

**Request for Applications (RFA)
RFA # DHS-FSA-HYRA-001-17**



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

**RFA Title: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ)
Homeless Youth Beds**

RFA Release Date: July, 8 2016

**Application Submission Deadline:
August 8, 2016 at 3:00 p.m., Eastern Standard Time (EST)**

**Pre-application Conference: July 18, 2016
1:00 p.m. - 3:00 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 (Citywide Grants Manual and Sourcebook).

✓	Checklist for RFA Application
	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: Letters of support from key community partners documenting their specific support for the delivery of services for the LGBTQ Homeless Youth Beds Grant.
	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 LGBTQ Homeless Youth Beds Grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the LGBTQ Homeless Youth Beds Grant.
	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 8, 2016**, to DHS/FSA, c/o Tamara Mooney, 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.

Table of Contents

Section I:	Authority for the Grant	1
Section II:	Summary and Purpose of Grant	1
Section III:	Background	4
Section IV:	Eligibility Requirements	4
	A. Qualified Organizations	4
	B. Administrative Criteria	5
	C. Indemnification	6
	D. Insurance	6
	E. Compliance with Tax Obligations	6
Section V:	Amount of Total Funding and Grant Awards	7
Section VI:	Scope of Work	7
Section VII:	Payments to Grantee	12
Section VIII:	Application Information and Requirements	12
	A. Pre-application Conference	12
	B. Application Delivery	12
	C. Application Requirements:	12
	1. Proposal Format and Content	12
	2. Program Narrative	13
	3. Proposed Project Plans	14
	4. Grant, Fiscal, and Financial Management	16
	5. Program Reporting	16
	6. Applicant Qualifications	17
	7. Program Budget and Budget Narrative Justification	17
Section IX:	Evaluation Process	18
Section X:	Scoring of Applications	18
	Criterion 1 – Proposed Facility and Program Operation Readiness	18
	Criterion 2 – Process for Establishing and Operating	18
	Criterion 3 – Organizational Structure	19
	Criterion 4 – Staffing and Leadership Development	19
	Criterion 5 – Fiscal management	19
	Criterion 6 – Reporting	19
	Criterion 7 – Organizational Capacity and Experience	19

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 LGBTQ Homeless Youth Beds
- Appendix 9: Minimum of two (2) letters of support from key community partners documenting their specific support for proposed LGBTQ Homeless Youth Bed 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 LGBTQ Homeless Youth Beds and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for LGBTQ Homeless Youth Beds.
- 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)**

**LGBTQ Homeless Youth Beds
RFA # DHS-FSA-HYRA-2017-001-17**

Section I: AUTHORITY FOR THE GRANT

DHS awards homeless services grants pursuant to its authority set forth in Section 30 of the Homeless Services Reform Act (HSRA) of 2005, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-756.01(a), et seq.), as amended, and Mayor’s Order 2007-80 dated April 2, 2007.

Section II: SUMMARY AND PURPOSE OF THE GRANT

DHS is seeking interested, eligible, and qualified applicants to apply to establish and/or continue shelter beds, transitional housing, and homeless services for unaccompanied LGBTQ youth. All services shall be provided per the requirements of the LGBTQ Youth Reform Amendment Act of 2014.

In accordance with the LGBTQ Homeless Youth Reform Amendment Act of 2014, DHS is required to provide funding to establish and/or continue a minimum of 10 beds to serve LGBTQ youth:

1. The Act defines “LGBTQ” as a person who self-identifies as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or questioning their sexual orientation or gender identity and expression;
2. The Act defines “youth” as a person who is aged 24 years or younger; and
3. The Act requires the Awardee be trained in cultural competency and best practices for serving the LGBTQ youth population.

The legal requirements for services to be provided in this housing program are contained in the *Homeless Services Reform Act of 2005*, the *LGBTQ Homeless Youth Reform Amendment Act of 2014*, and the *Youth Bullying Prevention Act of 2012*, and the *McKinney-Vento Homeless Assistance Act As Amended by S.896 HEARTH Act of 2009*.

