Agency, administers funds provided by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) for the operation of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The overall goal of WIC is to improve the health status of eligible participants by providing nutritious foods to supplement diets, information on healthy eating, breastfeeding support and referrals to health care and other social services. Service provision includes but is not limited to health assessment, nutrition education, nutrition assessment and counseling, breastfeeding promotion, program recruitment and outreach and referral services.

CHA will award up to three grants from a total of **\$3,700,000.00** in available funding. All awards resulting from this RFA are contingent upon the continued availability of federal funds.

**Eligible Applicants** are nonprofit organizations or businesses with a demonstrated track record of providing WIC services to District residents for a minimum 8 years. **Eligible Use of Funds:** The provision of WIC services as set forth by

<http://www.fns.usda.gov/sites/default/files/wic/WICRegulations-7CFR246.pdf>. Funds can be used for expenses incurred during the Period of Performance, of October 1, 2015 through September 30, 2016.

The Request for Application #CHA\_WIC\_091815 will be released on Friday September 18, 2015. The RFA will be posted on the Office of Partnerships and Grant Services website, under the District Grants Clearinghouse <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>. A limited number of copies of the RFA will be available for pick up at DOH/CHA offices located at 899 North Capitol Street, NE Washington, DC 20002 3<sup>rd</sup> floor.

**The deadline for submission is September 28, 2015 at 1:00 pm.** All applications must be received in the DOH/CHA suite on the third floor by 1:00 pm. **Late and incomplete applications will not be accepted.**

A Pre-Application conference call will be held on **Tuesday, September 22, 2015 from 1 pm to 2 pm.** **Conference Call Number:** (641) 715-3580 **Access code:** 268-039

Please contact Christi Dorsey at 202.442.9160 or [christi.dorsey@dc.gov](mailto:christi.dorsey@dc.gov) for additional information.  
\*\*CHA is located in a secured building. Government issued identification must be presented for entrance.



**DISTRICT OF COLUMBIA**  
Department of Health  
Community Health Administration

**Announces**

**A**

**PRE-APPLICATION TELE-CONFERENCE**

**FOR**

**RFA# CHA\_WIC\_091815**

**FISCAL YEAR 2016**

The Special Supplemental Nutrition Program for Women, Infants, and  
Children (WIC) Operations Grant

**Tuesday, September 22, 2015**

**Time: 1:00pm-2:00pm**

**Conference Call Number: (641) 715-3580**

**Access code: 268-039**

**For questions, please contact:**  
Christi Dorsey, WIC State Director  
Telephone: 202-442-9160

## **District of Columbia Department of Health RFA Terms and Conditions**

v06.2015

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

- Funding for a DOH sub-award is contingent on DOH's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- DOH may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The RFA does not commit DOH to make any award.
- Individual persons are not eligible to apply or receive funding under any DOH RFA.
- DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DOH shall notify the applicant if it rejects that applicant's proposal for review.
- DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOH shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) prior to award.
- DOH reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period. This includes DOH electronic grants management systems, for which the awardee will be required to register and maintain registration of the organization and all users.

- DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOH shall establish terms of agreement for an award funded under this RFA. If funded, the applicant will receive a Notice of Grant Award (NOGA). The NOGA will establish the project period (i.e. the total number of years for which funding has been approved) and define any segments of the Project Period (e.g. initial partial year, or a 12 month budget period). The NOGA shall outline conditions of award or restrictions.
- Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- DOH shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, such as OMB Circulars 2 CFR 200 (effective December 26, 2014) and as applicable for any funds received and distributed by DOH under OMB circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about grants management policy and procedures may be obtained at the following site: [www.opgs.dc.gov](http://www.opgs.dc.gov) (click on Information) or click here: [City-Wide Grants Manual](#).

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

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**District of Columbia  
Department of Health  
Community Health Administration  
RFA# CHA\_WIC\_091815  
Request for Applications (RFA)**

**Fiscal Year 2016: The Special Supplemental Nutrition Program for Women,  
Infants, and Children WIC Operations Grant**

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**SECTION I            GENERAL INFORMATION**

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**Background and Program Description**

Established as a pilot program in 1972 and made permanent in 1974, the Special Nutrition Program for Women, Infant and Children (WIC) is administered at the Federal level by the Food and Nutrition Service of the U.S. Department of Agriculture. Formerly known as the Special Supplemental Food Program for Women, Infants, and Children, WIC's name was changed under the Healthy Meals for Healthy Americans Act of 1994, in order to emphasize its role as a nutrition program.

