

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH (DOH)  
COMMUNITY HEALTH ADMINISTRATION (CHA)  
REQUEST FOR APPLICATIONS  
RFA # CHA\_ SBTPP\_09.23.15**

**Summary of Changes**

<b>Page Number</b>	<b>Section</b>	<b>Sub-section</b>	<b>Change(s)</b>
Page 8	I. General Information	A. Key Dates	<b>Deadline for Questions: Friday October 9, 2015 at 12:00 pm</b>
Page 9	I. General Information	C. Performance and Funding Period	<b>November 16, 2015</b> through September 30, 2016
Page 20-21	VII. APPLICATION SUBMISSION	A. Application Package <b>Order</b>	<p>A. Application Package <b>Order</b></p> <p>A complete Application Package shall contain and be structured in the following order:</p> <ol style="list-style-type: none"> <li>1. Application Receipt (Appendix E)</li> <li>2. <del>A-DOH</del> Application for Funding (Appendix E)</li> <li>3. Project Abstract (Appendix C)</li> <li>4. Table of Contents</li> <li>5. Project Narrative (See Section VII B - Application Elements)</li> <li>6. Attachments (See Application VII B – Application Elements)</li> <li>7. Assurance &amp; Certification Packet (See Section VII E – Assurances)</li> </ol>
Page 21	VII. APPLICATION SUBMISSION	C. Pre- Application Conference	<b>October 2, 2015, from 11:30 a.m. to 1:00 p.m.</b>
Page 22	VII. APPLICATION SUBMISSION	D. Internet	Applicants who received this RFA via the Internet shall provide the District of Columbia Department of Health, <b>Community Health Administration</b> with the information listed below, by contacting <b>Vinetta Freeman via email, <a href="mailto:vinetta.freeman3@dc.gov">vinetta.freeman3@dc.gov</a></b>
Page 23	VII. APPLICATION SUBMISSION	F. Format	<p><b>Page limit: 80 pages including the following:</b></p> <ul style="list-style-type: none"> <li>• Project Abstract</li> <li>• Executive Summary</li> <li>• Background &amp; Need</li> <li>• Organizational Capacity Description</li> <li>• Partnership, Linkages and Referrals Description</li> <li>• Project Narrative</li> <li>• Evaluation Plan</li> <li>• Attachments: <ul style="list-style-type: none"> <li>○ Project Abstract</li> </ul> </li> </ul>

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH (DOH)  
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<b>Page Number</b>	<b>Section</b>	<b>Sub-section</b>	<b>Change(s)</b>
			<ul style="list-style-type: none"> <li>○ Work Plan</li> <li>○ Logic Model</li> <li>○ Letters of Intent</li> <li>○ Data Collection Instruments/Interview Protocols</li> <li>○ Sample Consent Forms</li> <li>○ Position Descriptions/Resumes</li> </ul>
Page 23	VII. APPLICATION SUBMISSION	G. Submission	On or before 4:00 pm on Friday, <b>October 23, 2015.</b>
Page 23	VII. APPLICATION SUBMISSION	H. Contact Information	<p>Vinetta Freeman  Division Chief, Child and Adolescent Health  Division  Child, Adolescent, School Health Bureau  Community Health Administration  DC Department of Health  899 North Capitol Street, NE  Email - <a href="mailto:vinetta.freeman3@dc.gov">vinetta.freeman3@dc.gov</a></p>

# DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH

**Amended on October 2, 2015**

## School-Based Teen Pregnancy Prevention Program

**REQUEST FOR APPLICATIONS  
RFA# CHA\_SBTTP\_09.23.15**

**Submission Deadline: Friday, October 23, 2015 by 4:00 pm**



*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 # CHA\_SBTTP\_09.23.15**

**School-based Teen Pregnancy Prevention Programs**

The Government of the District of Columbia, Department of Health (DOH), Community Health Administration (CHA) is soliciting applications from qualified applicants to implement school based programs in Wards 5, 7, and 8. The purpose of the program is to reduce incidences of teen pregnancy by offering teen girls, grades eight through twelfth, a supportive environment that promotes educational achievement and teaches healthy development, sexual responsibility, and positive social skills.

Approximately \$500,000 will be available from FY 16 District Appropriated funds to fund an eligible organization for one year (11 months) beginning November 1, 2015 and ending September 30, 2016. Organizations and entities eligible to apply for funding under this announcement include not-for profit, public and private organizations located and licensed to conduct business within the District of Columbia and have experience working with teens, including pregnant and parenting teens. Grant awards maybe made annually contingent on demonstrated progress by the recipient on achieving performance objectives and the continued availability of funds.

**The release date for RFA # CHA\_SBTTP\_09.23.15 is September 23, 2015 and the deadline for submission of applications is Friday October 23, 2015 at 4:00 pm.** A limited number of copies of the RFA will be available for pickup at DOH/CHA offices located at 899 North Capitol Street, NE Washington, DC 20002 on the third floor and on the website <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>.

The Pre-Application Conference will be held at the CHA offices located at 899 North Capitol Street, NE Washington, DC 20002 third floor on Friday, **October 2, 2015** from 11:30 am to 1:00 pm. Please contact Belinda Logan at (202) 442- 9017 or at [Belinda.logan@dc.gov](mailto:Belinda.logan@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 Requests for Applications 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) and to all awards, if funded under this RFA:**

- Funding for a DOH subaward 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.

