

**Request for Applications (RFA)  
RFA # DHS-HLT-2017**



**Government of the District of Columbia  
Department of Human Services  
Family Services Administration (FSA)**

**RFA Title: Hotline and Transportation Program**

**RFA Release Date: July, 5 2016**

**Application Submission Deadline:  
August 2, 2016 at 3:00 p.m., Eastern Standard Time (EST)**

**Pre-application Conference: July 19, 2016  
3:00 p.m. - 4:30 p.m., EST  
64 New York Avenue, NE  
Washington, DC 20002**

**The following terms and conditions are applicable to this and all Requests for Applications (RFA) issued by the District of Columbia Department Human Services (DHS):**

1. Funding for an award is contingent on continued funding from the DHS grantor or funding source.
2. The RFA does not commit DHS to make an award.
3. DHS reserves the right to accept or deny any or all applications, if DHS determines it is in the best interest of DHS to do so. DHS shall notify the applicant if it rejects that applicant's proposal.
4. DHS may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS 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. DHS 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. In addition, DHS may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DHS 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. DHS shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; 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 [www.opgs.dc.gov](http://www.opgs.dc.gov) (Citywide Grants Manual and Sourcebook).**

✓	<b>Checklist for RFA Application</b>
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.C.1. of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section VIII.C.: 2-Program Narrative, 3-Proposed Project Plans, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications must not exceed 12 pages. Note: Attachments and appendices do not count toward the page limit.
	Program Budget and Budget Narrative Justification (Attachment D) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
	Proposed Work Plan (Attachment F) is complete and complies with the work plan form.
	Appendix 1: Certifications and Assurances listed in Attachments B and C are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of non-profit corporation status, if applicable.
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Appendix 8: Proposed organizational chart.
	Appendix 9: Memoranda of Understanding from key community partners documenting their specific support for the delivery of Hotline and Transportation Program services.
	Appendix 10: Proposed staff resumes.
	Appendix 11: Proposed staff job descriptions.
	Appendix 12: Signed letter stating that the applicant will market the initiative as a DHS/FSA Hotline and Transportation Program and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Hotline and Transportation Program.
	Appendix 13: District of Columbia Business License.
	Appendix 14: Annual report or other documentation of a history of supporting individuals experiencing homelessness or at imminent risk of becoming homeless.
	Appendix 15: Certificate of Good Standing.
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, and project name using the DHS/FSA Receipt Form (Attachment E).
	Applicant submitted the required six (6) copies of the proposal. Of the six (6) copies, one (1) copy was stamped "original."

The application must be submitted no later than 3:00 p.m., Eastern Standard Time (EST) by the deadline date of **August 2, 2016**, to DHS/FSA, c/o William Miller, 64 New York Avenue, NE, 5th Floor, Washington, DC 20002. Applications accepted at or after 3:01 p.m. will not be forwarded to the Review Panel for funding consideration.

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## **Appendices**

- Appendix 1: Certification and Assurances (Attachment B and C)
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of non-profit corporation status, if applicable
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, note board titles of officers.
- Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
- Appendix 8: Proposed organizational chart for the Hotline and Transportation Program
- Appendix 9: Minimum of two (2) Memoranda of Understanding from key community partners documenting their specific support for proposed hotline and transportation services.
- Appendix 10: Proposed staff resumes
- Appendix 11: Proposed staff job descriptions
- Appendix 12: Signed letter stating that the applicant will market the entity as a DHS/FSA Hotline and Transportation Program and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for hotline and transportation services.
- Appendix 13: District of Columbia Business License
- Appendix 14: Annual report or other documentation of a history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless.
- Appendix 15: Certificate of Good Standing

**District of Columbia Department of Human Services (DHS)  
Family Services Administration (FSA)  
Request for Applications (RFA)**

**Hotline and Transportation Program RFA No. DHS-FSA-HLT-2017**

**Section I: AUTHORITY FOR THE GRANT**

The Director of DHS has grant making authority pursuant to D.C. Code § 4-756.01 of the “Homeless Services Reform Act of 2005”, as amended, effective October 22, 2005, D.C. Law 16-296.

**Section II: SUMMARY AND PURPOSE OF THE GRANT**

DHS is seeking interested, eligible, and qualified applicants to apply to establish the Hotline and Transportation Program for the Family Services Administration (FSA). The Hotline and Transportation Program are critical services for individuals and families that are experiencing homelessness.

The goal is to establish a program that provides hotline management, outreach, and transportation services to single adults and families that are experiencing homelessness. The Hotline and Transportation Program services include:

1. Hotline phone management
2. Scheduled transportation to and from shelters
3. Unscheduled transportation to and from shelters
4. Operations during non-business hours in hypothermia season
5. Outreach services

Under this RFA, the following statements and definitions are applicable:

1. **Adequate nighttime residence** - A housing accommodation that is not likely to jeopardize the health, safety, or welfare of its occupants.
2. **Adult** - any individual who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor under District Law.
3. **Administrative Review** – A legal process to determine a resolution as a result of a fair hearing request.

4. **Delivery Services** - Services needed to deliver supplies between shelter sites. This service also includes delivery to individuals and families that move between or out of shelter.
5. **Apartment Style** - A housing unit that has separate cooking facilities and other basic necessities to enable families to prepare and consume meals; bathroom facilities for the use of the family; and separate sleeping quarters for adults and minor children in accordance with the occupancy standards of Title 14 of the D.C. Municipal Regulations.
6. **At-Risk Population** - Those persons who are in imminent danger of homelessness and are at risk of losing their permanent housing due to inhabitable living conditions and/or receipt of an eviction notice.
7. **Case Management** – A service that engages homeless individuals and families and provide assistance in: identifying barriers, needs and strengths; developing goals; identifying resources and support; and, connecting homeless individuals and/or families residing in a shelter or other homeless services programs within the Continuum of Care to the needed resources, supports and supportive services to achieve identified goals.
8. **Client** - An individual or family seeking, receiving, or eligible for publicly funded services within the Continuum of Care.
9. **Community for Creative Non-Violence** – A single adult shelter located at 425 2nd Street, N.W. managed by a Board of Directors.
10. **Continuum of Care** - An evolving and comprehensive system of services for individuals and families who are homeless or at risk of becoming homeless designed to serve clients based on their individual level of need. The Continuum of Care may include crisis intervention, outreach and assessment services, hypothermia services, shelter, transitional housing, permanent supportive housing referral services, and other supportive services.
11. **Congregate Style** – A shelter facility or unit that consists of shared common areas, bathrooms, dining areas and consists of private or shared sleeping areas/rooms.
12. **Daily Census** – The tracking of available and occupied beds/units at shelters within the Continuum of Care. The daily census is compiled each evening and reported each day. The purpose of the daily census is to track capacity within the Continuum of Care as well as the demand for shelter/housing.
13. **Day/Feeding Program** – A program or service that offers day respite and other services that may include: food, case management, social services, clothing, and referrals to other services.
14. **Department** - The District of Columbia Department of Human Services or any successor organizational unit (in whole or in part).
15. **Engagement** - Engagement occurs when each of the following occurs:
  - a. a person who is homeless is willing to interact with a homeless services or mental health worker;
  - b. there are multiple contacts;

