

Funding Opportunity

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

H A H S T A

The Effi Barry HIV/AIDS Program Application



RFA Number: HAHSTA_EBP_070714

Application Deadline: Monday, July 28, 2014 at 4:45 PM

Late applications cannot be accepted



Vincent C. Gray
Mayor, District of Columbia





Pre-application Conference:



DATE: Tuesday, July 15, 2014
TIME: 2:30 PM – 4PM
WHERE: HAHSTA
899 North Capitol Street, NE
Fourth Floor
Washington, DC 20002

Application Deadline:



Monday, July 28, 2014 by 4:45 PM
**Applications submitted after
4:45 PM cannot be accepted.**



You may download this application from:
www.doh.dc.gov/hivfunding

RFA #: HAHSTA_EBP_070714

Effi Barry HIV/AIDS Program Grant 2014-2015

Terms and Conditions

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

1. Funding for an award is contingent on continued funding from the DOH grantor or funding source.
2. The RFA does not commit DOH to make an award.
3. DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. DOH shall notify the applicant if it rejects that applicant's proposal.
4. DOH may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
8. DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DOH shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at the following site: www.oca.dc.gov (click on Grants) or click here: [City-Wide Grants Manual](#)

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

Effi Barry HIV/AIDS Program Grant 2014-2015

EVERYTHING YOU NEED TO KNOW ABOUT APPLYING FOR AN EFFI BARRY HIV/AIDS PROGRAM GRANT RFA # HAHSTA_EBP_070714

Thank you for your interest in applying for the Effi Barry HIV/AIDS Program. The DC Department of Health (DOH) HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) wants to help you make this application process easy to understand and complete.

As an applicant for DC public funds, there is documentation you need to provide that is a requirement of DC law and regulation. This package will provide you with some of the paperwork for you to complete and sign. Some of the other materials you most likely already have available, and you simply need to copy and attach them to your application.

Though there are lots of pages in this document, don't get overwhelmed. They are very manageable. And, in the end, if you've never received DC public funds before, you'll be an expert after applying for the Effi Barry HIV/AIDS Program.



DC Department of Health

Requirements for Applications

- The applicant organization/entity has responded to RFA # HAHSTA_EBP_070714 and completed all sections of the Effi Barry HIV/AIDS Program Application including the Budget.
- Certifications, assurances, and the Assurances Checklist are signed and completed. Submit one copy of all required certifications and assurances in a separate, labelled envelope from the application.
- The application is to be submitted unbound. The application must be submitted with rubber bands or binder clips only.
- An electronic version of the application must be submitted with the one hard (unbounded) copy on a CD or flash drive.
- The application is submitted to DOH/HAHSTA, 899 North Capitol St., NE, 4th Floor, Washington, DC 20002 no later than 4:45 p.m. on the deadline date of Monday, July 28, 2014. (Metro Red Line – Union Station)

Pre-Application Conference

Applicants are encouraged to attend the Pre-Application Conference on Tuesday, July 15, 2014 from 2:30 PM – 4:00 PM, at 899 North Capitol Street, NE - 4th Floor, Washington, DC 20002 (Metro Red Line – Union Station). The meeting will give applicants more information about the training, program components, and requirements. It will also be an opportunity to ask questions about the application.

Effi Barry HIV/AIDS Program Grant 2014-2015

The Effi Barry HIV/AIDS Program Background

The Government of the District of Columbia, DOH HAHSTA seeks to strengthen the infrastructure of District medical and non-medical providers and to prepare organizations for the changes in HIV care, treatment, and prevention brought on by the Affordable Care Act. The Effi Barry HIV/AIDS Program supports innovative collaborative programmatic approaches that promote integrated HIV services.

In 2010, President Obama signed the Affordable Care Act (ACA) and set into place an effort that will help ensure Americans have secure, stable, affordable health insurance. The ACA will expand health insurance coverage by establishing a Health Insurance Marketplace in every state and increasing access to the Medicaid program. Beginning October 1, 2013, District residents were able to shop for health insurance and compare plans that are certified to have met benchmarks for quality and affordability through the Marketplace. The Marketplace also administers the new health insurance subsidies and facilitates enrollment in private health insurance, Medicaid and the Children's Health Insurance Program (CHIP).