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

1. **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.
2. **Continuum of Care (CoC)** - 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.
3. **Coordinated Assessment and Housing Placement (CAHP) System** - Also referred to as coordinated entry or coordinated intake. Per the HEARTH Act, HUD has required that all CoCs establish and operate a CAHP system. A CAHP system is a client-centered process that streamlines access to the most appropriate housing intervention for each individual or family experiencing homelessness. Within a CAHP system, clients are prioritized through a process that is data-driven and real time. A CAHP system shall be able to capture client specific information and communicate the data needed to facilitate a housing match/referral. In addition, the data collection and communication platform provides a portal to inform local policy and resource decisions. A CAHP system can be broken down into four key components: 1) Assessment, 2) Navigation and Case Conferencing, 3) Housing Referral with Choice, and 4) Data Collection and Communication.
4. **Department** - The District of Columbia Department of Human Services or any successor organizational unit (in whole or in part).
5. **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.
6. **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.
7. **LGBTQ** – A person who self-identifies as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or questioning their sexual orientation or gender identity and expression
8. **Program Rules** - means the set of provider rules, client rights, and complaint and appeal procedures, including those enumerated in this chapter, proposed by a particular provider

for the purpose of governing the behavior and treatment of its clients and approved by the Mayor subject to § 4-754.32.

9. **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.
10. **Service Provider** – Contractor or subcontractor that provides direct shelter and related services.
11. **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.
12. **Transition Aged Youth Vulnerability Index-Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT)** - The TAY-VI-SPDAT is an evidence-informed approach to assessing a youth's aged 24 or younger acuity and was developed by OrgCode Consulting. The tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person life where support is most likely necessary in order to avoid housing instability.
13. **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.
14. **Youth** – A person who is twenty-four years or younger.

Section III: BACKGROUND

In the summer of 2015, The Community Partnership conducted the Homeless Youth Census (HYC) in accordance with the End Youth Homelessness Act of 2014. The HYC counted 330 literally homeless youth and 215 housing insecure youth. Of the 330 literally homeless youth, 43% self-identified as LGBTQ (12% self-identified as transgender and 28% noted a conflict with family or friends as a cause of their homelessness, with 15% specifying that the conflict was due to their sexual orientation or gender identity).

The District seeks to expand the availability of LGBTQ homeless youth beds and accompanying services that will enable them to move toward greater self-sufficiency. Youth homelessness may result from several overlapping factors such as shortages in affordable housing, family poverty, child abuse and neglect, domestic violence, mental illness, educational challenges, conflicts over sexual or gender identity, and exiting from juvenile detention or foster care without having secured permanent housing. Overall, complex circumstances may individually or in concert drive young people to a life on the street. As a result, these youth may turn to high risk behaviors such as couch-surfing, prostitution, and substance abuse.

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.

In addition, applicants must have specific experience in providing housing, supportive services, and/or clinical services to LGBTQ youth in the District of Columbia. Applicants must have a Board of Directors that reflects the population served or must set up an advisory board that is reflective of the population served.

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 8, 2016 to DHS/FSA c/o Tamara Mooney, 64 New York Avenue NE, 5th 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 LGBTQ Youth Homeless Beds Grant, within the District of Columbia.

For further information, please contact:

Tamara Mooney
Department of Human Services
Family Services Administration
64 New York Avenue, NE, 5th Floor
Washington, DC 20002
(202) 299-2158
tamara.mooney@dc.gov

Up to one million (\$1,000,000.00) will be available to fund up to five (5) LGBTQ Youth Homeless Beds 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 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 LGBTQ Youth Homeless Beds Grant 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 establish and/or continue beds for homeless LGBTQ youth up to twenty four (24) years of age. The target population for this grant is LGBTQ homeless youth who:
 - a. Are economically or emotionally detached from their families;
 - b. Lack an adequate or fixed income;
 - c. Are unstably housed;
 - d. Currently live in doubled-up circumstances, transitional housing, shelter, or on the street;
 - e. Have special needs (e.g. mental illness, substance abuse, physical disabilities, and/or chronic medical conditions or illnesses); and/or