Most State WIC programs provide vouchers that participants use at authorized food stores. A wide variety of State and local organizations cooperate in providing the food and health care benefits, and 46,000 merchants nationwide accept WIC vouchers.

WIC is effective in improving the health of pregnant women, new mothers, and their infants. A 1990 study showed that women who participated in the program during their pregnancies had lower Medicaid costs for themselves and their babies than did women who did not participate. WIC participation was also linked with longer gestation periods, higher birth weights and lower infant mortality.

The District Government Department of Health, Community Health Administration WIC State Agency (CHA/WIC) is seeking grant partners to provide both WIC Nutrition services and Breastfeeding Peer Counseling services and other non-funded coordinated services that enhance WIC services. Service provision includes but is not limited to Health Assessment, Nutrition Education, Nutrition Assessment and Counseling, Breastfeeding Promotion and Peer Counseling, Program Recruitment and Outreach and referral services.

**Role of the Community Health Administration: WIC State Agency**

CHA/WIC administers grants funded through the United States Department of Agriculture Food and Nutrition Services (USDA/FNS), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of residents in the District of Columbia. CHA/WIC provides services directly and in partnership with a network of community-

based, non-profit agencies in order to carry out projects and services prescribed and monitored by USDA/FNS.

This Request for Applications seeks applicants to operate the WIC, which provides federal supplemental foods, nutrition education and related services to the target population throughout the District of Columbia. CHA/WIC will be responsible for administering a statewide WIC program in accordance with federal regulations. Some responsibilities of CHA/WIC will include:

1. Develop and/or communicate program policies, regulations and objectives.
2. Approve or modify annual work plans, budgets, and requests for budget modification.
3. Monitor monthly caseloads.
4. Provide computer systems and software required to operate the program.
5. Conduct routine on-site monitoring reviews.
6. Provide technical assistance, access to resources, and monitor progress of program and grant activities.
7. Provide training as required.
8. Approve and process monthly invoices for payment.
9. Provide forms and format for reporting.

### **Target Population**

- Infants i.e. persons under one year of age.
- Children i.e. persons at least one year of age but have not reached their sixth birthday
- Breastfeeding women, up to one year after birth (post-partum)
- Post-partum women, up to one year after of pregnancy
- Elderly persons, at least 60 years of age or older.

In FY2014, WIC served an average assigned caseload of 6,600 eligible residents in the District. Caseload is the number of persons the state agency may serve on an average monthly basis over the course of the caseload cycle.

### **Eligible Organizations/Entities**

Any public or private, community-based non-profit agency, organization, or institution that has at minimum 8 years' experience, and located in the District of Columbia is eligible to apply. For-profit organizations may participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall provide certification that the applicant is a corporation in good standing in the District of Columbia, has complied with the filing requirements of the District of Columbia tax laws, and that the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service. The applicant must be current in payments of all unemployment taxes, which will be verified by CHA/WIC through the DC Department of Employment Services.

## **Grant Award**

For Fiscal Year 2016, the Special Supplemental Nutrition Program for Women, Infants, and Children grant award will be federally funded as appropriated by the United States Department of Agriculture, Food and Nutrition Services Division (CFDA 10.557, FAIN: 16161DC700W1003).

## **Award Period**

The period of grant award will be from date of award - September 30, 2016, continuation years may be granted based on the CHA/WIC's determination of satisfactory progress throughout the fiscal year and continued availability of funding.

## **Pre-Application Conference**

Pre-Application Tele-Conference will be held Tuesday, September 22, 2015, from 1:00pm-2:00pm, Conference Call Number: (641) 715-3580 Access code-†: 268-039

## **Explanations to Prospective Applicants**

Applicants are encouraged to email or fax questions to the contact persons listed below. Questions presented after the Pre-Application conference must be submitted in writing. The deadline for all questions is September 25, 2015. Questions submitted after the deadline will not receive responses.

## **Contact Persons for the WIC Operations Grant:**

Christi Dorsey, MA, RDN  
WIC State Director  
899 North Capitol Street NE, Washington, DC 20002  
202-442-9160  
[Christi.dorsey@dc.gov](mailto:Christi.dorsey@dc.gov)

## **Location of Services**

Applicants must be located in the District of Columbia and provide services to the target population

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## **SECTION II PROGRAM SCOPE**

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### **Service Objective**

The objective of this RFA is to identify qualified applicants in order to enhance the WIC program, strengthen accountability, improve the quality of services provided to participants and maximize the impact of supplemental foods on the health and nutritional status of mothers, infants, children and seniors in the District of Columbia.