In addition to the above, DOH HAHSTA promotes and supports the patient-centered medical home model, which provides comprehensive care for persons living with HIV. Both HAHSTA's Comprehensive AIDS Resources Emergency (CARE) Act Part A and Part B and Comprehensive Treatment Support RFAs awarded applicants to establish and maintain a continuum of care that ensures access, retention, and coordination of all required care and support services. Also, HAHSTA's funding opportunities promoted medical and non-medical providers

to formalize and establish business working relationships. These relationships facilitate collaboration and coordination of activities and services through sub-contracts. This new paradigm has created new strategic partnerships that are requiring organizations to collaborate in ways that they have not had to in the past.

Both medical and non-medical providers of HIV services play a significant role in supporting individuals living with HIV and AIDS in the District, as the ACA and patient-centered medical home model are fully implemented and beyond. The overarching mission of the Effi Barry HIV/AIDS Program is to provide training, technical assistance, and resources to the HIV field that will assist in transforming their organizations, partnerships, business practices, systems, and structure to make them sustainable and relevant in the new marketplace.

Since 2007, the Council of the District of Columbia and DOH HAHSTA have invested over \$3,950,000 in District-based organizations through the Effi Barry HIV/AIDS Program/East of the River Project. To date the Effi Barry HIV/AIDS Program has provided capacity building grants and group/individual-level capacity building assistance to over 100 organizations based in the District of Columbia. This effort has directly benefitted their ability to start and/or expand a range of prevention-focused programs that promote testing, maintain treatment, and eliminate stigma.



Effi Barry

Effi Barry HIV/AIDS Program Grant 2014-2015

This Request for Applications (RFA) seeks to recruit new and /or past linkages partnerships /collaboratives and new and /or past Strategic Planning participants.

Linkages:

For Linkages participants, collaborations (defined as 2-3 organizations that agree to work together to facilitate an integrated service model or a community collaborative by population or geographic area), the grants are intended to support costs associated with participating in capacity building activities (planning sessions), staffing, and joint activities (integration of services). New and/or existing collaborations are eligible for the Linkages component. One of the organizations in the collaborative body must be identified as the fiscal agent (the organization that will take overall responsibility of the fiscal and grant related requirements included in the grant).

The program activities are listed and described in the Program Information section of the RFA. If starting or expanding HIV/AIDS programming, applicants are encouraged to include de-stigmatization of HIV/AIDS and volunteerism as vital components.

Strategic Planning:

The overall landscape of healthcare is evolving at an accelerating rate due to the shifts in care, treatment, prevention, and the provision of services being provided to persons living with HIV that the ACA, new programs models, and changes in the public health system will bring. For Strategic Planning participants, the grants are intended to support costs associated with obtaining consultation services that will enhance organizational core competencies through individualized technical assistance in the following categories (the technical assistance

areas that fall under each category are listed in the Program Information section of the RFA):

- Mergers
- Information sharing
- New business relationships
- Business practices

Individual organizations and/or a partnership of organizations are eligible for the Strategic Planning component.

The program activities are listed and described in the Program Information section of the RFA.

Eligible Organizations/Entities

HAHSTA encourages applicants that have an HIV focus as their primary mission and those that have other than HIV as core activities. Applicants should be familiar with delivering program activities in a culturally appropriate manner. Applicants may be individual organizations or a partnership/collaboration of multiple organizations. Not-for-profit and existing or new collaborative bodies are both eligible to receive Effi Barry HIV/AIDS Program grants.

Linkages Applicants

- ✓ Minimum of two (2) Ward-based organizations.
- ✓ Provide HIV/AIDS and/or community-focused services in the District.
- ✓ All partnering organizations must be based out of and operating services in the District.
- ✓ New and/or existing collaboration.

Effi Barry HIV/AIDS Program Grant 2014-2015

Strategic Planning

- ✓ Demonstrate organizational capacity.
- ✓ Organization must be based in and operating services in the District.
- ✓ For past Strategic Planning participants, all FY14 deliverables must be met.

Grant Awards, Amounts and Grant Period

Linkages Participants:

HAHSTA intends to award up to 2 grants to Linkages participants (no single award to exceed \$50,000).