- f. Are runaways, homeless, or at-risk of homelessness.
2. The Grantee shall establish and/or continue LGBTQ youth homeless beds.
3. The Grantee shall provide programmatic services to each LGBTQ youth that is admitted into the shelter and/or transitional housing program. The Grantee shall establish Program Rules within 30 days of the grant agreement execution in accordance with requirement. Each client should be provided with a copy of the program rules upon program entry. For shelter and transitional housing programs, the Grantee shall ensure these rules are posted in common areas, including dining rooms, meeting areas, common hallways and administrative offices, in each facility. At minimum, the Program Rules shall include:
 - a. The Grantee shall complete at TAY-SPDAT along with an internal assessment/intake, if applicable, as well as an Individualized Service Plan (ISP).
 - b. The Grantee shall monitor and update the ISP monthly.
 - c. The Grantee shall provide written agreements, or through referral, the full range of services that are required to address the goals outlined in the ISP, which may include, but is not limited to; crisis intervention, medical and mental health care; psychiatric evaluations; dental care; legal assistance; housing assistance; family reunification; and any other urgent services needed by the youth or his/her family.
 - d. The Grantee shall work closely with the District's Coordinated Assessment and Housing Placement managed by the CoC Prime Contractor, Youth Homeless Drop-In Centers, and Youth Street Outreach Programs to identify youth in need of homeless services and support.
4. The Grantee shall implement research-based, family acceptance interventions that are designed to educate families on the impact of rejection toward their LGBTQ children. Interventions shall highlight the negative outcomes for LGBTQ youth associated with rejection, including depression, suicidal behavior, drug use, and unprotected sex.
 - a. Family acceptance interventions may include individual and family sessions, assessment tools, and resources for families that promote acceptance by parents and positive well-being and development of LGBTQ youth.
5. The Grantee shall collaborate with the ICH Youth Subcommittee and relevant stakeholders to implement and execute coordinated entry for homeless LGBTQ youth and LGBTQ youth at risk of homelessness in the District.
 - a. The Grantee shall establish and implement a plan for coordinated entry, which may include, but is not limited to; training on coordinated entry, administering the

common assessment tool to youth in the target population, referral of clients to service providers, participation in meetings to match youth to homeless services resources, filling vacancies via the coordinated entry system, participation in the HMIS, and participation in the ICH Youth Subcommittee.

6. The Grantee shall establish and implement a data collection and analysis plan.
 - a. The Grantee shall be responsible for establishing appropriate database tools (or using DHS designated database tools such as HMIS), technology, and expertise to track performance outcomes, workload measures, utilization rates, and rejections of youth who seek or receive services under this grant.
 - i. Data collection shall include, at minimum; the number of unduplicated LGBTQ youth who receive services; if applicable, the number of TAY-SPDAT assessments conducted on youth who receive services; expenditure tracking of resources administered during intake and during the course of service provision (e.g. food, clothing, hygiene products, prophylactics, etc.); the number of times transportation was provided to LGBTQ youth; the number and percentage of unduplicated target population contacts that were turned away from service; and the number and percentage of unduplicated target population contacts that resulted in an individual or family entering shelter or safe and stable housing during each intake session.
 - b. The Grantee shall be responsible for data analysis and providing reports to DHS.
 - i. Data analysis shall include, at minimum; patterns or trends that describe factors leading to LGBTQ homelessness, and patterns or trends that describe service use and service gaps.
 - c. The Grantee shall submit a final report no later than the 30th day after the expiration of the grant agreement that summarizes: all data collection, data analysis, findings, and recommendations.
 - i. The Grantee shall collaborate with DHS in developing the content of the report. DHS shall provide final approval.
7. The Grantee shall establish and implement a positive youth development approach. Additionally, the Grantee shall ensure it maintains cultural competency to facilitate the development of rapport with clients of various races, ethnicities, sexual orientations, gender identities, and languages.
 - a. The Grantee shall ensure that its staff are trained and well-versed on the following subject matters:
 - i. Best practices for data collection, privacy, storage, and use;

- ii. Current social science research and common risk factors for LGBTQ youth;
 - iii. Information about the coming out process and its impact on LGBTQ youth;
 - iv. Best practices for serving LGBTQ youth in housing, and/or supportive services, and/or clinical services;
 - v. Suicide awareness and prevention; and
 - vi. Legal requirements for providers for homeless youth.
- 8. The Grantee shall collaborate with the DHS monitoring team to provide information, data, and/or reports as requested.
 - a. The Grantee shall provide data to DHS in the requested format to ensure independent verification of research results and findings.
- 9. The Grantee shall ensure that its facility/program under its oversight: has a Certificate of Occupancy in accordance to District law; maintains safe facilities that are in compliance with the District's fire safety requirements; maintains required documentation; maintains case records; provides case management services; maintains personnel records; provides required staff training; and provides for customer feedback.
- 10. The Grantee shall collaborate with the Prime Contractor for the management of the CoC to connect clients to other available services.
- 11. The Grantee shall be responsible for providing trainings to staff to ensure compliance with the HSRA, the LGBTQ Homeless Youth Act. At a minimum, these trainings shall include VI-SPDAT and TAY-SPDAT, Unusual Incident Reporting, and Cultural Competency and Sensitivity.
- 12. The Grantee shall establish and implement a staffing plan that ensures the following at minimum:
 - a. Professional staff, including social workers or related human services field, shall maintain appropriate credentials per local and federal rules, regulations, and laws;
 - b. All background checks and clearances adhere to the DCHR Enhanced Suitability Guide (Attachment J);
 - c. All job descriptions for positions funded through this grant shall be stored on-site and available upon request from DHS;
 - i. Job descriptions shall include education, experience, and/or licensing/certification criteria, descriptions of duties and responsibilities, hours of work, salary range and performance evaluation criteria;