## **FY 2016 School-Based Teen Pregnancy Prevention Program RFA**

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# CHECKLIST FOR APPLICATIONS

- The applicant has completed a DOH Application for Funding and affixed it to the front of the Application Package.
- The complete Application Package, includes the following:
  - DOH Application for Funding
  - Project Abstract
  - Project Narrative
  - Project Work Plan
  - Project Logic Model
  - Project Budget & Justification
  - Package of Assurances and Certification Documents
  - Other Attachments allowed or requested by the RFA (e.g. resumes, letters of support, logic models, etc.)
- Documents requiring signature have been signed by an Authorized Representative of the applicant organization.
- The Applicant has a DUNS number to be awarded funds. Go to Dun and Bradstreet to apply for and obtain DUNS number if needed.
- The Project Narrative is printed on **8½ x 11-inch paper, double-spaced**, on one-sided, **Arial or Times New Roman font using 12-point type with a minimum of one inch margins**. Applications that do not conform to this requirement will not be forwarded to the review panel.
- The application proposal format conforms to the “Application Elements” listed in the RFA.
- The Proposed Budget is complete and complies with the Budget forms provided in the RFA. The budget narrative is complete and describes the categories of items proposed.
- The Proposed Work Plan is complete and complies with the forms and format provided in the RFA
- Submit **four (4) hard copies** (one marked “Original” and three additional copies) and **one (1) electronic copy via a flash drive**.
- The appropriate attachments, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- **The application is submitted to DOH, 899 North Capitol St., NE, 3rd Floor Reception Area no later than 4:00 p.m., on the deadline date of Friday, October 23, 2015.**

# I. GENERAL INFORMATION

## A. Key Dates

- Notice of Funding Announcement: **Friday, August 28, 2015**
- Request for Application Release Date: **Friday, September 23, 2015**
- Pre-Application Meeting Date: **Friday, October 2, 2015 at 11:30 am**
- Application Submission Deadline: **Friday October 23, 2015 at 4:00 pm**
- **Deadline for Questions: Friday October 9, 2015 at 12:00 pm**
- Anticipated Award Start Date: **Monday, November 16, 2015**

## B. Overview

In 2015, the District of Columbia Department of Health (DOH), Community Health Administration, Child, Adolescent and School Health (CASH) Bureau received funding made available under the District of Columbia Fiscal Year 2016 Budget Support Act of 2015 to support teen pregnancy prevention initiatives.

CHA, in collaboration with District public and public charter schools, healthcare providers and community-based partner organization, has created a network of programs designed to coordinate and deliver school-based health services. These programs include the School Health Nursing Program, School Based Health Centers, the Health and Sexual Health Education (HSE) Program, and Rape Prevention and Education Program. Additionally, CHA supports teen pregnancy prevention through providing administrative oversight for locally-funded teen pregnancy prevention initiatives (Crittenton Services SNEAKERS and PEARLS Program and DC Campaign to Prevent Teen Pregnancy). The HSE Program provides age-appropriate sexual health education to youth in DC public and public charter schools, aiming to empower youth to make healthy lifestyle decisions, including pregnancy prevention. The HSE program also coordinates with the HIV/AIDS, Hepatitis, Sexually Transmitted Diseases, and Tuberculosis Administration (HAHSTA) to provide condoms for the school nurse suites.

Within CHA, the CASH Bureau monitors School-Based Health Centers (SBHCs), comprehensive primary care clinics located within schools. SBHCs bring the primary preventive and urgent care to the local school setting, thus reducing barriers for teens to access health services. Each SBHC offers medical, oral, social and mental health services to enrolled students, and children of enrolled students during the school day. SBHCs offer physical exams, sexually transmitted infection (STI) counseling and testing, pregnancy testing, contraceptive management, mental health screening and referral. SBHC staff also provide individual and group health education and promotion. DOH provides oversight for six SBHC sites in District of Columbia Public School (DCPS) senior high schools: Anacostia, Ballou, Cardozo Learning Center, Coolidge, Dunbar and Woodson.

DOH is soliciting applications to develop and implement programs to increase the

availability of adolescent friendly health services, create community-clinical linkages for adolescent health services, and increase the use of long acting reversible contraceptives among adolescents.

### **C. Performance and Funding Period**

The anticipated performance and funding period is **November 16, 2015 through September 30, 2016**.

DOH anticipates availability of an approximately of \$500,000 to fund one (1) award in FY 2016. Annual awards may be up to \$500,000 per year in total costs (direct and administrative costs).

Proposed budgets cannot exceed the allowable amount \$500,000. Annual continuation of awards for up to five years, will depend upon the availability of funds and grantee performance (progress in meeting project goals and objectives, timely submission of required data and reports, and compliance with all terms and conditions of award).

### **D. Eligible Organizations/Entities**

Organizations and entities that are eligible to apply for funding under this announcement include not-for-profit, public and private organizations located and licensed to conduct business within the District of Columbia. Eligible applicants must have demonstrated experience providing adolescent sexual health services for populations at high risk for teen pregnancy.

## **II. BACKGROUND & PURPOSE**

### **A. Background**

#### **District of Columbia**

According to the 2010 Census, the District of Columbia's population is 601,723 residents. Approximately 38,156 children between the ages of zero (0) and five (5) are included in that number, representing 6% of the District's population. In total, the District experienced a 5.2% increase in population over the 572,059 residents recorded in the 2000 Census.

The District is geographically divided into four quadrants: Northeast, Northwest, Southeast, and Southwest). The eight electoral wards and the residents in each ward reflect an increasingly diverse population, particularly in terms of socioeconomic status and ethnicity.