Strategic Planning Participants:

HAHSTA intends to award up to 7 grants for Strategic Planning participants (no single award to exceed \$50,000).

The grant period of all programmatic and grant related activities for each component (Linkages and Strategic Planning) of the Effi Barry Program will be from the date of award to September 30, 2015.

Grant Disbursements

Awarded Linkages and Strategic Planning participants will receive a total of 4 payments in the grant year. The 1st payment will consist of one quarter (1/4) of their overall grant award upon the completion of their organizational assessment. The remaining 3 payments of the mini-grant will be disbursed upon the participants spending 80% of the previous disbursement.

For More information

Please contact:

**Division of Partnerships, Capacity Building, and Community Outreach
HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA)
Department of Health
899 North Capitol Street, NE - 4th Floor
Washington, DC 20002
Phone (202) 671-5091
Fax (202) 671-4860**

Application Submission Deadline Date and Time

Applications are due no later than 4:45 pm, on Monday, July 28, 2014. All applications will be recorded upon receipt. **Applications submitted at or after 4:46pm will not be accepted.** No additions or deletions to an application will be accepted after the deadline. Be sure to verify the accuracy and completeness of the electronic version prior to submission.

The applications must be hand-delivered to the following location:

**HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA)
Department of Health
899 North Capitol Street, NE - 4th Floor
Washington, DC 20002**

Effi Barry HIV/AIDS Program Grant 2014-2015

PROGRAM INFORMATION

This section provides specific requirements for Linkages and Strategic Planning applicants who wish to participate in the Effi Barry HIV/AIDS Program.

All applicants are to designate organization participants for training and at least one must be senior level management person (Consultants cannot under any circumstances represent organizations during capacity building trainings).

Linkages Applicants

Awarded applicants must consist of, at minimum, a collaboration of 2-3 organizations that agree to work together to facilitate a HIV/AIDS integrated service delivery model or a community collaborative by target population or geographic area. Applicants are encouraged to implement practical but yet, innovative integrated service models. The intention is to model other integration collaborations/linkages to facilitate joint activities that support the merging of existing services. Awarded applicants must identify all participating organizations and must designate the organization that will act as the fiscal agent. HAHSTA will provide awarded applicants with consultants that will provide technical assistance in the development of new collaborations and the maintenance of existing collaborations, but not limited to the following elements:

- Setting common goals
- Measures of success
- Timeframes
- Developing agreements
- Incentives to collaborate

- Information sharing
- Strategic planning
- Program planning

Expected outcomes for Linkages Participants:

- Awarded applicants must demonstrate achievement in collaboration areas identified for improvement.
- Awarded applicants must develop a plan to implement and/or maintain an integrated HIV/AIDS service delivery model or develop a community-level plan.
- Awarded applicants must develop a sustainability plan to maintain services post-award.



Effi Barry HIV/AIDS Program Grant 2014-2015

Strategic Planning Applicants

Awarded applicants can consist of individual organizations and/or a partnership of organizations. In addition, past strategic planning grant recipients are eligible if all Fiscal Year 2014 Strategic Planning grant deliverables were met. Awarded applicants are eligible to receive tailored individual and group level organizational sustainability-focused technical assistance in the following areas:

Mergers	Information Sharing	New Business Relationships	Business Practices
Organizational Restructuring	Client Level Data	Strategic Partnerships / Collaborations	Sustainability Plans
Expansion of Services	Monitoring and Evaluation	Communication	Business Plans
Expansion of Mission	Coordination of Patients' multiple Complex Health Care Needs	Subcontracting	Strategic Planning
	HIPAA	Monitoring Subcontracts	IT Systems / Health Informatics
	Data Management	Negotiations	Cost Modeling
			Unit Costs for Services
			Billing and Reimbursement

Expected outcomes for Strategic Planning Participants:

- Awarded applicant must develop a sustainability plan
- Awarded applicant must form formal Strategic Partnerships
- Awarded applicant must form coordinated service model

PROGRAM & ADMINISTRATIVE REQUIREMENTS

Program Requirements

1. Nondiscrimination in the Delivery of Services

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

2. Client Eligibility Criteria

The following criteria must be used by service providers to determine client eligibility: Persons must be a resident of the District of Columbia

3. Client Advocacy and Grievances

The applicant shall develop and implement an agency grievance procedure that is sensitive to the needs of the target population. Applicants must include a copy of their internal client grievance procedures in the Assurance package.