### **Services Funded**

#### **WIC Nutrition Services-**

Inclusive of Participant Certification, Enrollment, Nutrition Assessment, Education and Counseling Breastfeeding Promotion, Outreach, Monitoring, Voucher Distribution and other requirements as outlined in the WIC Procedure Manual and the Code of Federal Regulations.

#### **Breastfeeding Peer Counseling Services-**

Funds intended to enable State and Local Agencies to implement and maintain effective breastfeeding peer counseling programs. The goal is to combine peer counseling with ongoing breastfeeding promotion efforts of the WIC program.

### **Summary of Applicant Responsibilities**

1. The applicant is responsible for compliance with all fiscal and operational requirements as established by Federal Regulation 7 CFR part 246 Supplemental Nutrition for Women, Infant and Children.
2. The applicant must develop a creative plan for providing nutrition education to include the benefits of fresh fruits and vegetables.
3. The applicant is responsible for ensuring an adequate number of staff is available to certify WIC participants, provide nutrition education, and breastfeeding peer counseling and promotion services as defined in the DC WIC State Agency Manual.
4. The applicant is responsible for describing the process for assessing client needs, financial status, eligibility and re-certification for WIC.
5. The Grantee shall use the CARES System to determine the WIC participant's nutritional risk(s) and counsel participants according to USDA nutrition standards.

6. The applicant will be required to ensure adequate space is available for the provision of high quality, confidential services to WIC participants, including determination of program eligibility, provision of group and/or individual nutrition education and counseling.
7. The applicant is responsible for entering cooperative agreements with community based organizations to assure availability of space for commodity supplemental food distribution and re-certification.
8. The Grantee shall ensure that clinic locations and hours are available that minimize time away from work for employed applicants and parent(s) or guardian(s) of participants, and minimize travel time and distance for applicants and parent(s) or guardian(s).
9. The Grantee shall establish and maintain an environment that supports and encourages women to initiate and continue breastfeeding.
10. The Grantee shall issue food packages in compliance with the WIC Policies and Procedures Formula shall not routinely be provided to breastfeeding mothers before their infant is one (1) month of age.
11. The Grantee shall be accountable and liable for all WIC Checks in the Grantee's and/or Sub-Grantee's possession from the time the WIC Checks are created through the data system to issuance to the participant or other final non-issued disposition.
12. The applicant must develop and maintain relationships with other community service providers to ensure referrals and continuity of for those needing additional services.
13. The applicant is responsible for conducting program outreach to identify individuals seeking/needing commodity services.
14. The applicant is responsible for expanding the indigenous culturally appropriate/competent volunteer base to meet the increasing demand for services through volunteer recruitment, training, placement, support and to help create cost efficiencies in running the program.
15. The applicant must maintain a financial management system that ensures accountability for all WIC funds received and ensure that assigned caseload targets are achieved. It is expected that the applicant will provide in-kind services and support and assumes responsibility for oversight and management of WIC operations.
16. The Grantee shall maintain strict confidentiality of all patient and client information or records supplied to it by the State Agency or that the Grantee establishes as a result of grant award activities. The contents of such records shall not be disclosed to anyone other than the State Agency and the patient/client or the patients/client's parent or legal guardian unless such disclosure is required by law.
17. The Grantee shall, at least annually, assess the needs of its WIC participants and potential WIC participants using tool(s) provided by the State and use such assessments to improve the effectiveness of local service provision. The Grantee shall do this to modify local

operations to meet the needs of WIC participants, as appropriate within the allowances and guidelines and state policies as set forth in the District's Policy and Procedure Manual.

18. The Grantee shall develop a Local Agency Plan (LAP) for WIC services according to the standardized template as provided by the State Agency. The LAP shall be serves as administrative and managerial tool for Local Agencies. The Grantee shall evaluate the plan throughout the year.
19. The Grantee shall ensure that the Grantee's staff (both paid and volunteered) and Sub-Grantee's staff, if applicable), who are performing WIC services have successfully completed all training required by the State Agency.
20. The applicant is required to keep accurate inventory records.
21. Instruct participants on the proper use of FMNP checks.

**Additional Incorporated Documents:**

The following documents are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by the WIC State Agency, as required by program directives. The State Agency shall provide the Grantee with copies of documents and any periodic updates thereto, electronically or by providing the internet address where they may be found. The WIC State Agency will maintain on file, all documents referenced herein and any subsequent updates.