The Northwest quadrant of the District includes Wards 1 and 4, both of which are home to a substantial number of Hispanic residents. The Northeast quadrant's Wards 5 and 6 residents are predominately middle-class African Americans. While 96% of the residents in Wards 7 and 8 are also African American, the residents of



the Southeast quadrant earn lower incomes, have higher poverty rates, and experience higher rates of unemployment than their counterparts in the District's other five wards. (Tables 1 and 2)

**Table 1: District of Columbia Demographics (by Ward)**

Ward	Total Population 2010 <sup>1</sup>	Average Family Income 2006-2010	% Population by Race and Ethnicity 2010				Household Total # 2010	% Children in Population 2010
			Black	White	Hispanic	Asian/PI		
<b>1</b>	76,197	\$ 89,921	33	36	22	5	31,309	12
<b>2</b>	79,915	\$116,794	13	67	9.5	10	34,811	5.8
<b>3</b>	77,152	\$150,629	5.6	78	7.5	8.2	36,040	13
<b>4</b>	75,773	\$97,355	59	20	19	2	29,029	20
<b>5</b>	74,308	\$ 62420	77	15	6.3	1.7	29,340	17
<b>6</b>	76,598	\$103,014	42	47	4.8	5	34,449	13
<b>7</b>	71,068	\$ 48,305	96	1.4	2.3	.2	29,838	25
<b>8</b>	70,712	\$ 44,550	94	3.3	1.8	.5	25,827	30
DC	<b>601,723</b>	<b>\$92,959</b>	<b>51</b>	<b>38</b>	<b>9</b>	<b>4</b>	<b>n/a</b>	

**Table 2: District of Columbia Socio-Economic Indicators (by Ward)**

Ward	% Population 16+ Employed 2013	% Population Unemployed 2010	% Population w/o HS Diploma	% Population in Poverty 2010	% Children in Poverty	# of people receiving food Stamps	# of receiving TANF
<b>1</b>	71.4	5	19	13	23	9,807	3,174
<b>2</b>	65.4	3	8.1	4.5	18	3,617	917
<b>3</b>	66.3	3	3.4	2.1	3.1	412	47
<b>4</b>	60.3	6	17	7.0	12	12,644	3,965
<b>5</b>	54	9	19	15	29	18,074	6,256
<b>6</b>	64.4	6	12	15	31	14,798	4,186
<b>7</b>	50	12	20	23.2	40	27,462	11,528
<b>8</b>	43.4	11	21	32.0	48	35,423	16,386
DC	<b>58.0</b>	<b>8.2</b>	<b>7.9</b>	<b>14.1</b>	<b>22.5</b>	<b>86,814</b>	<b>30,073</b>

### Teen Pregnancy in the District of Columbia

Adolescents are among the highest risk groups for unplanned and unintended pregnancies, and among adolescents black and Latino youth experience disproportionately higher rates of teen pregnancy and childbirth. Teen pregnancy can have many negative social and economic impacts, including increased school drop-out rates, increased health care costs and increased incarceration rates among teen parents

and their children.<sup>1</sup>

According to the 2012 Youth Risk Behavior Survey, \_\_% of middle school and \_\_% of high school students report being sexually active. Between 2008 and 2012, the teenage pregnancy rate in the District of Columbia decreased by 19.5 percent from 41.9 pregnancies per 1,000 women aged 15-19 years in 2011 to 37.7 in 2012. In 2012, the teen pregnancy rate was 49.4 pregnancies per 1,000 women aged 15-19 years, which was higher than the teen birth rate in that year (38.5 births per 1,000).<sup>2</sup> Although the overall teen pregnancy rate has decreased in the District, disparities persist between races and Wards. In 2012, the highest teen births were in Ward 8 followed by Ward 7, 5 and 4. Wards 2 and 3 had the lowest number of teen births. Ward 7 and 8 had significantly higher teen births than other Wards.

**Table 3: Number of Reported Teen Pregnancies and Pregnancy Rates: District of Columbia, 2008-2012<sup>5</sup>**

Age of Women	Reported Pregnancies by Year				
	2008	2009	2010	2011	2012
Total	10,630	10,889	11,133	11,291	11,285
Under 15 years	39	40	35	39	21
15-19 years	1,306	1,281	1,238	1,119	1,013

Source: Data management and Analysis Division, Center for Policy, Planning, and Evaluation, DC Department of Health.

**Table 4: Teen Births 15-19 by Ward: District of Columbia 2012<sup>5</sup>**

Ward	2012
1	59
2	14
3	3
4	77
5	113
6	67
7	192
8	265
Total	<b>790</b>

Source: District of Columbia, Department of Health, State Center for Health Statistics, Center for Policy, Planning and Evaluation

<sup>1</sup> “Reproductive Health: Teen Pregnancy”. 2015. Centers For Disease Control and Prevention, May 19, 2015. <http://www.cdc.gov/teenpregnancy/about/index.htm>

<sup>2</sup> George N.F. Siaway, Monica Roundtree, Nikhil Roy, Rowena Samala. 2014.” Reported Pregnancies And Pregnancy Rates In The District Of Columbia”. Department of Health, Center for Policy, Planning, and Evaluation, State Center For Health Statistics, May 30, 2014. [http://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/Reported%20Pregnancy%20Rates%20in%20DC%2008-2012%20Final%20\(9%2025%2014\).pdf](http://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/Reported%20Pregnancy%20Rates%20in%20DC%2008-2012%20Final%20(9%2025%2014).pdf)

## **B. Purpose**

DOH seeks to improve life opportunities of District adolescents facing significant health disparities, through soliciting applications from qualified entities to implement school-based primary and secondary pregnancy prevention programs. Qualified applicants will develop and implement programs to promote healthy development in teen girls attending public and chartered schools in grades 8<sup>th</sup> – 12<sup>th</sup> located in areas of the city possessing the highest rates of teen pregnancy in the District of Columbia. Where appropriate, the program shall incorporate components that reflect principles of the Life Course Health Development (LCHD) approach.