4. Records

a. When delivering services to clients, the grantee must maintain records reflecting initial and periodic assessments if appropriate; initial and periodic service plans; and the ongoing progress of each client. All clients shall be assigned a unique identifier and all client records shall be kept confidential and secure. The grantee shall obtain written informed consent from the client that permits sharing and releasing the client's records in order to coordinate or verify services.

b. The grantee shall keep accurate documentation of all activities of the project. Records must be legible, dated and signed with original signatures and credentials of individuals providing services.

c. The grantee shall follow all HIPAA regulations for confidentiality of client information and a HIPAA-compliant release of information form maintained in each client record.

d. All client information must be maintained in one record, regardless of whether a central or a separate site filing system is used. The grantee shall provide the grant administrator, and other authorized representatives of the grant administrator, such access to clinical records as may be necessary for monitoring and evaluation purposes. To ensure confidentiality and security, clients' records should be kept in a locked file controlled by appropriate grantee staff.

Administrative Requirements

1. Staff Requirements

For the purposes of this grant, "staff" is defined as any individual employee,

Effi Barry HIV/AIDS Program Grant 2014-2015

individual consultant or individual contracted worker that receives compensation through District funds.

a. The grantee shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties that they have been assigned.

b. The grantee shall maintain a complete written job description covering all positions funded 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 performance evaluation criteria. The job description must reflect requirements noted in approved protocols and requirements. When hiring staff for this grant project, the grantee shall obtain written documentation of relevant work experience and personal references.

c. Grantees that use individual contracted workers and or individual consultants must have signed and dated written contractual agreements maintained in a contract file.

d. The grantee shall maintain an individual personnel file for each project staff member that contains the application for employment, professional and personal references, applicable credentials/certifications, a signed drug-free workplace statement, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and the grantee's action with respect to the allegations, date and reason if terminated from employment. Personnel files should be available to the grant administrator upon request;

e. The grantee shall provide evidence of continuing education opportunities to keep staff informed of new developments regarding the provision of HIV/AIDS health care and support services (i.e., treatment modalities, change in target populations);

f. The grantee shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and programmatic supervision;

g. The grantee shall obtain advance approval in writing from the grant administrator on any changes in staffing patterns or job descriptions;

h. The grantee shall advise the grant administrator when there are vacant positions or new positions for which there are no staff resumes available; and

i. Grantees shall ensure that each staff member's file contains a signed confidentiality form.

2. Memoranda of Understanding (MOU's) and Subcontracts with other Organizations

a. Memoranda of Understanding and subcontracts with organizations must clearly state objectives, goals and quantifiable outcomes.

b. All Memoranda of Understanding and subcontracts with organizations must be signed and dated by both parties within the past six months.

3. Facility Requirements

a. Regulations

The grantee's facilities used during the performance of the grant agreement shall meet all applicable federal, state, and local

Effi Barry HIV/AIDS Program Grant 2014-2015

regulations for their intended use throughout the duration of the Grant Agreement. The grantee shall maintain current all required permits and licenses for the facilities. The grantee's failure to adhere to the terms and conditions of the Grant Agreement shall be a basis for termination of the Grant.

b. Emergency Back-up Site

The grantee shall submit the address of the identified emergency site facility for use as a result of a catastrophic event of the primary facility.

c. Handicapped Access

All facilities offered for the provision of services must be accessible to persons with



mobility limitations, consistent with the Rehabilitation of the Handicapped Act, Public Law Section 95-602 (Section 504) and the Americans with Disabilities Act, as appropriate.

d. Maintenance

The grantee shall provide all supplies and services routinely needed for maintenance and operations of the facility such as security, janitorial services, or trash pick-up.

4. Use of Funds

Grantees shall only use grant funds to support capacity building and HIV related services and cannot be used to provide cash and or direct financial assistance to individuals with HIV disease.