The following applicable DC WIC State Agency program administrative rules, policies, and procedures:

- 1) WIC Program Operations Guide
- 2) WIC Policies and Procedures
- 3) Any written directive(s) and/or instruction(s) issued by the DC WIC State Agency Program to the Grantee

**Additional information on federal regulations for the WIC can be found on the internet at [www.fns.usda.gov](http://www.fns.usda.gov)**

**Technical Review**

All applications will be reviewed initially for completeness, formatting and eligibility requirements by DOH personnel prior to being forwarded to the external review panel. Incomplete applications and applications that do not meet the eligibility criteria will not advance to the external review. Applicants will be notified that their applications did not meet eligibility.

**External Review Panel**

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, public health nutrition, health program planning and evaluation, and social services planning and implementation.

The panel will review, score and rank each applicant's proposal based on the criteria outlined in the RFA. Individual panel members are required to provide a summary of strengths and weaknesses found in the application.

**Internal Review**

DOH program managers will review the individual and summary recommendations of the external review panel and make recommendations for awards. Program Managers will weigh the results of the review panel against other internal and external factors in making the final funding determinations. Those factors will include minimally a past performance review, risk assessment and eligibility assessment, including a review of assurances and certifications, and business documents submitted by the applicant, as required in the RFA. DOH will also conduct an excluded parties' list search (EPLS) of the organization and executives via the federal System for Award Management (SAM) and conduct a DC Clean Hands review to obtain DC Department of Employment Services and DC Office of Tax and Revenue compliance status.

In this phase of the review process, DOH reserves the right to request clarifying supplemental information from applicants and request on-site pre-decisional reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DOH to fund the applicant.

The internal review panel prepares and submits a formal recommendation of prospective awardees, funding levels and service/activities to the DOH Director for signature. The DOH Office of Grants Management is responsible for certifying that all District rules and standards were followed for the RFA process.

## Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

<b>I.</b>	<b>Background and Understanding</b>	<b>( 10 points)</b>
	<ul style="list-style-type: none"> <li>a) An assessment demonstrating why the program is needed in the District.</li> <li>b) Knowledge and understanding of the WIC program and the nutritional needs of the target population.</li> <li>c) Identification of current service gaps to be filled.</li> <li>d) The proposed impact of the program on the target population.</li> </ul>	
<b>II.</b>	<b>Program Description/Plan of Operation</b>	<b>(30 points)</b>
	<ul style="list-style-type: none"> <li>a) The adequacy of the management plan to achieve the objectives of the WIC program on time and within budget, including clearly defined responsibilities, timelines, and milestones for providing services.</li> <li>b) The operational plans to ensure clients are re-certified in a professional and timely manner.</li> <li>c) The adequacy to provide creative nutrition education resources to participants. The application demonstrates variety and or creativity in its curriculum design to improve the nutritional status of participants.</li> <li>d) The extent to which the program will ensure geographic and physical access to service for the target population.</li> <li>e) The extent to which the project design incorporates innovation and is appropriate to meet the specific needs of the program and the target population and ensure quality service.</li> </ul>	
<b>III.</b>	<b>Relevant Experience and Organizational Capability</b>	<b>(20 points)</b>
	<ul style="list-style-type: none"> <li>a) The proposed project represents an expansion or enhancement of an already existing program.</li> <li>b) The applicant demonstrated its successful programmatic performance in prior District government, federal government, or</li> </ul>	

	<p>other organizational grants similar to services in this RFA by providing no more than three (3) copies of external evaluations or other objective forms of measurement.</p> <p>c) The applicant demonstrated the capacity to administer the program, including all reporting requirements.</p> <p>d) The qualifications, including relevant training and experience, of key personnel.</p>	
<b>IV.</b>	<b>Adequacy of Resources</b>	<b>(20 points)</b>
	<p>a) The applicant demonstrated its collaboration with and outreach to the, other service providers, community-based organizations, and the community at large in serving the target population.</p> <p>b) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.</p> <p>c) The applicant demonstrated a capacity to create or utilize existing space, volunteers or other cost containment initiatives as vital resource, in order to create program efficiencies, assist with program sustainability and/or increase participation.</p>	
<b>V.</b>	<b>Budget</b>	<b>(20 points)</b>
	<p>a) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.</p> <p>b) The extent to which the costs are reasonable in relation to the number of persons to be served and a demonstrated cost savings/economies of scale.</p>	
	<b>Total Maximum Score for Selection Criteria</b>	<b>100 (points)</b>

The above order of the scoring criteria is the order we suggest when responding to the RFA, since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application. Following this order will help to facilitate the review process.