## **III. ADMINISTRATIVE REQUIREMENTS**

### **A. Award Uses**

The award under this RFA will be used exclusively to pay costs associated with the implementation of the award. Payment requests will be monitored by DOH to ensure compliance with the approved budget and work plan.

### **B. Conditions of Award**

As a condition of award, a successful applicant who is issued a Notice of Award (NOA) will be required to:

- Revise and resubmit a work plan and budget in accordance with the approved scope of work and assignments prescribed by a DOH Notice of Intent to Fund and any pre-award negotiations with assigned DOH project and grants management personnel.
- Meet Pre-Award requirements, including submission and approval of required assurances and certification documents (see Section VII E- Assurances & Certifications), documentation of non-disbarment or suspension (current or pending) of eligibility to review federal funds.
- Adhere to mutually agreed upon terms and conditions of an award agreement and Notice of Award issued by the Director of the Department of Health and accepted by the awardee organization. The award agreement shall outline the scope of work, standards, reporting requirements, fund distribution terms and any special provisions required by District agreements.
- Develop a sustainability plan for the proposed initiative

### **C. Administrative Cost**

Applicants' budget submissions must adhere to a **ten-percent (10%) maximum** for administrative costs. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost.

### **D. Insurance**

All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.

## **E. Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited. The non-federal entity must submit the most recent single audit or A133 reports to DOH personnel upon request. Under the 2 CFR 200-Uniformed Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Subpart F-Audit Requirements, 200.501 Audit Requirements, a non-federal entity that expends \$750,000 or more in Federal awards during the non-federal entity's fiscal year must have a single or program specific audit (also known as the A-133).

Please reference <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f&rgn=div6> for additional guidance on audit requirements.

## **F. 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 receiving funds under this RFA.

## **G. Quality Assurance**

DOH will use a risk-based management and monitoring assessment to establish a monitoring plan for the awardee. Awardees will submit an interim and final report on progress, successes and barriers.

Funding is contingent upon the awardee's compliance with terms of the agreement and progress in meeting milestones and targets outlined in the approved work plan and performance plan. All programs shall be monitored and assessed by assigned project and grants management personnel. The awardee will receive a performance rating and be subject to review at any time during the budget period.

A final performance report shall be completed by DOH and provided and held for record and use by DOH in making additional funding or future funding available to the applicant. All performance reports are subject to review and oversight by the DOH Office of Grants Management.

# **IV. PERFORMANCE REQUIREMENTS**

## **A. School-based prevention programs**

### **Core Areas**

The following three core areas shall be the focus of grants awarded under this funding opportunity. Award amounts shall be based on the merit and feasibility of the proposed programs. Applicants should address all of the core areas listed below:

## **1. Recruitment and Retention Strategies**

### Schools/Sites

The basis for successful implementation of these Teen Pregnancy Prevention Programs is having strong relationships with both the members of the target population/communities and the sites from which the primary recruitment activities will occur. As such, applicants that have a history of implementing similar programs must provide evidence of previously identified sources of program participants. Applicants with no prior history of program implementation must have potential recruitment sites identified and engaged. Evidence of formal agreements with recruitment sites must be provided in the application. Examples of these agreements include but are not limited to signed Memoranda of Understanding (MOU) and Letters of Intent. Each must detail the nature of the applicant-site relationship, the names of the individuals from the applicant organization and recruitment site who will monitor the program activities, and the length of the agreement.

### Clients

The applicant must demonstrate an ability to identify, recruit and retain adolescent girls who 1) have a history of successful or unsuccessful pregnancy or 2) have no pregnancy history. School aged participants should be enrolled full-time in the middle or high school, and must have a parent and/or guardian willing to provide consent to participate in the program. Recruitment strategies must be outlined in the applicant's first draft of the Program Work Plan. The applicant must also develop strategies to ensure that they retain at least 85% of their clients over the life of the program. Upon being awarded, applicants must submit to DOH a Recruitment and Retention plan. This plan will outline the mechanisms by which the applicant will maintain the required number of enrolled clients.

## **2. Program implementation**

### Models/ Curricula

The applicant must illustrate prior experience in planning, implementing and/or evaluating primary and/or secondary pregnancy prevention programs within the listed target communities. The applicant shall utilize the funding from this grant award to 1) continue implementation of a primary and/or secondary pregnancy prevention program utilizing an evidence based/evidence informed model/curriculum or 2) plan and implement a program that will increase the capacity of targeted communities and client populations to promote and engage in primary and secondary pregnancy prevention strategies.

Strategies that ensure that there are measurable changes in client attitudes, behavior and knowledge should be developed, planned and implemented within the target population during the funding period. Applicants with no prior experience implementing the above-mentioned programs must identify a culturally appropriate, evidence based or evidence informed curriculum/model that will be implemented in the client population.

Prior to program implementation applicants must complete a work plan. The work plan must contain the following components:

- Recruitment activities
- Retention activities
- Staff responsible for recruitment and retention activities
- Timelines for recruitment activities
- Step-wise implementation plan
- Timelines for the start and end of program activities.
- Staff Responsible for implementing program activities.
- Evaluation/Data Collection targets, tools and timelines.
- Staff responsible for undertaking data collection and program evaluation activities.

### **3. Data Collection and Program Evaluation**

Evaluation of public health programs provides relevant data on the effectiveness of interventions, and allows for evidence based, data driven decision-making. In an effort to empirically monitor the efficiency of program activities, and program implementation applicants must include evidence of internal capacity to collect, store, analyze and report data related to their intervention.