- ii. The Grantee shall obtain written documentation of work experience and personal references during the recruitment process;
 - d. The Grantee shall maintain a personnel file for each project staff member (including volunteers) that contains the application for employment, professional and personal references, applicable credentials/certifications, pre-employment criminal record background checks, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, Grantee's action with respect to the allegations and the date and reason if terminated from employment;
 - i. All of these personnel materials shall be made available to DHS upon request;
 - e. The Grantee shall have at least one key staff member with a master's degree in social work, psychology, or therapeutic counseling and at least two years supervisory experience;
 - f. The Grantee shall have one coordinator with a 4-year degree in social work or a related field or four years or more of experience working with youth;
 - g. The Grantee shall provide orientation sessions for each staff member and volunteer that includes topics such as administrative procedures, program goals, and policies and practices to be adhered to under the grant agreement;
 - h. The Grantee shall identify a staff member to serve as the American Disabilities Act (ADA) liaison to ensure all requisite ADA requirements are met, training occurs where appropriate and updates are communicated to the larger staff;
 - i. The Grantee shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.
 - j. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS.
13. The Grantee shall collaborate with DHS during its periodically scheduled and unscheduled visits for monitoring purposes;
- a. The Grantee shall provide access to its facilities, transportation, records, clients, and staff during monitoring visits as necessary;
14. The Grantee shall develop and submit a monitoring plan to DHS;
- a. The monitoring plan shall include program evaluation of all services delivered under this grant;
 - b. At minimum, the monitoring plan should include a review of data collection, data analysis, timeliness in completion of tasks, and progress made toward achieving goals.

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:

Monday, July 18, 2016 1:00 p.m. – 3:00 p.m. ET
Department of Human Services (DHS)
64 New York Avenue NE, 6th 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 Monday, August 8, 2016, to DHS, c/o Tamara Mooney 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 8, 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) letters of support from key community partners documenting their specific support for the LGBTQ Homeless Youth Beds
- 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 LGBTQ Homeless Youth Beds and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for LGBTQ Homeless Youth Beds.
- 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 LGBTQ Homeless Youth Beds to youth that are experiencing homelessness or at imminent risk of becoming homeless.

Articulate service integration in the communities that the proposed LGBTQ Homeless Youth Beds 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 facility for operations and readiness to establish and deploy services under the LGBTQ Homeless Youth Beds Grant.**

- i. Describe the facility your organization will use to house the LGBTQ Homeless Youth Beds Grant services (e.g. applicant owns vs rents, dispatch location, housing/shelter location, service provision location, etc.) Discuss why this facility or location has been chosen for operations and the number of beds that will be provided.
 - ii. Applicant must articulate and describe existing partnerships with public or private agencies or systems to improve behavioral and physical health outcomes for clients served and how these partnerships will be expanded to better serve the population served pursuant to this grant.
- b. **Describe your plan, process, and approach to establish the LGBTQ Homeless Youth Beds Grant in the District of Columbia.**
 - i. Describe your organization's history, experience, and/or knowledge of providing LGBTQ Homeless Youth Beds to youth homelessness or at imminent risk of becoming homeless. Please detail your demonstrated expertise and experience in providing shelter, housing, and programmatic services to this population per the requirements of the LGBTQ Homeless Youth Reform Amendment Act of 2014 and this RFA.
 - ii. History, experience, and/or knowledge should include; documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population (LGBTQ youth), and the capacity to successfully meet the responsibilities associated with this grant; developing and establishing shelter beds, transitional housing, and homeless services for the target population in the District; and presenting findings and making specific recommendations based on these findings.

3. Proposed Project Plans

The proposed project plans narrative must describe how the applicant will organize, staff, and manage the LGBTQ Homeless Youth Beds Grant. 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 LGBTQ Homeless Youth Beds.**
 - i. Provide an organizational chart (Appendix 8) that shows how staff and others will be deployed to establish and implement services for the LGBTQ Homeless Youth Beds Grant.