- c. there is continuity in the contacts of either a referral or connection to another provider or the homeless person has an awareness of the role of the homeless services or mental health worker; and
  - d. there is a record of the contacts.
16. **Family** – A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and/or statements reasonably tend to demonstrate that they intend to remain together as a family unit; or a pregnant woman in her third trimester.
17. **Vulnerability Index-Service Prioritization Decision Assistance Tool known as (VI-SPDAT) or (SPDAT)** - The Vulnerability Index is a tool for identifying and prioritizing the homeless population for housing according to the fragility of their health. The SPDAT is an evidence-informed approach to assessing an individual's or family's acuity. The VI-SPDAT tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person or family's life where support is most likely necessary in order to avoid housing instability. Co-occurring social and medical factors are the primary factors that contribute to homelessness. The VI-SPDAT was created through the merger of the Vulnerability Index, as owned and made popular by Community Solutions, and the SPDAT Pre-screen Tool, which is part of the SPDAT tool suite owned and created by OrgCode Consulting, Inc.
18. **Homeless Management Information System (HMIS)** - A software application designed to record and store client-level information on the characteristics and services needs of people experiencing homelessness. Each CoC maintains its own HMIS, which can be tailored to meet local needs, but also must conform to HUD HMIS Data and Technical Standards.
19. **Homeless Person or Family**– An individual or family who lacks a fixed, regular, and adequate nighttime residence or the financial ability to immediately acquire one, including any individual or family who is fleeing, or is attempting to flee, domestic violence, and who have no other residence and lack the resources or support networks to obtain safe housing; or has a primary nighttime residence that is:
- a. A supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
  - b. A public or private place not designed for, ordinarily used as, a regular sleeping accommodation for human beings.
20. **The District of Columbia's Permanent Supportive Housing Program** – District operated program encompassing an innovative approach to ending homelessness for chronically homeless individuals and families with histories of homelessness who are vulnerable. Elements of the program include: identifying the most vulnerable homeless individuals and families who have been homeless the longest and moving them quickly into permanent housing with rental subsidies and ongoing case management/supportive services.

21. **Hypothermia Shelter/Beds** - A public or private building that the District shall make available whenever the actual or forecasted temperature, including the wind chill factor, falls below 32 degrees Fahrenheit, in order to provide 24-hour shelter to families and 24 hour shelter to individuals (during aforementioned weather conditions only) who are homeless and cannot access other shelter. Specific beds may be designated as hypothermia beds at shelters, facilities and programs that are not categorized as hypothermia shelters. Hypothermia shelters/beds may be designated as seasonal (once opened initially they shall stay open every night for the season) or alert only (only open when hypothermia alerts are called). Hypothermia shelters/beds may be used (at the discretion of the District) outside of the season based on need.
22. **Individual** - Any man or woman who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor under District Law.
23. **Interagency Council on Homelessness (ICH)** - The city-wide council made up of District agency directors, representatives from the homeless provider community, homeless advocates and current/formerly homeless individuals. The council is chaired by the City Administrator and formulates policy for homeless services. It is mandated by the Homeless Services Reform Act.
24. **Low-Barrier/Emergency Shelter** - an overnight housing accommodation for individuals, who are homeless, provided directly by, or through contract with the District, for the purpose of providing shelter to individuals without imposition of identification, time limits, or other program requirements.
25. **Peer Outreach Specialist** - A Peer Outreach Specialist is an individual that supports the functions of our Street Outreach model while on route with the driver. The Peer Outreach Specialist will seek and assist homeless single individuals that may need help with transportation, delivery, or shelter services. The Peer Outreach Specialist will engage into homeless single individuals at an entry level with standard assessments, basic entry into HMIS, and assistance in shelter services.
26. **Permanent Housing** – Program/service that provides affordable housing (typically with a rental subsidy that is not time-limited) to homeless individuals and/or families.
27. **Permanent Supportive Housing** - Program/service that provides permanent housing (typically with a rental subsidy) and supportive services to homeless individuals and/or families. Individuals and/or families housed through this program/service type are expected to receive ongoing supportive services. Housing may be site-based or scattered sites.
28. **Point in Time Survey** – An annual regional enumeration of the homeless population conducted by the Metropolitan Washington Council of Governments (COG) for persons who are living on the streets, in emergency shelters, in transitional and permanent housing, or otherwise homeless and in need of help to obtain safe shelter.

29. **Prevention Services** - Those services that assist persons in crisis while creating new resources and service methodologies that reduce the incidence of crisis and prevent an individual or family from becoming homeless. Services typically include financial assistance.
30. **Resident of the District** - An individual or family who is living in the District of Columbia voluntarily, not for a temporary purpose, and has no current intention of moving from the District. The term “resident of the District” shall be interpreted and applied in accordance with section 4-205.03 of the D.C. Code.
31. **Scattered Site(s)** - Housing that is scattered in multiple buildings/homes/sites. Typically privately owned/operated buildings/homes that are leased to program clients by the landlord and the program provides rental subsidies.
32. **Self-sufficiency** - A functional and economic state based on the provision of services that result in less dependency on governmental support systems while at the same time, maintaining permanent housing and employment.
33. **Service Plan** - A written plan, developed and agreed upon by both the Service Provider and the client, consisting of time-specific goals and objectives designed to promote self-sufficiency and attainment of permanent housing; these goals and objectives are based on the client’s individually assessed needs, desires, strengths, resources, and limitations.
34. **Service Provider** – Contractor or subcontractor that provides direct shelter and related services.
35. **Severe Weather Conditions** - Refers to outdoor weather conditions whenever the actual or forecasted temperature, including the wind chill factor or heat index, falls below 32 degrees Fahrenheit or rises above 95 degrees Fahrenheit.
36. **Site Based** - A housing/homeless program that is centralized in one or more specific building(s)/facility(ies) in which all (or most) occupants/tenants are participants in the same program.
37. **Street Outreach** – Refers to the act of identifying homeless individuals and families living on the streets and engaging them in shelter and supportive services. Additionally, street outreach includes the distribution of blankets, socks, hats, gloves and other supplies and materials to protect the homeless living on the street from exposure to the elements, specifically severe weather conditions. The Street Outreach program model is described as follows:
  - a. Coordination with community-wide outreach network to cover assigned geography;
  - b. Relationship building to engage hard to reach homeless;
  - c. Assessment using VI-SPDAT;
  - d. Safety and Crisis Assessments conducted;
  - e. Mental health and substance use screening and connection to treatment and health professionals (as needed);