#### **Priority Strategies**

The proposed interventions should aim to not only address the Core Areas above, but they should also seek to:

- **Identify/Explore** sustainable strategies that can be shared, duplicated and/or expanded with minimal resources beyond the life of the grant;
- **Empower and mobilize** targeted community residents with training, education, activities, and resources to address both primary and secondary Teen Pregnancy Prevention;
- **Implement innovative** (evidence based/ evidence informed) approaches to address the long-standing causes of the high incidence of Teen Pregnancy in the District of Columbia, and failures in prior Teen Pregnancy Prevention interventions;
- **Increase access** to information and resources related to preventing Teen Pregnancy in the target community;
- **Maintain institutional capacity** to implement the selected evidence-based/evidence informed model in the targeted neighborhoods or settings, and;
- **Facilitate linkages and leverage community and government resources** within priority settings and populations.

#### **Priority Populations**

The proposed interventions should target two target populations:

- Program One-Primary Prevention: Teenage girls aged 14-19 who reside and/or attend school in Wards 5, 7 and 8.

- Program Two-Secondary Prevention: Teenage mothers aged 14-19 who reside and/or attend school in Wards 5, 7 and 8.

### **Priority Settings**

The proposed interventions should be implemented in settings that meet the following criteria:

- Public Middle and High Schools in District Wards 5, 7 and 8.
- Wards with the highest rates of Teen Pregnancy (Wards 5, 7 and 8)

## **V. APPLICATION SECTIONS**

### **A. Project Abstract**

Provide a summary of the application. The abstract is often distributed to provide information to the public and DC City Council. The project abstract (template provided in Appendix C) should be drafted as a standalone document that it is clear, accurate, concise, and without reference to other parts of the application. Include the project abstract as Attachment A, not to be counted in the narrative page limit.

The project abstract must be single-spaced and limited to one page in length and include the following:

- Summary of the Application: Briefly describe the project's proposed purpose. Include the program activities used to attain the goals of the project.
- Need to be Addressed: Briefly state the principal needs and problems which are addressed by the project.
- Population to be Served: Briefly describe the population that you will serve.
- Major Goal and Objectives: Identify the major goal(s) and objectives for the project period.
- Proposed Services: Provide a description of the services to be provided by this project.
- Total Service Capacity: Provide a description of the number of individuals that will be provided services by this project.

### **B. Background and Need**

Describe the area in which the project will be located and the intervention population to be served, including population size, and other characteristics. Where feasible and appropriate use local data to describe the health status of the intervention population, including health disparities that characterize the population.

### **C. Organizational Capacity**

- Describe experience in serving the target population(s).
- Describe past experience implementing program and services within the priority setting.
- Please explain how long you have provided services and describe what kinds of services have been provided, the outcomes of services you provided, and your relationship with the community.
- Describe existing and additional required staff (if any), qualifications, and responsibilities. For vacant proposed positions, identify duties, responsibilities and projected time line for recruitment and time-limited hiring. CV, resumes, position descriptions, and organizational charts may be submitted as Attachment H.
- Describe how funding will support strategies that align with the goals of the initiative.
- Describe fiscal practices to capture funds leveraged from other sources.
- Describe the agency's experience implementing quality improvement activities.
- Describe sustainability for continuation of the initiative; including additional sources of funding the program will pursue.

#### **D. Partnerships, Linkages, and Referrals**

- Describe past successes working with DC Public Schools (DCPS), DC Public Charter Schools, and organizations in other sectors to advance a community or public health goal and achieve improved community outcomes.
- Provide Letters of Intent and evidence of connections with other schools and organizations pertinent to the accomplishment of the selected outcome measures, which shall be submitted as Attachment E.
- Explain the process for tracking linkages and their outcomes, and how collecting and reporting data on referrals.

#### **E. Implementation Narrative and Work Plan**

- Describe selected strategies/interventions and how they will be implemented to achieve program goals, objectives and outcome measures.
- Outline the reasoning for selecting the proposed objectives and activities, including an assessment of the current needs and assets in the community and indicate plans for sustainability and leveraging resources. Describe how objectives will maximize public health impact of Teen Pregnancy Prevention funding (as measured by strength of proposed strategies, frequency of exposure, number of people affected, degree to which health disparities will be reduced or healthy equity achieved, or contribution to innovation of viable new approaches).
- Include a Work Plan that includes all of the elements found in the work plan template provided in Appendix B. The work plan should propose Process and

Outcome Objectives; identify selected activities; describe key milestones/indicators, and timelines; estimate reach, identify lead individuals or organizations, and data sources for performance monitoring. Objectives should be SMART Objectives (Specific, Measurable, Achievable, Relevant, and Time-Framed). Include your Work Plan as Attachment B.

- Describe plans for collecting data on the selected outcome measures cited in the work plan.
- Describe how lessons learned will be captured and disseminated.

#### **F. Evaluation Plan**

- Describe how the evaluation will be conducted, which should include evaluation questions and evaluation design.
- Articulate the proposed evaluation methods, measurement, data collection, sample and sampling (if appropriate) and analysis.
- Your Evaluation Plan must include both process and outcome evaluation components.
- Include a logic model that demonstrates the linkages between the proposed planning and implementation activities and the outcomes that these are designed to achieve.
- Demonstrate evidence of organizational experience and capability to coordinate, support planning, and implementation of a comprehensive evaluation of a program.

#### **G. Budget Justification and Narrative**

Include the budget justification and narrative as separate attachments, not to be counted in the narrative page limit. The line item budget justification and narrative should include funding to support all requirements of the RFA, be directly aligned with the stated goals, objectives, outcomes and milestones in the work plan, and training requirements.

## **VI. EVALUATION CRITERIA**

Eligible applications will be assessed in each area to the extent to which an applicant demonstrates:

#### **A. Background and Need (10 Points)**

- Does the application demonstrate a clear understanding of the needs, gaps, and issues affecting the selected population(s) and documents a clear need for the proposed program interventions?