## **Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the Community Health Administration WIC State Agency. The final decision on funding is vested solely with the Director of the DC Department of Health based on a review of the recommendations of the review panel, and any other information considered relevant.

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

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### **Use of Funds**

Funds made available under this grant may be used only to support the District of Columbia FY 2016 Supplemental Nutrition for Women, Infant and Children Operations Grants to include the following:

#### **Administration**

Allowable costs for this grant award include personnel compensation and benefits, grant award services, conference and training, travel, equipment, nutrition education materials, administrative office costs, computer hardware, medical materials, stipend, facility costs, and indirect costs. The Grantee should refer to the **Subpart E-2CFR200.400** for guidance on what is considered necessary and allowable costs.

#### **Reporting**

The successful applicant will be required to submit monthly, quarterly and annual reports to the WIC grants manager. Monthly reports will be used to determine progress toward the completion of requirements detailed in the scope of service. Such information may include: number of participants, the receipt and distribution of commodities, beginning and ending inventories, etc. All reports should contain the required information in the format determined and approved by the designated grant monitor.

#### **Records**

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records must be available at the organization's headquarters and available for inspection by CHA/WIC or other District or Federal entities at any time. The applicant must maintain records reflecting initial intakes, periodic assessments and ongoing progress of each client. The applicant shall maintain confidentiality of client records and, to the extent possible, the client must validate all services delivered.

## Staff Requirements

“Staff” is defined as any individual employee, consultant or contract worker that receives compensation through the WIC.

1. The applicant shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties in which they were assigned.
2. The Grantee shall ensure all staff is performing within their scope of practice and meet the requirements/pattern as outlined in the DC WIC Policy and Procedure Manual.

### Minimum Staff Requirements

- i. **WIC Director**-full time position required for all Local Agencies. A WIC Director; the incumbent shall have a Master’s Degree in Public Health Nutrition, Nutrition Science, Nutrition or Dietetics.
  - ii. **CPA/ Nutritionist** - a qualified individual who will provide nutrition education and counseling to high-risk participants and oversee the nutrition education aspect of the program. The position may also be required to coordinate breastfeeding promotion and support activities, and to monitor breastfeeding rates. A Nutrition Coordinator/Registered Dietitian/Competent Professional Authority (CPA); All Registered Dietitians (RDs) or Nutritionist must be licensed to practice dietetics/nutrition in the District of Columbia in accordance with **D.C Code 2001 S.**
  - iii. **Breastfeeding Coordinator**- a required staff person who has knowledge and experience to support breastfeeding.
3. Local Agencies must have adequate bilingual staff to address the needs of limited English proficient (LEP) participants.
  4. The Grantee shall allow the employee to serve in more than one role as long as it is clear which individual staff person fulfills each role and has received prior approval from the State Agency. Such roles include but are not limited to:
    - a. A Vendor Contact Person;
    - b. A National Voter Registration Act (NVRA) Liaison; and
    - c. Technician
    - d. Breast-feeding Liaison
    - e. Breast-feeding Peer Counselor

The Grantee shall maintain written job descriptions for all WIC positions. Job descriptions shall include at a minimum education, work experience, licensing and/or certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria.

5. That applicant shall indicate when there are vacant positions or new position for which there are no staff resumes available.

## Facility Requirements

The applicant's facilities used during the period of performance shall meet all applicable federal, state and local regulations for their intended use throughout the duration of the grant agreement. The applicant shall maintain current all required permits and licenses for the facilities; and the applicants' failure to do so shall constitute a failure to adhere to the terms and conditions of the grant agreement and shall be a basis for termination for the grant agreement.

## Monitoring

CHA/WIC shall monitor and evaluate the performance of the applicant according to the scope of services and related service delivery standards and related federal and local regulations and policy requirements.

The grant monitor will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, client service rosters, and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant.

## Evaluation

The WIC grant monitor shall be authorized to assess the grantee's performance with respect to accomplishing the purposes of the grant. The grant monitor will work the grantee to determine appropriate program and performance measures. The grantee's ability to deliver services according to the deadlines established in the agreement.

In the event the grantee is out of compliance with the appropriate program measures, the grantee will be provided program findings in writing and will be required to submit a written corrective action plan with specific actions and dates for approval by the grant monitor.