- f. Assistance connecting to needed benefits (e.g., TANF, SNAP, SSI/SSDI) and services (e.g., health, substance use treatment);
  - g. Assistance obtaining identification and/or other documentation;
  - h. Coordination with police officers to engage difficult clients and de-escalate situations; and
  - i. Provision of basic items to protect against the elements (blankets, socks, hats, water, etc.).
38. **Supportive Housing** - Transitional housing and permanent supportive housing.
39. **Supportive Services** - An array of social services aimed at enabling housing stability and the improved quality of life of an individual or family who is at risk of homeless, experiencing homelessness, or is formerly homeless and requires ongoing assistance. These services may include: employment; physical health; mental health; alcohol and other substance abuse recovery; child care; transportation; case management; and, other health and social service needs which, if unmet, may be barriers to obtaining or maintaining permanent housing.
40. **Temporary shelter** – Non permanent shelter accommodation that falls into one of the following types:
- a. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with the District, for the purpose of providing shelter and supportive services; or
  - b. A twenty-four (24) hour apartment style housing accommodation for individuals or families who are homeless, other than a severe weather shelter, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter and supportive services; or
  - c. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with or grant from the District, for the purpose of providing shelter and supportive services with a specific focus on a target population or service, a specific focus on issue/barrier for the homeless (e.g., mental health, disabilities, etc.), or both. These facilities programs are considered “specialty programs/shelters.” DHS, the Contractor and subcontractors shall partner with Federal and other District agencies (e.g., U.S. Department of Veterans Affairs, DC Department of Health, DC Department of Mental Health, DC Office on Aging, etc.) to connect clients in specialty shelters to mainstream services provided by these agencies. Additionally, as designated by DHS, the Contractor shall ensure that subcontractors at specialty shelters are certified to receive reimbursements for direct services provided to clients as applicable.

41. **Toiletries** – a personal care kit that may include soap, shampoo, shaving cream, razor, deodorant, toothpaste and toothbrush.
42. **Transitional Housing** - A twenty-four (24) hour housing accommodation provided directly by, or through a contract with the District, for individuals and families who are homeless; require a structured program of supportive services for up to two (2) years or as long as necessary in order to prepare for self-sufficient living in permanent housing; and consent to a Service Plan developed collaboratively with the Provider, which are designed to prepare individuals and Families for self-sufficient living and/or transitioning into permanent or permanent supportive housing.

### **Section III: BACKGROUND**

The mission of the Government of the District of Columbia's Department of Human Services (DHS) is to provide temporary support and assistance to low-income families and individuals while helping them maximize their potential for economic security and self-sufficiency. Within DHS, the Family Services Administration (FSA) provides protection, intervention, and supportive services to meet the needs of vulnerable adults and families experiencing or at risk of homelessness.

For twenty-three years, the District of Columbia's Continuum of Care (CoC) has worked to prevent and end homelessness among District residents. The CoC framework - now a requirement for every jurisdiction across the country that receives Federal funding – was first piloted by U.S. Department of Housing and Urban Development (HUD) in the District and five other jurisdictions. The focus of the CoC approach was to move homeless funding decisions to local communities, and to ensure a community-wide, data-driven planning process is used to produce a well-coordinated continuum of emergency shelter, supportive services, and permanent housing options to meet the unique needs of households experiencing homelessness.

Since the inception of the CoC approach, HUD has required that each community receiving Federal funding identify a lead entity to coordinate the community's data collection and planning activities and assemble the community's application for Federal funding.

Since the inception of the CoC model, the District's homeless services system has continued to grow and evolve. Several key pieces of legislation have had significant influence on size and scope of the City's homeless services system. In 1984, the City Council of the District of Columbia enacted The D.C. Right to Overnight Shelter Act, requiring the District to provide shelter to anyone in need when temperatures were at or below freezing. In 2005, the City passed the Homeless Services Reform Act (HSRA), which established standards for the programming provided within the CoC. These two pieces of legislation had a dramatic impact on the amount of local investment in homeless services in the years that followed. As investments in affordable

housing production and preservation waned, the District's investment in emergency shelter and services steadily grew.

In more recent years, sweeping changes at the Federal level have also prompted changes in the local landscape. Following years of research, demonstration projects, and direct experience, the Federal government has moved away from transitional approaches that required people experiencing homelessness to progress through a series of programs to demonstrate their "readiness" for permanent housing. Instead, they now promote (and prioritize for funding) programs that employ a "Housing First" approach. Housing First programs help people exit shelter as quickly as possible back into permanent housing, and providing the services once in housing to help them stabilize and retain that housing. Subsidies and services may be short term (such as the Rapid Re-Housing model), or long-term and intensive (such as Permanent Supportive Housing), or something in between. The Federal government also promotes the use of a common tool and protocol throughout the community for assessing clients and matching them to the right intervention (known as coordinated entry). These changes to Federal policy were codified in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The US Interagency Council on Homelessness (USICH) then released Opening Doors in 2010, the first comprehensive national strategic plan to prevent and end homelessness. Opening Doors served as a guide for communities around the country to undertake system wide change.

In March 2015, to align with these changes at the Federal level and to guide the City's work to transform its homeless service system, the District of Columbia Interagency Council on Homelessness (ICH) released Homeward DC. The plan is a data-driven strategy that models the investments needed over a five year period to eliminate chronic homelessness in the city, and to make homelessness rare, brief, and non-recurring. Homeward DC's implementation will include building infrastructure in the crisis response system, increasing the supply of and reducing barriers to supportive and affordable housing, increasing the economic capital of households, and focusing on homeless prevention efforts.

The District has made unprecedented investments in the Homeward DC plan, including millions of additional dollars for permanent and affordable housing. The Homeward DC Plan requires an expanded role for agencies across the District government, including the DC Housing Authority, the Department of Housing and Community Development, and the Department of Human Services, among others. However, while the City works to transform its homeless service system into one that focuses on permanent housing solutions, we must – at the same time – continue to meet the emergency needs of our vulnerable neighbors that are experiencing homelessness today. The Hotline and Transportation Program is critical in supporting DHS' efforts with hotline management, outreach, and transportation services.

## Section IV: ELIGIBILITY REQUIREMENTS

### A. Qualified Organizations

In order to be eligible, applicants must be able to enter into an agreement with DHS requiring compliance with all District of Columbia laws and regulations. The following are eligible and invited to submit applications:

1. A qualified nonprofit organization, including those with IRS 501(c)(3) or 501(c)(4) determinations
2. A qualified faith-based organization; or
3. A qualified private enterprise.