- Does the application demonstrate current capacity to perform the work of the RFA as described in the application submitted, including past successes in improving health outcomes?

**B. Organizational Capacity (30 Points)**

- Does the application demonstrate experience in serving the target population(s), including at least two years' experience providing services to adolescents and/or reproductive age teen women between the ages of 15-19 years of age?
- Does the applicant emphasize past experiences within the District of Columbia, working with DCPS, DCPCS, and community based organizations?
- Does the application demonstrate that proposed staff or key persons and recruitment and training plans are consistent with the applicant's ability to carry out proposed activities?
- Does the application demonstrate how funding will align to provide adequate resources to accomplish the goals of the initiative?
- Does the application demonstrate adequate fiscal management plans and reporting systems to comply with the reporting requirements?
- Has the applicant provided a strong sustainability plan which identifies additional sources of funding to leverage and the ability to capture and report that information?

**C. Partnerships, Linkages, and Referrals (10 Points)**

- Does the application demonstrate the applicant's experience and past success collaborating with DCPS and DCPCS?
- Does the application demonstrate how organization activities support the applicant's ability to carry out activities under this program?
- Does the application demonstrate partnership and linkages support the applicant's ability to implement the described program?
- Are appropriate letters of support included, clearly outlining a commitment to proposed activities?

**D. Implementation Narrative & Work Plan (35 points)**

- Does the implementation plan include an annual work plan; to include a chronological list and description of activities to be performed, the responsible person and target dates for completion, and anticipated outcomes?
- Does the applicant's proposed plan present a cohesive set of strategies/activities? How well do the proposed strategies address the selected outcome measures for the intervention population, including in relation to health disparities and/or health equity?

- Does the implementation plan demonstrate the proposed strategies strive to maximize public health impact of Teen Pregnancy Prevention funding (as measured by strength of proposed strategies, frequency of exposure, number students reached, degree to which health disparities will be reduced or healthy equity achieved, or contribution to innovation of viable new approaches)?
- Does the applicant demonstrate proven ability to effectively engage and involve the targeted populations or communities, including implementation of culturally and age appropriate strategies?
- Does the applicant provide estimated population reach for selected outcomes and objectives?
- Demonstrate that the proposed plan provides a foundation for sustainability efforts.
- Are outcome objectives SMART and do milestones represent a logical and realistic plan of action for timely and successful achievement of outcome objectives?

**E. Evaluation Plan (15 points)**

- Does the applicant’s evaluation plan demonstrate how the proposed intervention will be evaluated from both a process and an outcome perspective?
- Does the applicant’s proposal identifies methods for conducting process evaluations related to the objectives and how the organization will use this information to make changes in the proposed intervention?
- Does the proposed evaluation design appropriately address the question or questions of interest?
- Does the project plan include sufficient resources to effectively carry out the proposed evaluation?
- Did the applicant submit a well-conceived logic model?

**F. Budget and Budget Narrative (Reviewed, but not scored)**

- Is the itemized budget for conducting the project and the justification reasonable and consistent with stated objectives and planned program activities?

**VII. APPLICATION SUBMISSION**

**A. Application Package **Order****

A complete Application Package shall contain **and be structured in** the following **order**:

1. Application Receipt (Appendix E)
2. Application for Funding (Appendix E)
3. Project Abstract (Appendix C)
4. Table of Contents
5. Project Narrative (See Section VII B - Application Elements)
6. Attachments (See Application VII B – Application Elements)
7. Assurance & Certification Packet (See Section VII E – Assurances)

## **B. Application Elements - Project Narrative & Attachments**

- Executive Summary
- Background & Need
- Organizational Capacity Description
- Partnership, Linkages and Referrals Description
- Project Narrative
- Evaluation Plan
- Attachments:
  - Project Abstract (Attachment A - Required Template )
  - Work Plan (Attachment B- Required Template)
  - Logic Model (Attachment C)
  - Budget (Attachment D - Required Template – Not Scored)
  - Letters of Intent(Attachment E)
  - Data Collection Instruments/Interview Protocols (Attachment F)
  - Sample Consent Forms (Attachment G)
  - Position Descriptions/Resumes (Attachment H)

## **C. Pre-Application Conference**

A Pre-Application Conference will be held on **Friday, October 2, 2015, from 11:30 a.m. to 1:00 p.m.** The meeting will provide an overview of CHA's RFA requirements and address specific issues and concerns about the RFA. No applications shall be accepted by any DOH personnel at this conference. Do not submit drafts, outlines or summaries for review, comment and technical assistance.

The Pre-Application conference will be held at:

**District of Columbia Department of Health  
Community Health Administration  
3rd Floor  
899 North Capitol Street NE  
Washington DC 20002**

## D. Internet

Applicants who received this RFA via the Internet shall provide the District of Columbia Department of Health, **Community Health Administration** with the information listed below, by contacting **Vinetta Freeman** via email, [vinetta.freeman3@dc.gov](mailto:vinetta.freeman3@dc.gov);

Please place “**RFA Contact Information**” in the subject box.

Name of Organization  
Key Contact  
Mailing Address  
Telephone and Fax Number E-mail Address

This information shall be used to provide updates and any addenda to the RFA.

## E. Assurances & Certifications

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).