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## SECTION V GENERAL PROVISIONS

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### Audits

The Department of Health-Community Health Administration **requires all grantees (except agencies and universities of the District of Columbia) to have an annual independent financial audit.** The audit must be conducted in accordance with generally accepted auditing principles, of The Office on Financial and Compliance Management Guide, and Office of Management and Budget (OMB) Circular 2-CFR 200

District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. The grantee is required to schedule and budget for the use of independent auditors. Grant terms and conditions require that **the auditor be a Certified Public Accountant, licensed to practice in the District of Columbia.**

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## **Certified Business Enterprise (CBE) Requirement**

The District strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts to utilize Certified Business Enterprises certified pursuant to the Act ("CBEs") in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. Grantee is encouraged to utilize the *resources of the Department of Small and Local Business Development, including the Business Center* found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs and to publish contracting and procurement opportunities. Grantees shall report the percentage of their use of CBE contractors at the end of the grant year.

## **Nondiscrimination in the Delivery of Services**

### Federal Nondiscrimination

The grantee shall ensure that all program activities are conducted in accordance with Federal law and U.S. Department of Agriculture policy, and prohibits discrimination on the basis of race, color, national origin, sex, age, or disability. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

### District Nondiscrimination

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 color, nationality, sex, or political opinion, be denied benefits of, or be subjected to discrimination under any activity receiving WIC.

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**SECTION VI PROPOSAL FORMAT**

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Applicants are required to follow the format described below. The application narrative may not exceed 25 pages. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, DUNS number, project service area and the amount of grant funds requested.
- **Table of Contents** should list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed program. This is the opportunity for the applicant to summarize their ability to operate the WIC program. It should clearly demonstrate and quantify how the applicant's responses support the program and their willingness and ability of the applicant to provide an optimal WIC services that is integrated in the applicant's infrastructure. All information in the abstract should be substantiated in the application. The abstract should not exceed 1 page.
- **Program Description** should contain the following information that outlines and describes the program to be implemented.
  - Background and Understanding
  - Project Work plan/ Plan of Operation
  - Organizational Capability and Relevant Experience
  - Adequacy of Resources
- **Program Budget** justification/summary sheet and budget narrative should address the criteria for Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget justification is included in Attachment F. Budget forms and justifications are not counted in page limit.

**Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments.

- Assurances and certifications are of two types: those required to submit the application and those required to sign grant agreements. Failure to submit the required assurance package will make the application ineligible for funding consideration (required to submit applications) or in-eligible to sign/execute grant agreements (required to sign grant agreements).

**A. Assurances Required to Submit Applications (Pre-Application Assurances)**

Signed Assurances and Certifications

- ✓ DOH statement of Certification
- ✓ Federal Assurances
- ✓ Certifications
- Current Certification of Clean Hands from the Office of Tax and Revenue
- 501 (c) 3 Certification or Articles of Incorporation
- List of Board of Directors on letterhead, for current year, signed and dated by a certified official from the Board. (cannot be Executive Director)
- All Applicable Medicaid Certifications
- A Current Business license, registration, or certificate to transact business in the relevant jurisdiction

**B. Assurances required for signing grant agreements for funds awarded through this RFA (Post Award Assurances)**

- Comprehensive Automobile Insurance, if applicable for organizations that use company vehicles to administer programs for services funded by
- 
- Certification of current/active Articles of Incorporation from DCRA.
  - Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation
  - Certificate of Occupancy
  - Most Recent Audit and Financial Statements
  - Other specialized licenses, etc. required by federal and District laws to conduct business this RFA supports.

- **Appendices** - This section shall be used to provide technical material, supporting documentation and evaluations. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:

- Audited financial statement for the year ending **September 30, 2014** or **December 30, 2014**;
- Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
- Current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
- Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;

- Entities must provide proof of their negotiated federal rates or use the de minimis calculation.
- Provide a list of potential contractual service procurements that may be necessary for this grant.
- Inventory of Grant-funded equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase. (if applicable)
- Emergency Preparedness Plan for the agency, which includes plans for evacuation and sheltering and contingency plan if the main facility or satellite facilities are non-operational;
- Proposed organizational chart for the project;
- Letters of support/ agreements from collaborating community organizations.
- Staff resumes; and/or
- Planned job descriptions.