No mini-grants or sub-grants are permitted for any entity that is awarded funding under this RFA.

### B. Administrative Criteria

To be considered for review and funding, applications must meet all of the administrative criteria listed below. *Failure to meet any one of the following criteria will mean the application is ineligible for further review and award:*

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.
2. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
3. Narrative for Section VIII.C.: 2-Program Narrative, 3-Proposed Project Plans, 4-Grant, Fiscal, and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications **must not exceed 15 pages**. Note: Attachments and appendices do not count toward the page limit.
4. The Program Budget and Budget Narrative are complete and comply with the Budget forms listed as Attachment D of the RFA. The line item budget narrative describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
5. The Certifications and Assurances listed in Attachments B and C are signed.
6. See Section VIII.C.1.f. for a list of appendices.

7. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, and project name using the DHS/FSA Receipt (Attachment G). **Unsealed and unidentified applications will not be accepted.**
8. The applicant submits the required six (6) copies of their proposal. Of the six (6) copies, one (1) copy must be stamped “original.”
9. The application is submitted no later than 3:00 p.m., Eastern Standard Time (EST) by the deadline date of August 2, 2016 to DHS/FSA c/o William Miller , 64 New York Avenue NE, 5<sup>th</sup> Floor, Washington, DC 20002.

### **C. Indemnification**

Unless prohibited by law, the Grantee shall indemnify, defend, and hold harmless the District of Columbia and its officers, agents, and employees from any and all claims which are in any way connected to the grant. Unless prohibited by law, the Grantee shall require its principal contractors, subcontractors, sub-grantees, and/or vendors for this grant to do the same.

### **D. Insurance**

The applicant shall submit a certificate of insurance giving evidence of the required coverage outlined in the grant agreement. DHS will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

### **E. Compliance with Tax Obligations**

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

1. The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DHS defines “current” to mean that the document was completed within the same calendar year as that of the application date.
2. The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.
3. **If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its**

**status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.)

## **Section V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS**

DHS announces the availability of grant funds for the Fiscal Year 2017 (FY 2017) to fund up to five (5) grants to organizations to provide the Hotline and Transportation Program, within the District of Columbia.

For further information, please contact:

William Miller  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
(202) 645-5335  
[William.Miller2@dc.gov](mailto:William.Miller2@dc.gov)

Up to three million dollars (\$3,000,000.00) will be available to fund up to five (5) Hotline and Transportation Program grants. The grant(s) will be for a period of one (1) year from October 1, 2016 to September 30, 2017. The grant may be continued for up to four (4) additional option years based on documented project success and availability of funding. Grant recipients will be expected to begin project implementation on October 1, 2016 with DHS approval of the Work Plan and Budget, and Budget Narrative Justification.

## **Section VI: SCOPE OF WORK**

Each applicant proposing to establish the Hotline and Transportation Program must have the capacity to operate the entire program for the District of Columbia. The successful applicant will provide these services in conjunction with DHS and the Prime Contractor for the management of the CoC. The program must include the following elements:

1. The Grantee shall be responsible for the operation of hotline management, outreach, and transportation services to single adults and families that are experiencing homelessness

from specified locations to shelter and other program locations within the Continuum of Care;

- a. The Grantee shall establish and operate the program from its own facility;
2. The Grantee shall ensure that the program operates from 8:00 a.m. through 11:00 p.m. seven (7) days a week between April 16th and October 31st each year, which is non-hypothermia season;
3. The Grantee shall ensure that the program operates twenty four (24) hours a day, seven (7) days per week during hypothermia season, which is between November 1<sup>st</sup> and April 15<sup>th</sup> each year;
4. The Grantee shall ensure that it operates a toll free hotline phone system during all hours of operations when transportation services are provided;
  - a. The Grantee shall ensure live staff coverage is provided for the hotline at all times and respond to requests for transportation;
  - b. The Grantee shall log all hotline calls into an electronic database/system approved by DHS;
  - c. The Grantee shall provide and generate reports on system utilization for the District;
    - i. Reports shall minimally include the phone number, type, location, and the Grantee's response to calls;
  - d. The Grantee shall establish and ensure staff adhere to a code of conduct and work with clients in a professional manner;
5. The Grantee shall establish a communication protocol for all operations;
  - a. The Grantee shall ensure that the dispatcher provides all alerts and data to drivers in real-time;
6. The Grantee shall establish a data tracking system;
  - a. The Grantee shall track the total number of riders by location on a daily basis;
  - b. The Grantee shall provide data on the individual and aggregate levels (electronically);
  - c. The Grantee shall have HMIS integration and data sharing capabilities;

- i. HMIS data shall focus on identifying individuals and families (when possible) so that grantee and DHS can cross reference matches to housing resources such as PSH and/or outreach teams;
    - ii. The Grantee shall provide a monthly report of all HMIS data;
  - d. DHS shall provide final approval of all data reports and requirements;
- 7. The Grantee shall provide reports to DHS that include, but are not limited to: comfort supplies, supply consumption schedule, financial expenditure reports, vehicle mileage and maintenance logs, and shuttle unusual incident reports;
- 8. The Grantee shall ensure that the financial management system shall track expenditures by quantity of goods and/or services and line item category. Line item categories may include, but are not limited to, personnel costs, services (supportive and direct), administrative fees (i.e. supplies, materials, equipment), food, and other operating costs;
  - a. The Grantee shall ensure that it maintains and stores all original invoices and receipts in a secure location;
- 9. The Grantee shall ensure that is develops a system for maintaining records that includes:
  - a. A signed copy of the grant agreement and NOGA;
  - b. The RFA;
  - c. Measurable goals and performance targets;
  - d. Program budget;
  - e. Program budget shall include line item categories for all costs, which include personnel and non-personnel costs. Personnel costs shall include, at minimum, labor and fringe benefits by each position. Non-personnel costs shall include, at minimum, services (supportive and direct), administrative fees (i.e. supplies, materials, equipment), food, and other operating costs;
  - f. Program personnel list;
  - g. Job descriptions;
  - h. Organizational chart;
  - i. Organizational chart shall include all departments and personnel that are involved with any of the requirements in this scope;
  - j. Organizational budget;
  - k. Organization's most recent annual report;
  - l. Certificate of Occupancy;
  - m. Business license;
  - n. Signed certification of Prime Contractor's fiscal controls;
  - o. Lease agreements (if applicable);