5. Certifications and Assurances

Applicants shall complete, sign and submit all required certifications, assurances and the Assurances Check List.

6. Insurance

The applicant must be able to show proof of all insurance coverage required by law.

7. Audits

At any time or times before final payment and three (3) years thereafter, the grant administrator may have the grantee's expenditure statements and source documentation audited.

REVIEW AND SELECTION OF APPLICATIONS

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

Technical Review Panel

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

External Review Panel

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

Effi Barry HIV/AIDS Program Grant 2014-2015

review, score and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. DOH/HAHSTA shall make the final funding determinations. Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.

Linkages Scoring Criteria

Criterion A: Background and Experience (Total 30 Points)

1. The application demonstrates knowledge and experience in its community. **(10 Points)**
 - a. Demonstrated support for the project from the Board of the organization applying.
 - b. Applicants are locally based.
 - c. Applicant has history of providing community service, including outreach and education on various concerns and programs.
 - d. Applicant demonstrates track record in recruiting, engaging, and supporting volunteers.
2. The application shows cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) **(10 Points)**
 - a. Applicant has identified and has gained an understanding of issues, particularly affecting the community population(s) by seeking input from community leaders, civic organizations and advocates for and/or members of the community in planning and implementation of proposed services.
3. Sensitivity to issues of language, race/ethnicity, gender, culture/lifestyle and sexual orientation is demonstrated through the multi-cultural programs and materials, stigma reduction activity, and

participation/membership of individuals with diverse backgrounds.

4. The application demonstrates relationship between or among organizations. **(10 Points)**
 - a. Application describes existing collaboration, formal agreements, services provided and outcomes/results from the collaboration.
 - b. Application describes referrals or informal relationships among the organizations.

Criterion B: Participation Goals (Total 70 Points)

1. The application demonstrates the areas in need of improvement. **(25 Points)**
 - a. The applicant describes and provides sufficient justification for the organizational and administrative areas in need of improvement.
 - b. The applicant provides specific outcomes that will yield tangible results in organizational and administrative capacity improvement.
 - c. The applicant clearly describes technical assistance needs.
 - d. The applicant explains that no other resources are available to support the improvement needs.
2. The application provides sufficient information on the individuals to participate in the program. **(10 Points)**
 - a. The applicant lists organization members to participate in the trainings; at least one senior level manager is identified.
 - b. The applicant identifies volunteers that will participate in the program, either directly or be receiving information and support, from designated members/staff.

Effi Barry HIV/AIDS Program Grant 2014-2015

- c. The applicant adequately describes the specific benefits each individual participant will gain from the program.
3. The application identifies a HIV/AIDS program activity to implement following participation in the program. **(15 Points)**
 - a. The applicant proposed a realistic HIV/AIDS program activity that it can implement with the capacity it has gained from training and consultation.
 - b. The applicant has explained that the program is either mainstreaming HIV/AIDS into its current activities or is developing a new program.
 - c. The applicant has included volunteerism and reducing the stigma associated with HIV/AIDS into its proposed activity.
 - d. The applicant has identified the target populations that would be reached by the program activity.
4. For Linkages applicants, the application describes how the existing or new collaboration will provide an integrated service model or promote the delivery of a shared “best practice” model across multiple similar providers. **(20 Points)**
 - a. The application describes the integrated service model with responsibilities between or among the organizations, or describes a shared best practice model that will lead to a consistent quality and format of a service across multiple providers.
 - b. The application explains how the integrated services or the best practice will be delivered.
 - c. The application details the specific outcome measures that will be accomplished through the collaboration.

Criterion C: Reasonable Budget (No Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve participant objectives.

Strategic Planning Scoring Criteria

Criterion A : Background and Experience (Total 40 Points)

1. The application demonstrates experience and success with service delivery to persons living with HIV. **(15 Points)**
 - a. Applicant identified its target population(s).
 - b. Applicant demonstrates history of providing health care and/or social services to persons living with HIV.
 - c. Applicant describes impact of services being provided to persons living with HIV.
2. The application shows cultural competency, sensitivity, and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.). **(10 Points)**
 - a. Applicant has identified and has gained an understanding of issues, particularly affecting underserved and/or despaired community population(s) by engaging community leaders, civic organizations and advocates for and/or members of the community in planning and delivery of services.
 - b. Applicant is sensitive to issues of language, race/ethnicity, gender, culture/lifestyle and sexual orientation.
3. Applicant demonstrates achievement in providing high quality outcome driven health care and/or social services to despaired populations. **(15 Points)**
 - a. Applicant describes service areas and delivery methods.
 - b. Applicant includes outcome measures and targets.
 - c. Applicant lists target populations.