**The total number of pages for the proposal narrative may not exceed 25 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced—including bullet items.* Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. The review panel will not review applications that do not conform to all of these requirements.**

Additional Requirements:

- Number each page of the application.
- Do not use any binding.
- Do not include descriptive materials (brochures, reports, etc.) that are not requested. They will not be considered.
- Do not include additional letters of support other than those that are required.

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## SECTION VII - INSTRUCTIONS FOR SUBMISSION

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Applications are due September 28, 2015 by 1:00pm EDT.

Applications may be submitted electronic mail to [info.wic@dc.gov](mailto:info.wic@dc.gov)

### **Applications Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the Department of Health WIC State Agency: WIC State Agency, 899 North Capitol Street, NE 3<sup>rd</sup> Floor., Washington, DC 20002, in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for Fiscal Year 2016 -Supplemental Nutrition for Women, Infant and Children Operations Grant Application" between 9:00 a.m. and 4:00 p.m. daily, except Saturdays, Sundays and Federal holidays.

All applications will be recorded upon receipt. Applications **will not be accepted after 1:00 p.m. EDT**, September 28, 2015. Any additions or deletions to an application will not be accepted after the deadline.

## **District of Columbia Checklist for Applications**

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The application narrative does not exceed 25 pages. The abstract, budget narrative, appendices and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The proposal abstract is complete and does not exceed 1-page limit for this section of the application
- ❑ The applicant organization/entity has responded to all sections of the Request for Applications.
- ❑ The program budget is complete and complies with the Budget forms listed in Attachment B/C of the RFA.
- ❑ The program narrative section is complete and is within the 25-page limit for this section of the application.
- ❑ The Certifications and Assurances are complete, and signed by an authorized representative of the applicant organization.
- ❑ The appropriate appendices, including staff plan, staff resumes, and/or planned job descriptions, licenses, and other supporting documentation are enclosed.

**SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Budget Summary Sheet</b>
<b>Attachment C</b>	<b>Budget Justification</b>
<b>Attachment D</b>	<b>Staffing Plan</b>
<b>Attachment E</b>	<b>Certifications</b>
<b>Attachment F</b>	<b>DOH Statement of Certifications</b>
<b>Attachment G</b>	<b>Federal Assurances</b>

**ATTACHMENT A**

**Applicant Profile  
RFA# CHA\_WIC\_091815  
D.C. Department of Health  
FY 2016 Supplemental Nutrition for Women, Infant and Children  
Operations Grant**

Applicant Name: \_\_\_\_\_

**TYPE OF ORGANIZATION**

Non-Profit \_\_\_\_\_ Government \_\_\_\_\_ Other \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website URL: \_\_\_\_\_

D.U.N.S. Number: \_\_\_\_\_

Tax Identification: \_\_\_\_\_

Program Area: \_\_\_\_\_

Program Description: \_\_\_\_\_

Total Program Cost: \$ \_\_\_\_\_

WIC Grant Funds \$ \_\_\_\_\_

Applicant Funds \$ \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Authorized Official Date

\_\_\_\_\_  
Signature of Authorized Official Date

**ATTACHMENT B:**

**D.C. Department of Health  
 FY 2016 Supplemental Nutrition for Women, Infant and Children  
 Operations Grant  
 RFA# CHA\_WIC\_091815  
 FY2016 BUDGET SUMMARY SHEET**

<b>BUDGET CATEGORY</b>	<b>Grant Funds</b>	<b>Breastfeeding Peer Counseling</b>	<b>TOTAL</b>
<b>Personnel Service</b>			
Site Management Staff			
Program Support Staff			
Fringe Benefits			
<b>Personnel TOTAL</b>			
<b>Operational Cost</b>			
Warehouse Space			
Equipment			
Office Supplies			
Contractual			
Informational Educational Materials/Production			
Telecommunications			
Travel			
Postage			
Other Direct			
Indirect Costs			
<b>Operations TOTAL</b>			
<b>TOTAL (All) COST</b>			

# ATTACHMENT C

## D.C. Department of Health FY 2016 Supplemental Nutrition for Women, Infant and Children Operations Grant

### BUDGET JUSTIFICATION SAMPLE

Please provide personnel descriptions, % FTE, and justifications for each budget category outlined in the above summary sheet.

Personnel	Justification/Description	Grant	Breastfeeding Peer counseling	Total
		Funds	Funds	
<b>WIC Director</b>	The Program Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Program Director will work 100% of the time for 12 months. Based on an annual salary of \$____, the cost to the project will be \$_____.	<b>\$GF</b>	<b>\$BPF</b>	<b>\$GF+ BPF</b>
<b>Admin Assistant</b>	The Administrative Assistant receives all incoming correspondence, fields all calls and greet customers at point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the 7 WIC clinic sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of \$_____. The total cost with benefits @ 100% will be \$_____.			
<b>Supplies</b>	Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached, however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.			
<b>Equipment</b>	Four personal computers will be purchased installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost \$_____.			