- p. Insurance policies;
  - q. Workplace policies;
  - r. Workplace policies shall include, but are not limited to, all HR, operations, and administrative policies;
  - s. Evidence of coordination and collaborative agreements;
  - t. Certification of good standing to operate in the District of Columbia from the Department of Consumer and Regulatory Affairs;
  - u. Signed copy of the most recent audit or financial report;
10. The Grantee shall develop and submit standard operating procedures, policy documents, training plans, and a monitoring plan to DHS;
- a. The policy documents shall include a code of conduct policy that ensures staff interact with clients in a professional manner;
  - b. DHS shall review, approve, and/or modify the documents;
11. The Grantee shall develop and submit a monitoring plan to ensure that all services are in compliance with all applicable laws, regulations, practice standards, and provisions listed in the RFA and grant agreement.
12. The Grantee shall develop and submit a vehicle maintenance plan that includes, but is not limited to;
- a. Routine maintenance (e.g. oil changes, tire balance and rotations, wheel alignment, fluid replacement, etc.)
  - b. Minor repairs;
  - c. Major repairs;
  - d. Fueling;
13. The Grantee shall adhere to all District and federal rules and regulations for all services provided under this grant.
- a. The Grantee shall ensure that background check are applied to all positions per their function as listed in attachment I, Enhanced Suitability Screening Guide;
14. The Grantee shall ensure that scheduled transportation services to individuals and families that are experiencing homeless are provided in accordance to a schedule determined by DHS;

- a. The Grantee shall coordinate services with DHS and the Interagency Council of Homelessness (ICH) during hypothermia season under the guidance of the Winter Plan.
15. The Grantee shall develop and submit a transportation route to target specific locations where individuals or families that are experiencing homeless congregate.
  - a. DHS shall provide final approval and may request adjustments.
16. The Grantee shall ensure that unscheduled transportation services are only provided from street locations in the District to designated shelters and programs, unless authorized by DHS. Such examples include, but are not limited to, engagement events to and from shelter locations;
  - a. The Grantee shall coordinate services with DHS and the Interagency Council of Homelessness (ICH) during hypothermia season under the guidance of the Winter Plan.
17. The Grantee shall provide unscheduled or on-demand transportation to relocate families when there is a need to transfer one to five families from one shelter, including hotels, to another.
  - a. DHS shall initiate these moves and are anticipated to occur on a weekly basis;
18. The Grantee shall ensure that scheduled and unscheduled transportation is accessible in accordance with any local or federal disability rules, laws, or regulations as needed (e.g. single homeless adults and members of homeless families who have mobility impairments);
19. The Grantee shall develop and submit an outreach plan that includes, at minimum, welfare checks on clients;
  - a. DHS shall provide final approval and may request adjustments;
20. The Grantee shall provide transportation and outreach services for emergency situations and special events as designated and approved by DHS;
21. The Grantee shall provide street outreach services to individuals that are experiencing homelessness during the operational hours of the hotline and transportation services;

- a. During non-hypothermia season, the Grantee shall focus on services during 8:00am to 11:00pm;
  - b. During hypothermia season, the Grantee shall focus on services during 8:00pm to 3:00am;
  - c. The Grantee shall ensure staffing is sufficiently allocated with Peer Outreach and Engagement Specialists to support vehicle drivers in managing the provision of services, engage and build rapport with clients, and complete the appropriate assessment (VI-SPDAT or SPDAT) with willing individuals; and otherwise provide outreach services to individuals that are receiving hotline services (including safety checks, delivery of comfort items and transportation services);
  - d. Peer Outreach Specialists shall be staffed in addition to the driver (i.e. Peer Outreach Specialists cannot be the driver of a vehicle);
  - e. The Grantee shall make every effort to hire individuals who are currently and/or have previously experienced homelessness as Peer Outreach and Engagement Specialists;
22. The Grantee shall provide comfort items to individuals and families that are experiencing homelessness. Comfort items include, but are not limited to, footwear, tarps, sleeping bags, ponchos, scarves, coats, wash and soap, long johns, water, food, hats, socks, and gloves;
- a. The Grantee shall work with DHS to draft, establish, and finalize a list of comfort items;
  - b. The Grantee shall ensure that comfort items are constantly stocked, monitored, and distributed to clients;
23. The Grantee shall provide all necessary supplies and equipment to administer the Hotline and Transportation Program, which includes, but is not limited to; 2-way radios, cell phones, cell phone plans, electronics (for access to HMIS), cleaning products, and any necessary vehicle accessories;
- a. The Grantee shall leverage technology to the maximum extent possible to deliver services. For example, grantee may coordinate transportation services through the dispatcher and driver with the use of an iPad, smartphone, and application (app);
  - b. The Grantee shall ensure that all data and reports are stored electronically in an approved database system;
  - c. Drivers must have access real-time communication devices (e.g. two-way radios or cell phones) that ensure the dispatcher and driver can communicate at any time;

24. The Grantee shall collaborate with DHS and the CoC Prime Contractor to coordinate and deliver services;
  - a. The Grantee shall work with DHS and the CoC Prime Contractor to develop a scheduled and unscheduled protocol for transportation services;
  - b. The Grantee shall provide data such as the census count and daily count (or any other key data metric identified by DHS) to DHS and the CoC Prime Contractor.
  - c. The Grantee shall establish a hotline number that allows multiple incoming calls to be received at any given time;
  - d. The Grantee shall ensure that staff for the hotline management is adequately staffed to reduce callers' wait time as much as possible;
  - e. The Grantee shall ensure its staff coordinated with the CoC Prime Contractor or shelters on the daily census; additionally, the Grantee shall accept rollover calls from 311;
25. The Grantee shall make reasonable accommodations to assist clients with moving their personal belongings when providing transportation services;
26. The Grantee shall facilitate public/private collaborations to leverage investments/donations to the maximum extent possible.
  - a. The Grantee shall ensure that appropriate financial and operational management systems are in place to segregate and identify donations versus grant funded goods and services.
27. The Grantee shall utilize the District owned and/or leased vehicles to perform transportation and delivery services;
  - a. The Grantee shall be responsible for establishing and maintaining the appropriate levels of insurance specified in the grant agreement throughout the entire period of performance;
  - b. A list of the District owned and/or leased vehicles are provided in Attachment K
  - c. All vehicles that are District owned and/or leased to the Grantee, or purchased by the Grantee using funding provided through this grant, shall be returned to the District upon the expiration of the grant at the Grantee's expense;
  - d. The Grantee shall park all vehicles at its own facility or property;
28. The Grantee shall ensure that drivers for the transportation services possess, at minimum, the following qualifications:

- a. Possess a valid driver's license in the District of Columbia with no major traffic violations in the past five (5) calendar years (record cannot exceed more than two points);
  - b. Possess a Class D License and at least two (2) years of experience driving a fifteen (15) passenger (or larger) vehicle;
  - c. Possess a high school diploma or GED equivalent;
  - d. Possess the abilities to work well under high pressure and with individuals from diverse backgrounds;
  - e. Possess strong oral and written communications skills;
  - f. Possess a strong comprehensive knowledge of the District's geography in order to effectively navigate the streets and neighborhoods;
  - g. Ability to work effectively independently and in team environments;
  - h. Ability to participate in random drug test upon request by supervisor or the District government;
  - i. Ability to work a varied schedule, including holidays and weekends during all types of weather; and
  - j. Ability to work proficiently with Microsoft Outlook and Microsoft Word.
29. The Grantee shall ensure that Peer Outreach and Specialists possess, at minimum, the following qualifications:
- a. Possess a strong comprehensive knowledge of the District's geography in order to effectively navigate the streets and neighborhoods;
  - b. Possess an 8<sup>th</sup> grade reading comprehension level;
  - c. Possess the abilities to work well under high pressure and with individuals from diverse backgrounds;
  - d. Possess knowledge and familiarity with the homeless services and housing landscape in the District;
  - e. Possess strong interpersonal skills and a sense of boundaries;
  - f. Ability to work in a variety of settings, including streets, shelters, hospitals, jails, and encampments;
  - g. Ability to participate in random drug test upon request by supervisor or the District government;
  - h. Ability to lift heavy object that weigh up to twenty-five (25) pounds;
  - i. Ability to work a varied schedule, including holidays and weekends during all types of weather; and
  - j. Ability to work and operate computers, including documenting notes and interactions with clients.

30. The Grantee shall ensure that Dispatchers possess, at minimum, the following qualifications:

- a. Possess a high school diploma or GED equivalent;
- b. Possess strong oral and written communications skills;
- c. Possess strong interpersonal, judgment, and problem-solving skills;
- d. Ability to use a computer system to retrieve schedule information;
- e. Ability to quickly reference materials to quickly and accurately determine the best method to assist clients;
- f. Ability to complete a variety of daily reports and clerical duties;
- g. Ability to manage emergency situations for vehicle drivers and act as a liaison between the drivers and emergency services;
- h. Ability to work a varied schedule, including holidays and weekends during all types of weather; and
- i. Ability to manage and improve daily service by reviewing route performance and other daily tasks.

31. The Grantee shall collaborate with DHS in devising a training plan for the Hotline and Transportation staff. Mandatory trainings shall include, but are not limited to:

- a. Homeless Services Reform Act (HSRA) 2005 Overview
- b. Homeless Management Information System (HMIS) Training
- c. Customer Service Training
- d. Cultural Competency and Sensitivity Training
- e. Non-Coercive Approaches to Conflict Management Training
- f. CPR First Aid
- g. Unusual Incident Reporting (UIR)

## **Section VII: PAYMENTS TO GRANTEE**

Upon award, DHS shall provide funding to the Grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms.

## **Section VIII: APPLICATION INFORMATION AND REQUIREMENTS**

### **A. Pre-Application Conference:**

A pre-application conference is scheduled for:

Tuesday, July 19, 2016 3:00 p.m. – 4:30 p.m. ET  
Department of Human Services (DHS)  
64 New York Avenue NE, 6<sup>th</sup> Floor, Room 6032  
Washington, DC 20002

### **B. Application Delivery:**

Applications are due no later than 3:00 p.m., Eastern Time (ET), by the deadline Tuesday, August 2, 2016, to DHS, c/o William Miller 64 New York Avenue, NE, 5th Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications accepted at or after 3:01 p.m. Tuesday, August 2, 2016, may not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 3:00 p.m. Applicants will not be allowed to assemble application material on the premises of DHS. Applications must be ready for receipt by DHS.

### **C. Application Requirements:**

#### **1. Proposal Format and Content:**

- a. Applicant Profile (Attachment A)
- b. Table of Contents
- c. Narrative
- d. Program Budget and Budget Narrative Justification Form (Attachment F)
- e. Proposed Work Plan (Attachment H)
- f. Appendices

Appendix 1: Certifications and Assurances (Attachments B and C)

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of non-profit corporation status, if applicable

Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.

Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.

Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable

Appendix 8: Proposed Organizational Chart

Appendix 9: Minimum of two (two) Memoranda of Understanding from key community partners documenting their specific support for the hotline and transportation services

Appendix 10: Proposed staff resumes

Appendix 11: Proposed staff job descriptions

Appendix 12: Signed letter stating that the applicant will market the entity as a DHS/FSA Hotline and Transportation Program and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for hotline and transportation services.

Appendix 13: District of Columbia Business License

Appendix 14: Annual report or other documentation of a history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless.

Appendix 15: Certificate of Good Standing

## 2. Program Narrative

The narrative section (which is limited to 12 pages) should describe the applicant's past experience and technical expertise in providing hotline management, outreach, and transportation services to individuals and families that are experiencing homelessness or at imminent risk of becoming homeless.

Articulate service integration in the communities that the proposed Hotline and Transportation Program will serve and discuss the process the applicant will use to meet all requirements and the Scope of Work as detailed below:

- a. **Identify your selected geographic area and assess its challenges and readiness to establish and deploy services under the Hotline and Transportation Program.**
  - i. Describe the facility your organization will use to house the Hotline and Transportation Program's headquarters (e.g. applicant owns vs rents,

dispatch location, hotline call management location, vehicle storage/parking, supply warehouse/storage, etc.) Discuss why this facility or location has been chosen for operations.

- ii. Assess all 8 wards in terms of their unique characteristics, such as local conditions or geographic location from headquarters that will propose challenges to the services under the program. Discuss how your organization plans to address any challenges and constantly improve service delivery.

**b. Describe your plan, process, and approach to establish the Hotline and Transportation Program in the District of Columbia.**

- i. Describe your organization's history of providing hotline, outreach, and/or transportation services to individuals and families experiencing homelessness or at imminent risk of becoming homeless. Please detail your demonstrated expertise and experience in providing hotline, outreach, and/or transportation services to this population.
- ii. Describe your organization's process for establishing the Hotline and Transportation Program (e.g. staffing plan, standard operating procedures, policies, organizational chart, operations plan, outreach model, etc).
- iii. Describe the facility, equipment, and vehicles that your organization will use to administer the Hotline and Transportation Services.
- iv. Discuss how your organization will collaborate with DHS and CoC Prime Contractor to deliver services.

**3. Proposed Project Plans**

The proposed project plans narrative must describe how the applicant will organize, staff, and manage the Hotline Management and Transportation Program for all 8 Wards. The discussion must cover the organization structure, types and qualifications of staff, training, and overall management approach to the following requirements:

**a. Describe how your organization will organize human resources to create and operate the Hotline and Transportation Program.**

- i. Provide an organizational chart (Appendix 8) that shows how staff and others will be deployed to establish and implement hotline management, outreach, and transportation services.
- ii. Discuss your organization's approach to assessing work volume and staffing patterns to ensure an adequate number of staff shall be employed

to provide services throughout the grant period during normal and peak period (i.e. hypothermia season or high volume call period).