Effi Barry HIV/AIDS Program Grant 2014-2015

Criterion B: Participation Goals (Total 60 Points)

1. The application demonstrates the areas in need of strategic planning. **(20 Points)**
 - a. Applicant describes and provides sufficient justification for the organizational and programmatic sustainable areas in need of strategic planning.
 - b. Applicant provides specific outcomes that will yield tangible results in organizational sustainability.
 - c. Applicant clearly describes technical assistance needs.
2. The application provides sufficient information on the individuals that will participate in strategic planning activities. **(20 Points)**
 - a. Applicant demonstrates full engagement of Senior Management.
 - b. Applicant lists organization members that will participate in strategic planning/ coaching sessions.
 - c. Applicant adequately describes the role of identified organization members in strategic planning/ coaching sessions.
3. The application proposes a potential sustainability plan. **(20 Points)**
 - a. Applicant describes sustainability direction such as priority services, reimbursement, and financing options, organization status (stand alone, partnerships, mergers, etc.).
 - b. Applicant describes a program service model with responsibilities between or among the network of providers.
 - c. Applicant explains how the integrated services will be delivered.

Criterion C: Reasonable Budget (No Points)

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve participant objectives.

Questions Regarding the Application

For questions, applicants should call the Partnerships, Capacity Building and Community Outreach Bureau at the DOH HAHSTA at (202) 671-5091. If someone is not available when you call, please leave a message and a staff person will call you back within 24 hours or the next business day.

Monitoring / Evaluation

If awarded a mini-grant, a Program Officer and Grants Monitor will be assigned to monitor and evaluate the performance of the program participant according to the approved activities and approved budget. The program managers shall review all written policies and procedures applicable to the project; review final program and fiscal reports; conduct a site visit; and hold periodic conferences with the program participant to assess performance in meeting the requirements of the program.

Effi Barry HIV/AIDS Program Application 2014-2015



Effi Barry HIV/AIDS Program Application 2014-2015

Organization Name	
Address	
Telephone number	
Email	
Web Page URL	
Contact Person	
Ward	
DUNS #	

Please check the appropriate boxes:

Collaboration/Linkages Applicant

Strategic Planning

Note: You can add additional pages, but do not exceed seven (7) total pages.

BACKGROUND (Linkages applicants only)

1. Provide a description of the applicant and partnering organization(s), its mission, program activities, and geographic focus areas. An applicant may attach a copy of the organization's annual report to supplement the narrative.

2. Describe the organization's experience with HIV/AIDS services. Provide specific examples and accomplishments of previous projects, programs and/or services. Please include information on all partnering organizations.

3. Describe and provide a summary of your organization's overall annual budget, separating community program activity from other expenses (*please be sure to identify all of your organizations funding sources*).

PARTICIPATION (Linkages applicants only)

4. Provide a description of the organizational administrative and fiscal management areas in need of improvement and specific outcomes the applicant intends to achieve.
5. Describe organization members that will be participating in the technical assistance activities, including staff and volunteers, with a brief explanation as to how each individual will also gain from participation in the program.
6. Provide the names, addresses, and HIV related services provided by all of the organizations that are participating in the collaboration.
7. Is this an existing or new collaboration? If this is an existing and/or past Linkages collaboration, please provide data that shows impact of your activity.
8. Identify which organization from the above listed organizations will act as the fiscal agent (the organization that will take overall responsibility of the fiscal and grant related requirements included in the mini-grant).
9. Provide a description of the integrated HIV/AIDS service delivery model or a community collaborative by population or geographic area your collaboration intends to implement.

STRATEGIC PLANNING APPLICANTS (Only)

Background:

1. Are any of your organization's offices/headquarters located in the District of Columbia? If so, please provide address.