	A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: \$14,498.			
<b>Communications</b>	Monthly telephone and internet billing along with one organization cell phone will be supported through 2016 funds.			
<b>Occupancy</b>	The grantee is not responsible for occupancy cost for this facility. All maintenance, utilities, trash removal, landscaping, snow removal and janitorial services are the direct responsibility of the D.C. WIC Program.			
<b>Other Direct</b>	Blank Check Food Service Contract provides specialty meals for birthday center events = \$400  Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = \$15,000  Employee Background Checks -Expenses for 85 new employee background checks at \$____ each = \$____  Copier Contract - annual service contract on cannon copier = \$____  Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2 hour sessions per month for 12 months @ \$____ per mo. = \$____			
<b>Indirect Cost</b>	Administrative Clerical Pool - 2 staff @ \$____/ hr. X 1040 hrs. ea. = \$24,960 Facilities supplies and janitorial support services 12 mos. x \$150 =\$1,800 Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr. = \$3,840 Total Personnel Cost @ 7,000			

**ATTACHMENT D**

**STAFFING PLAN**  
RFA# CHA\_WIC\_091815

Mark “Key Personnel” with an asterisk, \*, before their name. CV or resume should be in the Appendix for all people already on staff and designated as Key Personnel.

<b>NAME</b>	<b>POSITION TITLE</b>	<b>Position Type</b>	<b>FILLED/VACANT</b>	<b>ANNUAL SALARY</b>	<b>% OF EFFORT</b>	<b>START DATE</b>



## **Attachment E: Certifications**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

#### **Department of Health (DOH)**

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

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

#### **1. Lobbying**

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

A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;

D. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

E. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;

F. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

### ***The Grantee certifies that it and its principals:***

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
- (1) The dangers of drug abuse in the workplace;
  - (2) The Grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (5) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - (6) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
  - (7) Abide by the terms of the statement; and
  - (8) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - (9) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The Office of the Senior Deputy Director for Health Promotion, 825 North Capitol St. NE, Room 3115, Washington DC 20002. Notice shall include the identification number(s) of each effected grant.
  - (10) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
    - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

(c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (l), (c), (d), (e), and (1).

- (11) The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- (12) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

- (13) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

D.C. Department of Health, 899 N. Capitol St., NE, Washington, DC 2000

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

---

Applicant/Grantee Name

---

Street Address

---

City

---

State

---

Zip Code

---

Application Number and/or Project Name

---

Grantee IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

Signature

---

Date



## **Attachment F: DOH Statement of Certification**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

#### **Department of Health**

#### **Statement of Certification for a DOH Notice of Grant Award**

- A. The Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. The Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. The Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. That the Grantee has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the grant making Agency, the Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
- I. That the Grantee has the ability to comply with the required or proposed delivery or

performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

J. That the Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Grantee has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website.

K. That the Grantee has a satisfactory record of integrity and business ethics;

L. That the Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

M. That the Grantee is in compliance with the applicable District licensing and tax laws and regulations;

N. That the Grantee complies with provisions of the Drug-Free Workplace Act; and

O. That the Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

P. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

**As the duly authorized representative of the Applicant/Grantee Organization, I hereby certify that the applicant/Grantee Organization will comply with the above statutes, regulations, policies, guidelines and requirements:**

Grantee Name \_\_\_\_\_

Street Address \_\_\_\_\_

Washington, DC \_\_\_\_\_

IRS/Vendor ID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

INSERT: Typed Name and Title of Authorized Representative



## **Attachment G: Federal Assurances**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

#### **Department of Health**

#### **Statement of Assurances to Comply with Federal Assurances**

The Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A- 87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Grantee assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The Grantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The Grantee to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities

indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31,1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
14. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
  - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
  - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
  - c) The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC

cha. 85et.seq.

- d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
- e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- i) Executive Order 12459 (Debarment, Suspension and Exclusion)
- j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
- l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- p) Federal Funding

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

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Applicant /Grantee Name

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Street Address

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City

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State

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Zip Code

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Application Number and/or Project Name

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Grantee IRS/Vendor Number

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Typed Name and Title of Authorized Representative

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Signature

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Date