- iii. Discuss how the proposed organization structure will promote and support the services. Additionally, describe how the organization intends to work with DHS and the CoC Prime Contractor in coordinating services.

**b. Discuss staffing and leadership development.**

- i. Discuss the Hotline and Transportation Program's staffing plan and how the approach will enhance the implementation of services. Include details on how your organization determines the standard of qualifications and the background check process.
- ii. Summarize the most critical qualifications for up to five (5) proposed Full Time Equivalent (FTE) staff members. Information on staff qualifications must include experience working at the community level on hotline management, outreach, and transportation services. Include resumes of proposed staff in Appendix 10.
- iii. Describe the roles and responsibilities for key staff in your organization. Provide detailed job descriptions in Appendix 11.

**c. Discuss the leverage of technology.**

- i. Discuss your organization's model or approach to the leverage of technology for all services required in the grant.
- ii. Discuss how your organization intends to ensure all data is properly entered, tracked, and reported.
- iii. Discuss your organization's training model or approach to ensure that all staff is appropriately equipped to use devices.

**4. Grant, Fiscal, and Financial Management**

Describe how your organization will provide sound grant and fiscal management for the project, including experience in managing other grant funds. Include a summary of the grant, fiscal, and financial management systems currently in place that will support the Hotline and Transportation Program.

## **5. Program Reporting**

Discuss your organization's approach to report measurable progress weekly and monthly. Include details on how this approach incorporates the District, ICH, and DHS' initiatives and priorities.

## **6. Applicant Qualifications**

### **a. Describe leadership capacity.**

- i. Discuss in detail your organization's specific involvement and roles in hotline management, outreach, and transportation services in the last three (3) years in the District, involvement with community stakeholders and other leaders, clients, and any measurable results achieved.

### **b. Discuss mission and compatibility between your organization, DHS, and the CoC Prime Contractor.**

- i. Discuss how the Hotline and Transportation Program is compatible with or will enhance your organization's mission and future plans.
- ii. Discuss why your organization is "best" qualified to lead the effort, establish, and operate the Hotline and Transportation Program in the District.

## **7. Program Budget and Narrative Justification**

- a. The applicant must provide a line-item budget and budget narrative justification. The budget narrative justification should clearly state how the applicant arrived at budget figures.
- b. Attachment F is a program budget and budget narrative justification form. The following are components of a budget:
  - i. Salaries and Wages for staff are to be included in the personnel budget category. Include the amount of time dedicated to the grant (e.g., 1.0 FTE or .5 FTE). Must include total salary, total hours, and rate per hour per staff person.
  - ii. Fringe Benefits for full and part-time staff are included under this separate category. List the percentage of total salaries, life and health insurance, unemployment, Social Security, Retirement, Worker's Compensation, etc.
  - iii. Occupancy (e.g., rent, facility insurance, utilities, and maintenance)
  - iv. Travel and Transportation (e.g., local mileage, Metrorail and bus)

- v. Supplies and Minor Equipment (e.g., stationary, pens, paper, computers, desks, chairs and file cabinets)
- vi. Capital Equipment and Outlays (not applicable for this grant)
- vii. Client Costs
- viii. Communications (e.g., telephone, internet, postage, printing and copying)
- ix. Other Direct Costs (costs not previously identified under other categories)
- x. Indirect Costs – The components of indirect costs must be itemized (e.g., .10 FTE bookkeeper @ \$20.00/hr. x 280 hrs. = \$5,600.00). Indirect costs cannot exceed 10 percent of the total project budget.

## **Section IX: EVALUATION PROCESS**

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DHS Director does not follow panel's recommendations, he/she shall provide written justification as required by District regulations. The final decision to fund an application rests solely with the DHS Director. The anticipated award date is October 1, 2016.

## **Section X: SCORING OF APPLICATIONS**

All applications for this RFA will be objectively reviewed and scored against the following key criteria:

1. Criterion 1: Selected Geographic Area and Assessment (Total of 15 points)
  - a. The applicant identifies an approved geographic area to be served and provides a clear and reasonable rationale for selecting the area for program implementation. (Points: 7)
  - b. The applicant has a suitable facility that offers adequate and appropriate space, is located within one of the Wards being served, and will be available for program activities. (Points: 5)
  - c. The applicant demonstrates an understanding of the resources, local conditions, and priority risk and protective factors that exist within the proposed Wards. (Points: 3)
2. Criterion 2: Process for Establishing and Operating a Hotline and Transportation Program (Total of 20 points)

- a. The applicant's plan is complete, addresses the core functions of the program (Section VI), provides a realistic implementation schedule, and leverages technology for its services. (Points 10)
  - b. The applicant discusses the practical experience it will apply in planning and implementing the Hotline and Transportation Program. (Points: 10)
3. Criterion 3: Organizational Structure (Total of 10 points)
  - a. The applicant provides an organizational chart for DHS that supports the RFA requirements, shows clear lines of authority, and areas of responsibility. Applicant must submit Appendix 8. (Points: 5)
  - b. The applicant provides a clear discussion of how the organizational structure supports the implementations of the District's CoC and demonstrates an understanding of diverse community populations and geographic areas. (Points: 5)
4. Criterion 4: Staffing and Leadership Development (Total of 20 points)
  - a. The applicant provides a staffing plan that identifies key staffing positions and addresses all RFA staffing requirements. (Points: 5)
  - b. The applicant provides job descriptions for staff (including volunteers) that identify major duties and responsibilities, lines of reporting, and qualifications needed. (Points: 5)
  - c. The applicant includes information on the knowledge and experience of proposed staff in working on the Hotline and Transportation Program. (Points: 5)
  - d. The applicant presents a plan for ongoing staff development. (Points: 5)
5. Criterion 5: Grant and Fiscal Management (Total of 10 points)
  - a. The applicant describes the grant, fiscal, and financial management system in place, qualifications of systems management staff, and experience with grant monitoring, and reporting functions within the last five (5) years. The applicant describes how the fiscal and financial management system ensures all expenditures are accurately tracked, reported, and reconciled. (10 Points)
6. Criterion 6: Reporting (5 points)
  - a. The applicant discusses the protocol for submission of required monthly progress reports (e.g. comfort supplies, supply consumption schedule, financial expenditure reports, vehicle mileage and maintenance logs, and shuttle unusual incident reports). (Points: 5)

7. Criterion 7: Organizational Capacity and Experience in Hotline and Transportation Program (20 points)

- a. The applicant discusses relevant hotline management, transportation, and outreach services needed to operate the program in the District. (Points: 10)
- b. The applicant identifies the strengths and weaknesses of establishing and operating the Hotline and Transportation Program and presents action plans to overcome these weaknesses. (Points: 5)
- c. The applicant presents evidence of a well-established infrastructure that includes a Board of Directors, written policies and procedures, code of conduct, and bylaws (if applicable). Points: 5)

**Section XI: SELECTION PROCESS**

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

<b>Ranking Classification</b>	<b>Point Range</b>
Most Qualified	95 - 100
Very Qualified	80 – 94
Qualified	70 – 79
Minimally Qualified	69 and below

When the applications are received, a panel of independent reviewers identified by DHS will review the applications and rank the responses based upon the information submitted using the criteria in this RFA. The individual scores of the review panel will be averaged and assigned a classification equivalent to the point range of the averaged scores. The grantee(s) will be selected from among the applicants that score in the “Most Qualified” point range category. If no applications are ranked in the “Most Qualified” category, DHS may select from the “Very Qualified” and “Qualified” categories.