### 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

### 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.

## **F. Format**

Applicants should prepare the application in accordance with the following guidelines:

- Font size: Times New Roman or Arial 12-point unrounded
- Spacing: Double-spaced
- Paper size: 8.5 by 11 inches
- Page margins: 1 inch
- Printing: Only on one side of page
- Binding: Only by metal (binder) clips or by rubber bands; do not bind in any other way.
- **Page limit: 80 pages including the following:**
  - Project Abstract
  - Executive Summary
  - Background & Need
  - Organizational Capacity Description
  - Partnership, Linkages and Referrals Description
  - Project Narrative
  - Evaluation Plan
  - Attachments:
    - Project Abstract
    - Work Plan
    - Logic Model
    - Letters of Intent
    - Data Collection Instruments/Interview Protocols
    - Sample Consent Forms
    - Position Descriptions/Resumes

## **G. Submission**

Submit **four (4) hard copies** (one marked “Original” and three additional copies) and **one (1) electronic copy via a flash drive** to the Community Health Administration (CHA) **on or before 4:00 pm on Friday, October 23, 2015.** Applications delivered after the deadline will not be reviewed or considered for funding.

### **Applications must be delivered to:**

District of Columbia Department of Health  
 Community Health Administration  
 3rd Floor  
 899 North Capitol Street NE  
 Washington DC 20002

## **H. Contact Information**

### **Grants Management**

Bryan Cheseman  
Office of Grants Monitoring & Program Evaluation  
DC Department of Health  
Community Health Administration  
Government of the District of Columbia  
899 North Capitol Street, N.E., 3rd Floor, Washington, DC 20002  
Email: [bryan.cheseman@dc.gov](mailto:bryan.cheseman@dc.gov)

### **Program Contact**

Vinetta Freeman  
Division Chief, Child and Adolescent Health Division  
Child, Adolescent, School Health Bureau  
Community Health Administration  
DC Department of Health  
899 North Capitol Street, NE  
Washington, DC 20002  
Email - [vinetta.freeman3@dc.gov](mailto:vinetta.freeman3@dc.gov)

## **VIII. REVIEW AND SCORING OF APPLICATION**

### **A. 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.

### **B. 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.

### **C. 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.

## **IX. APPENDICES**

### **A. Appendix A: Definitions**

For purposes of this RFA, the following terms shall have the meanings ascribed below:

**Implementation Plan** - Plan that describes the process and resources needed to carry out a program. The plan contains brief description of the major tasks involved in carrying out the program; and, the overall resources needed to support the program effort (such as hardware, software, facilities, materials, frameworks and personnel)

**Life Course Health Development Framework (LCHD)** – In 2002, Neal Halfon and Mils Hochstein probed LCHD to explain “how different environmental, physiological, behavioral, and psychological contexts influence risk profiles and long term health development trajectories. <http://link.springer.com/article/10.1007%2Fs10995-013-1346-2>

**Program Staff** - All the people employed by a particular organization to carry out a program. Also included in the term Program Staff is DOH administrative staff and sub-contracted direct service staff.

## B. Appendix B: Work Plan Template

**Applicant Organization:**

**Contact Person:**

**Telephone:**

**Email Address:**

**Estimated Reach:**

**DOH RFA#**

**RFA Title:**

**Project Title:**

**Total Request \$:**

**Cost Per Participant:**

CHA\_SBTTPP09.23.15

### PROPOSED WORK PLAN

**GOAL 1: Insert in this space one proposed project goal.** *Proceed to outline administrative and project objectives, activities and targeted dates in the spaces b*

#### *Measurable Objectives/Activities:*

Objective #1.1:

Key Indicator(s):

Key Partner(s):

Key Activities Needed To Meet This Objective:

- 1.
- 2.
- 3.

Objective #1.2:

Key Indicator(s):

Key Partner(s):

Key Activities Needed To Meet This Objective:

- 1.
- 2.
- 3.

*Continue with this format to outline additional goals and related process objectives*

**C. Appendix C: Project Abstract**

**RFA # CHA\_SBTTP\_09.23.15**

<b>Project Abstract</b>	
<b>Project Title”</b>	
<b>Applicant Organization Name:</b>	
<b>Organization’s Address:</b>	
<b>Project Director (PD):</b>	
<b>PD’s Phone Numbers:</b>	
<b>PD’s Email Address:</b>	
<b>Total Funding Request:</b>	
<b>Mark all the DC Wards the applicant will serve with the grant, if funded:</b>	
1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____	

**Summary of the Application:**

**Need to be Addressed:**

**Population to be Served:**

**Major Goal and Objectives:**

**Proposed Services:**

**Total Service Capacity**

**D. Appendix D: Budget Format**

**RFA # CHA\_SBTTP\_09.23.15**

For additional guidance <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>

The following is a sample format to complete you budget narrative

**A. Salaries and Wages**

**Total: \$**

Name	Position Title	Annual Salary	Time	Months	Amount Requested
		\$			\$
		\$			\$

**Position Descriptions/Justifications:**

Program Director

Brief description of role and key responsibilities.

Position Title # 2

Brief description of role and key responsibilities.

Position Title # 3

Brief description of role and key responsibilities.

**B. Fringe Benefits**

**Total: \$**

*Fringe benefits are applicable to direct salaries and are treated as direct costs.*

**C. Consultants/Contracts**

**Total: \$**

Contractor #1		
<b>Name of Contractor</b>		
<b>Method of Selection</b> (check appropriate box)	Sole Source*	Competitive
<b>*If Sole Source</b> - include an explanation as to why this institution is the only one able to perform contract services		
<b>Period of Performance</b>	Start Date of	End Date of Contract

<b>Scope of Work</b> Written as outcome measures Specify deliverables Relate to program objectives/activities	
<b>Method of Accountability</b> (describe how the contract will be monitored)	
<b>Budget</b>	

**D. Equipment** **Total: \$**

**E. Supplies** **Total: \$**

*Example:* General office supplies (pens, paper, etc.) (Example: 18 months x \$300/year x 2 staff) \$1,200.00

The funding will be used to furnish the necessary supplies for staff to carry out the requirements of the award.