- 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.
- iii. Discuss how the proposed organization structure will promote and support the services. Please describe the knowledge and experience of the proposed project director and/or staff, including the day-to-day program manager, consultants and/or contractors in planning and managing the proposed activities.
- iv. Discuss how the organization will identify the planning team members and other key stakeholders involved in the planning collaborative, such as those involved in youth homelessness, youth homelessness service provider intake, coordinated entry, counseling/intervention, or other relevant sectors.

b. Discuss staffing and leadership development.

- i. Discuss the LGBTQ Homeless Youth Beds Grant'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 for all staff and volunteers.
- 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 LGBTQ homeless youth 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. Describe how your organization will have cultural competency and the capacity to deliver services for the LGBTQ Homeless Youth Beds Grant.

- i. Discuss your organization's understanding of issues that affect the target population.
- ii. Discuss your organizations plans to train staff in cultural competence in regards to LGBTQ youth, which includes, but is not limited to: vocabulary and best practices for data collection, privacy, storage, and use; current social science research and common risk factors for LGBTQ youth; information about the coming out process and its impact of LGBTQ youth; best practices for supporting LGBTQ youth in shelter, housing, and supportive services; suicide awareness and prevention; and legal

requirements for providers of shelter or supportive housing for LGBTQ homeless youth.

iii. Discuss how your organization will meet the following objectives:

- Establish and/or continue beds for homeless LGBTQ youth up to twenty-four (24) years of age;
- Establish and/or continue homeless services for LGBTQ youth;
- Participate in the District’s youth coordinated assessment and referral system, including conducting assessments of walk-in clients and filling vacancies via the system;
- Participate in the Homeless Management Information System (HMIS);
- Refer, serve, and/or address the needs of various subpopulations (e.g., sexually exploited youth, or youth with behavioral health needs);
- Participate in the District’s Interagency Council on Homelessness (ICH), Continuum of Care (CoC), and DHS sponsored training as appropriate;
- Utilize a youth development approach and cultural competency to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility; and
- Partner with government, private, and non-profit service providers to provide services to the target population.

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 LGBTQ Homeless Youth Beds Grant.

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 LGBTQ homeless youth services in the last three (3) years in the District, involvement with community stakeholders and other leaders, clients, and any measurable results achieved.
- ii. Discuss or provide letters of support from community-based organization and/or advocacy groups for your organization's services for the target population.

b. Discuss mission and compatibility between your organization and DHS

- i. Discuss how the LGBTQ Homeless Youth Beds Grant 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 LGBTQ Homeless Youth Beds Grant 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, and utilities)
 - 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: Proposed Facility and Program Operation Readiness (Total of 15 points)
 - a. The applicant identifies an approved facility/facilities for the beds that meet(s) all relevant federal and local rules, laws and regulations. (Points: 5)
 - b. The applicant demonstrates the ability to commence all services expeditiously. Applicants will be scored based on earliest program operation commencement. (Points: 10)
2. Criterion 2: Process for Establishing and Operating a LGBTQ Homeless Youth Beds Grant (Total of 25 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 LGBTQ Homeless Youth Beds Grant. (Points: 10)
 - c. The applicant describes how it shall implement research-based, family acceptance interventions that are designed to educate families on the impact of rejection toward their LGBTQ children. (Points: 5)

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 15 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 LGBTQ Homeless Youth Beds Grant. (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 LGBTQ Homeless Youth beds (20 points)
 - a. The applicant discusses relevant LGBTQ homeless youth services needed to operate the program in the District. (Points: 10)

- b. The applicant identifies the strengths and weaknesses of establishing and operating the LGBTQ Homeless Youth Beds Grant 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:

Ranking Classification	Point Range
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	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: LGBTQ Homeless Youth Beds Grant				
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		\$	\$	NOT APPLICABLE FOR THIS GRANT
Client Costs		\$	\$	
Communications		\$	\$	
Other Direct Cost		\$	\$	
Subtotal Direct Costs		\$	\$	
Indirect/Overhead (10% Limit)		\$	\$	
Total		\$	\$	

ATTACHMENT G

DHS RECEIPT

LGBTQ Homeless Youth Beds Grant

RFA # DHS-FSA-HYRA-001-17

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-FSA-
HYRA-001-17**
LGBTQ Homeless Youth Beds
Grant

District of Columbia Department of Human Services Family Services Administration

Agency Name: _____ Contact Person: _____ Telephone: _____

Project Title: _____ Total Request: _____

Wards: _____

LGBTQ Homeless Youth Beds Grant Goal:			
Measurable Strategies			
Strategy #1:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	
Strategy #2:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	
Strategy #3:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	

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.