**Section XII: AUDITS AND DISALLOWANCES**

Appropriate District and federal personnel may conduct fiscal and program audits of grantees either directly or by an independent auditor. The grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The grantee shall cooperate fully and promptly with any audit. Any expenditures disallowed by audit, or other DHS or federal government review shall be subjected to repayment by the grantee.

## **Section XII: ATTACHMENTS TO THE RFA**

Attachment A	Applicant Profile
Attachment B	Department of Human Services Statement of Certification
Attachment C	Federal Assurances
Attachment D	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
Attachment E	Certification of Applicant
Attachment F	Program Budget and Budget Narrative Justification Form
Attachment G	DHS Receipt Form
Attachment H	Proposed Work Plan
Attachment I	General Terms and Conditions
Attachment J	List of District Owned/Leased Vehicles
Attachment K	DCHR Enhanced Suitability Screening Guide



## ATTACHMENT B

### GOVERNMENT OF THE DISTRICT OF COLUMBIA



#### DEPARTMENT OF HUMAN SERVICES (DHS)

##### Department of Human Services Statement of Certification

- A. Applicant/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. Applicant/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. Applicant/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. Applicant/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 Applicant/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 Applicant/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 Applicant/Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- I. That the Applicant/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 Applicant/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 Applicant/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 Applicant/Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website.
- K. That the Applicant/Grantee has a satisfactory record of integrity and business ethics;
- L. That the Applicant/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 Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et seq., "Criminal Background Checks for Government Services to Children."
- Q. That the Applicant/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 sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the Applicant/Grantee, I hereby certify that the Applicant/Grantee will comply with the above certifications.

\_\_\_\_\_  
Applicant/Grantee Name

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

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

\_\_\_\_\_  
Applicant/Grantee IRS/Vendor

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

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

Name and Title of Authorized Representative

# ATTACHMENT C

## GOVERNMENT OF THE DISTRICT OF COLUMBIA



### DEPARTMENT OF HUMAN SERVICES (DHS)

#### Federal Assurances

Applicant/Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 2 CFR Part 200; 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 Applicant/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 (Sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42

USC cha. 85et.seq.

- d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
- e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- i) Executive Order 12459 (Debarment, Suspension and Exclusion)
- j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
- l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- p) Homeless Services Reform Act of 2005, D.C. Official Code § 4-751.01 et seq.

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

\_\_\_\_\_  
Applicant/Grantee Name

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street Address

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

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

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

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

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

## ATTACHMENT D

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES (DHS)



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

Applicant/Grantee 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 sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

#### **2. Debarment and Suspension, Exclusions, 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.
- F. Ensure on an on-going basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).

**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 **Director – Department of Human Services at 64 New York Avenue, NE, 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), (I), (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 67.615 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 Human Services, 64 New York Avenue, NE. Washington, DC 20002  
(Attn: Director-Department of Human Services.

---

Applicant/Grantee Name

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Street Address

---

Application Number and / or Project Name

---

Applicant/Grantee IRS/Vendor Number

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

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

Name and Title of Authorized Representative

# ATTACHMENT E

## GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES (DHS)



### Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding personnel and fringe benefits, occupancy, travel and transportation, supplies and minor equipment, client costs, communications, other direct costs and indirect costs for the DC Prevention Centers project.

I understand that I am required to be in compliance with D.C. Municipal Code, Title 22A, Chapter 44, and D.C. tax laws to receive grant funds.

I further understand that DHS reserves the right to rescind this grant notice as necessary, that the RFA does not commit DHS to make awards and that DHS is not liable for any costs incurred by applicants in applying for grants.

I also understand that I must sign a grant agreement at the time of the award and comply with any additional legal requirements including submission of required documents.

---

Authorized Agency Representative. Print name and title.

---

Signature

---

Date

## ATTACHMENT F

Program Budget and Budget Narrative Justification				
Sub-grantee: [Name]				
Budget Period One:				
Funding Source				
Service Area Name: Hotline and Transportation Program				
BUDGET CATEGORY				
PERSONNEL – Salaries and Wages	POSITION	PROGRAM SERVICE S	TOTAL	NARRATIVE JUSTIFICATION
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
Subtotal Salaries		\$	\$	
Fringe Benefits		\$	\$	
Total Personnel & Fringe Benefits		\$	\$	
Occupancy		\$	\$	
Travel and Training		\$	\$	
Supplies & Minor Equipment		\$	\$	
Capital Equipment and Outlays		\$	\$	<b>NOT APPLICABLE FOR THIS GRANT</b>
Client Costs		\$	\$	
Communications		\$	\$	
Other Direct Cost		\$	\$	
Subtotal Direct Costs		\$	\$	
Indirect/Overhead (10% Limit)		\$	\$	
<b>Total</b>		<b>\$</b>	<b>\$</b>	

**ATTACHMENT G**

**DHS RECEIPT**

**RFA Title: Hotline and Transportation Program**

**RFA # DHS-THS-2017**

**ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE**

The DC DEPARTMENT OF HUMAN SERVICES IS IN RECEIPT OF

---

**(Contact Name/ Please Print Clearly)**

---

**(Organization Name)**

---

**(Address, City, State, Zip Code)**

---

**(Telephone/Facsimile/Email)**

---

**(Project Name)**

---

**(Budget Amount)**

DHS USE ONLY:

Please Indicate Time: \_\_\_\_\_

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ /2016

Received By: \_\_\_\_\_

# ATTACHMENT H

## PROPOSED WORK PLAN

**RFA # DHS-THS-2017**  
Hotline and Transportation  
Grant

District of Columbia Department of Human Services      Family Services Administration

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_ Total Request: \_\_\_\_\_

Wards: \_\_\_\_

<b>Hotline and Transportation Services Goal:</b>			
<b>Measurable Strategies</b>			
<b>Strategy #1:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
<b>Strategy #2:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
<b>Strategy #3:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

**Duplicate this page as needed for additional proposed strategies. Ensure that heading information clearly identifies the applicant’s submission, the RFA number and page (e.g., page 2 of 4) of the proposed work plan.**