**F. Travel** **Total: \$**  
Provide details and rationale for proposed in-state and out of state travel

**G. Other** **Total: \$**  
Provide details and rationale for any other items required to implement the award.

**H. Total Direct Cost** **Total: \$**

<b>Salary and Wages</b>	\$
<b>Fringe</b>	\$
<b>Contracts</b>	\$
<b>Equipment</b>	\$
<b>Supplies</b>	\$
<b>Travel</b>	\$
<b>Other</b>	\$
<b>TOTAL DIRECT</b>	\$

**I. Total Indirect Cost**

**Total: \$**

Indirect cost is calculated as a percentage of total direct costs (Direct Costs \$            x 10%)

**J. Total Financial Request Summary**

Salary and Wages	\$
Fringe	\$
Contracts/Consultant	\$
Equipment	\$
Supplies	\$
Travel	\$
Other	\$
<b>Total Direct</b>	\$
<b>Indirect Cost</b>	\$
<b>Total Financial Request</b>	\$

## E. Appendix E: Application for Funding

 <b>District of Columbia Department of Health</b> <b>Application for Funding</b>			
<b>RFA #</b>	SBTPP_09.23.15	<b>RFA Title:</b>	School Based Teen Pregnancy Prevention Program
<b>Release Date:</b>	September 23, 2015	<b>DOH Administrative Unit:</b>	Community Health Administration
<b>Due Date:</b>	October 23, 2015	<b>Fund Authorization:</b>	Pursuant to FY 16 District Appropriated Funds
<input type="checkbox"/> <b>New Application</b> <input type="checkbox"/> <b>Supplemental</b> <input type="checkbox"/> <b>Competitive Continuation</b> <input type="checkbox"/> <b>Non-competitive Continuation</b>			
The following documents must be submitted to complete the Application Package: <ul style="list-style-type: none"> <li><input type="checkbox"/> DOH Application for Funding (including DOH &amp; Federal Assurances &amp; Certifications)</li> <li><input type="checkbox"/> Project Narrative (as per the RFA Guidance)</li> <li><input type="checkbox"/> Project Work Plan (per the RFA Guidance)</li> <li><input type="checkbox"/> Budget and Narrative Justification</li> <li><input type="checkbox"/> All Required attachments</li> <li><input type="checkbox"/> Assurances and Certification Package</li> </ul>			
Complete the Sections Below. All information requested is mandatory.			
<b>1. Applicant Profile:</b>		<b>2. Contact Information:</b>	
Legal Agency Name:		Agency Head:	
Street Address:		Telephone #:	
City/State/Zip		Email Address:	
Ward Location:			
Main Telephone #:		Project Manager:	
Main Fax #:		Telephone #:	
Vendor ID:		Email Address:	
DUNS No.:			
<b>3. Application Profile:</b>			
Select One Only:	<b>Program Area:</b>		<b>Funding Request:</b>
	[ ] Adolescent-Friendly Health Services		\$
	[ ] Community-Clinical Linkages		\$
	[ ] Long Acting Reversible Contraception		\$
	[ ]		\$
	[ ]		\$

**Proposal Description: 200 word limit**

---

Name & Title of Authorized Representative

---

Date



## **G. Appendix G: Assurances and Certifications**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**  
**Statement of Certification for a DOH Notice of Award**

- A. The Applicant has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. The Applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. The Applicant certifies that all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. The Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. The Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the awarding Agency, the Applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the award, or the ability to obtain them;
- I. That the Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- J. That the Applicant has a satisfactory record of performing similar activities as detailed in the award or, if the award is intended to encourage the development and support of organizations without significant previous experience, that the awardee has otherwise established that it has

the skills and resources necessary to perform the award. In this connection, Agencies may report their experience with an awardee's performance to OPGS which shall collect such reports and make the same available on its intranet website.

- K. That the Applicant has a satisfactory record of integrity and business ethics;
- L. That the Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the award, or the ability to obtain them;
- M. That the Applicant is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant 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 award 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 applying organization, I hereby certify that the applicant, if awarded, will comply with the above certifications.

---

Applicant Name

---

Street Address

---

City

---

State

---

Zip Code

---

Application Number and/or Project Name

---

Applicant IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

Signature

---

Date



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**  
**Statement of Assurances to Comply with Federal Assurances**

The Awardee 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 Award -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Awardee assures and certifies that:

1. It possesses legal authority to apply for the award; that a resolution, motion or similar action has been duly adopted or passed as an official act of The awardee'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 Awardee 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 Awardee.
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 ensure 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 award, 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 Awardee 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 (awards over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC chap. 85 et 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 applying organization, I hereby certify that the applicant, if awarded, will comply with the above certifications.

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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Application Number and/or Project Name

\_\_\_\_\_  
Applicant IRS/Vendor Number

\_\_\_\_\_  
Typed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**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**

Awardees should refer to the regulations cited below to determine the certification to which they are required to attest. Awardees 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 an award agreement over \$100,000, as defined at 28 CFR Part 69, the Awardee 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.
- (d) 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;
- (e) The undersigned shall require that the language of this certification be included in the award documents that awardees 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 Awardee 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 Awardee 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 Awardee 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 Awardee'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 Awardee'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 award 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 award, 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 the Community Health Administration, 899 North Capitol Street NE, Room 3115, Washington, DC 20002. Notice shall include the identification number(s) of each effected awardee.
- (10) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
  - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- (11) The Awardee may insert in the space provided below the sites) for the performance of work done in connection with the specific award:

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 award, 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 award; and

(13) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: D.C. Department of Health, 899 N. Capitol St., NE, Washington, DC 20002.

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

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Applicant Name

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Street Address

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City

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State

---

Zip Code

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Application Number and/or Project Name

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Applicant IRS/Vendor Number

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Typed Name and Title of Authorized Representative

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Signature

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Date