2. Provide a description of the applicant's organization, its mission, vision, and history.

3. Provide a description of the applicant's HIV health care and/or social service programs. Please include targets, measurable outcomes, impact, and target population(s) served.

4. Is the applicant applying as an individual organization, or under a network of service providers
 - a. If you are applying under a network of service providers, please list the names of the providers within the network and the HIV health care and/or social services provided by each provider.

PARTICIPATION (Strategic Planning applicants only)

5. Describe and provide a summary of the applicants staffing structure.

6. Provide a summary of the organizational sustainability areas in need of improvement and specific outcomes the applicant intends to achieve.

7. Describe the organization members that will be participating in the strategic planning coaching sessions, with a brief description of their individual roles.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health



HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration

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

“Assurances in response to **RFA Number: HAHSTA_EBP_070714**”

Name of Organization _____

ASSURANCES CHECKLIST

1. Signed DOH Federal Assurances (located in RFA in which you are applying)
 - Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace
 - Federal Assurances
 - Department of Health Statement of Certification

2. Current Business License
Department of Consumer and Regulatory Affairs (DCRA)
1100- 4th Street, S.W. Contact: 202-442-4400
www.dkra.dc.gov Click on “Business Licensing & Regulation,” then click on “Renew” BBL

3. Current Certificate of Clean Hands (formerly Certificate of Good Standing)
Office of Tax & Revenue (OTR) **(You can only apply for this on-line. It takes at least 7 days, but no more than 14 days.)**
1100- 4th Street, S.W. Contact: Rhonda Lycorish 202-442-6815
www.otr.cfo.dc.gov Click on “Business Tax,” then click on “Certificate of Clean Hands”

4. 501 © (3) Certifications. For Non-Profit Organizations

5. List of Board of Directors, on letterhead, for current year, signed by a certified official from the Board.

6. Medicaid Certification(s) if applicable. NOTE: Medicaid certification is not applicable to service categories funded under this RFA.

For more information contact April Richardson, Grants Management Specialist (HAHSTA) – April.Richardson@dc.gov or 202-671-4828

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



Department of Health Statement of Certification

- 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 _____

RFA No. HAHSTA_EBP_070714

IRS/Vendor ID #: _____

Signature: _____

Date: _____

INSERT: Typed Name and Title of Authorized Representative



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH

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.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the 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.)

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

Grantee Name
 Street Address
 Washington, DC _____
 RFA No. HAHSTA_EBP_070714

IRS/Vendor ID #: _____

Signature: _____ Date: _____
 INSERT: Typed Name and Title of Authorized Representative



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

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

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510- **The 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 (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. 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 **Grant Administrator** identified in the grant agreement, and the **Chief - DOH Office of Grants Management** at 899 North Capitol St. NE, 4th floor, Washington DC 20002. Notice shall include the identification number(s) of each effected grant.
 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (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:
 - (a) Place of Performance (Street address, city, county, state, zip code)
 - (b) Drug-Free Workplace Requirements (Awardees who are Individuals)
12. 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-

- A. 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
- B. 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:
 - (1) The Grant Administrator identified in the Grant Agreement; and
 - (2) D.C. Department of Health, 899 N. Capitol St., NE, Washington, DC 20002 (Attn: DOH Chief – Office of Grants Management) or via doh.grants@dc.gov.

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 _____

RFA No. HAHSTA_EBP_070714

IRS/Vendor ID #: _____

Signature: _____

Date:

INSERT: Typed Name and Title of Authorized Representative

Sample Budget Section

***NOTE: An electronic version of the budget can be
downloaded at <http://doh.dc.gov/node/474482>***

Budget - Instructions

Organization's Name	Provide Organization's name as shown on application
Funding Source	Provide Source of Funds for which you are applying
Service Area	Provide name of service area for which you are applying. If applying for multiple service area's complete this sheet for each of the service areas you are applying for.
Personnel Schedule	This section provides projected salary and fringe costs for your proposed program. This schedule provides two options for calculation, salary or hourly wage;
Total	The total line will provide the total proposed salary line minus the applicable fringe rate.
Fringe Benefits	Provide your agencies fringe benefit rate, as approved in your personnel policy; the justification should include what benefits are covered under fringe; and the fringe rate should be applied to the total salary line.
Total Personnel	This line will provide the combined total of proposed salary and fringe costs.
Consultants/Contractual	Provide a list of positions or activities that will be carried out by consultants or through contracts. Provide the unit of payment, this could be by the hour or the completed task; and provide the cost of each unit and the number of units being contracted for.
Occupancy	<p>Rent</p> <p>This line item should be calculated using the following formula: Percentage of space occupied by the proposed program, times the cost per square foot, times 12 months. EXAMPLE: This example supposes that your program will occupy 100 square feet at a cost of \$30 per square foot, per month. 100 sq. ft. x \$30.00 per sq. ft. = \$3,000 x 12 months for a total of \$36,000.</p>

Utilities This line should be calculated by naming utilities Gas/Electric/Water, as applicable. Provide an overall projected cost of those utilities multiplied by number of months (in most cases 12) of your program.

Travel/Transportation

This line item should be calculated with two items in mind. If your organization has a policy that allows for reimbursement for staff's use of their personal vehicles you should complete by filling in the unit as one mile, the unit reimbursement cost per OMB is 48.5 cents per mile, the projected number of miles staff will be traveling and total budget.

EXAMPLE: This example supposes that the total projected travel for the duration of the program will be 500 miles. 48.5 cents per mi. x 500 miles = a total budget of \$243.

The other item that should be included in this line is tokens/farecards for organization's staff. You should provide a projected number that you will need for your program, indicate the unit, the unit cost, number to be purchased and total cost.

Supplies

This line should indicate the total projected costs of General Office Supplies needed to administer your program that have a value of \$5,000 dollars or less.

Capital Equipment

Capital Equipment are individual purchases that exceed \$5000. These purchases must be pre-approved by HAHSTA

Client Cost

This line should include specific client costs related to your program. i.e. Tokens, farecards, incentives (where allowed), and other program appropriate client costs.

Communications

This line should include costs associated with maintaining communications necessary to administer your program. ie. telephone, internet, fax lines, copying. You should complete a projected costs for each item, indicate the unit and number in the budget sheet.

Other Direct Costs	This line should be comprised of direct program costs that cannot be attributed to other budget lines.
Indirect Costs	If your Organization has a Federally Negotiated Indirect Cost Agreement, HAHSTA will accept that document in lieu of providing detail of costs associated with this line. You may charge indirect at a rate not to exceed the percentage annotated in the Request for Application. If your Organization does not have a Federally Negotiated Indirect Cost Agreement, you will be required to provide detail of what costs are captured in your indirect cost line not to exceed the percentage annotated in the Request for Application.

Provider Name

Budget Narrative/Justification

Personnel:

Fringe Benefits:

Consultants/Experts:

Occupancy:

Transportation:

SAMPLE

Supplies and Minor Equipment:

Capital Equipment:

Client Costs:

Communications:

Other Direct Costs:

Indirect Costs:

Occupancy Schedule

Facility	Site	Unit	Unit Cost	Number	Budget
Rent					-
Utilities (Gas/Electric/Water)					-
TOTAL					-

SAMPLE

Travel / Transportation Schedule

Item	Site	Unit	Unit Cost	Number	Budget
					-
TOTAL					-

Supplies

Item	Site	Unit	Unit Cost	Number	Budget
TOTAL					-

SAMPLE

Capital Equipment Schedule

Item	Site	Unit	Unit Cost	Number	Budget

TOTAL					

Client Cost Schedule

SAMPLE

Item	Site	Unit	Unit Cost	Number	Budget
					-
TOTAL					-

Communications Schedule

Item	Site	Unit	Unit Cost	Number	Budget
					-

SAMPLE

TOTAL					

Other Direct Costs Schedule

Item	Unit	Unit Cost	Number	Budget
TOTAL				

**Government of the District of Columbia
Department of Health
HIV/AIDS, Hepatitis, STD and
Tuberculosis Administration
(HAHSTA)**

**899 North Capitol Street, NE
Fourth Floor
Washington, DC 20002**

(202) 671-4900

