

**REQUEST FOR APPLICATIONS (RFA): DHS-FSA-HYRA-003-19**

**Government of the District of Columbia  
Department of Human Services**

**Fiscal Year 2019**

**District of Columbia Homeless Youth Transitional Housing Program**



**Announcement Date: 01/18/19**

**RFA Release Date: 01/25/19**

**Pre-application Conference Date: 02/08/19**

**Application Submission Deadline: 02/27/19**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

## Executive Summary:

The District of Columbia (District), Department of Human Services (DHS), is accepting applications for Fiscal Year (FY) 2019 to establish youth transitional housing in the District of Columbia per the requirements of the End Youth Homelessness Amendment Act of 2014, D.C. Law 20-155 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq*), and the Comprehensive Plan to End Youth Homelessness (CPEYH), Solid Foundations DC: Strategic Plan to Prevent and End Youth Homelessness.

[https://ich.dc.gov/sites/default/files/dc/sites/ich/page\\_content/attachments/Solid%20Foundations%20DC%20\\_web%201.5.pdf](https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20_web%201.5.pdf)

The District seeks to expand the availability of youth-friendly transitional housing and homeless services to youth ages 17 through 24 facing housing crises and in need of services and resources to enable them to grow and move toward stability and self-sufficiency. In that vein, DHS is putting forth this RFA to identify one or more service providers with clear plans to create a new transitional housing program or add new beds and services to an existing transitional housing program.

<b>Funding Opportunity Title:</b>	FY 2019 Homeless Youth Transitional Housing Program (THP)
<b>Funding Opportunity Number:</b>	<b>DHS-FSA-HYRA-003-19</b>
<b>Deadline for Submission:</b>	4:00 PM, February 27 <sup>th</sup> , 2019 The District of Columbia Department of Human Services 64 New York Ave, NE, 5 <sup>th</sup> Floor Washington, DC 20002 Tamara.mooney@dc.gov
<b>Total Estimated Available Funding:</b>	Up to one million three hundred five thousand dollars and zero cents (\$1,305,000.00)
<b>Total Estimated Number of Awards:</b>	Up to three (3) awards
<b>Total Estimated Award Amount:</b>	Eligible organizations can be awarded up to one million three hundred five thousand dollars and zero cents (\$1,305,000.00).
<b>Period of Performance:</b>	<b>Time of award - to September 30, 2019</b>
<b>Length of Award:</b>	Time of award to the end of the fiscal year, plus up to five (5) additional option years

**Eligible Applicants:**

Local social services organizations, not-for-profit corporations, non-profit organizations and charitable organizations, including faith-based organizations based in, and serving the target population in the District of Columbia

# **NOTICE**

## **PRE-APPLICATION CONFERENCE**

**ATTENDANCE IS RECOMMENDED**

**District of Columbia Homeless Youth Transitional Housing Program**

**RFA: DHS-FSA-HYRA-002-19**

**WHEN:** Friday, February 8<sup>th</sup>, 2019

**WHERE:** Department of Human Services  
64 New York Avenue, NE, 5<sup>th</sup> floor  
Washington, D C 20002  
(room number TBD after RSVP deadline)

**TIME:** 12:00 p.m. – 2:00 p.m.

**CONTACT PERSON:** Tamara Mooney  
Family Services Administration  
Department of Human Services  
64 New York Avenue, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
202-299-2158

**Please RSVP to attend the Pre-Application Conference: no later than January February 4<sup>th</sup>, 2019. You may RSVP via telephone to Tamara Mooney, Program Analyst, 202-299-2158, or by email to [tamara.mooney@dc.gov](mailto:tamara.mooney@dc.gov).**

**SEATING IS LIMITED**

**Checklist for Applications**

**District of Columbia Homeless Youth Transitional Housing Program Grant Applications**

**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 2 CFR 200, 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 "Application Format" listed in Section VI of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, 1.5 spaced, on one side, using 12-point Times New Roman 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 II: 2-Program Narrative, 3-Proposed Program Plans, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications must not exceed 20 pages. Note: Attachments and appendices do not count toward the page limit.
	Program Budget and Budget Narrative Justification (Attachment H) 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 E) 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/Agreement from key community partners documenting their specific support for the delivery of services for the Homeless Youth Transitional Housing Program 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 Homeless Youth Transitional Housing Program Grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Homeless Youth Transitional Housing Program 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 D).
	Applicant submitted the required five (5) copies of the proposal. Of the five (5) copies, one (1) copy was stamped "original."

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## SECTION I

## GENERAL INFORMATION

### Introduction

The Department of Human Services (DHS) is soliciting detailed proposals (also referred to as “applications”) to establish youth transitional housing in the District per the End Youth Homelessness Amendment Act of 2014, D.C. Law 20-155 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq.*). The End Youth Homelessness Amendment Act of 2014 is authorized as part of the Fiscal Year (FY) 2018 Budget Support Act of 2014, pursuant to Section 412 of the District of Columbia Home Rule Act, P.L. 93-198 (the Charter). The End Youth Homelessness Amendment Act of 2014, D.C. Law 20-155 amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq.*).

In accordance with the End Youth Homelessness Amendment Act, DHS is authorized to provide funding to establish transitional housing for youth ages 17-24. DHS anticipates adding up to twenty nine (29) transitional housing beds for youth ages 17-24. The grant’s services will include, but are not limited to, service provision listed below in the location within the District, coordination with other youth bed providers and street outreach teams to exchange homeless youth related information, participation in the District’s youth Coordinated Assessment Housing Placement (CAHP) system, including conducting assessments, and filling vacancies via the system, utilizing the Homeless Management Information System (HMIS); ability to refer, serve, and/or address the needs of various target population; participation in the District’s Interagency Council on Homelessness (ICH), Continuum of Care (CoC), and DHS sponsored training as appropriate; and capacity for overflow during winter months and extreme weather conditions.

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

### Target Population

The District of Columbia Homeless Youth Transitional Housing Program target population is:

- Youth between the ages of 17 and 24 who are economically or emotionally detached from their families and lack an adequate or fixed residence, including youth who are unstably housed, living in doubled up circumstances, in transitional housing, in shelter, or on the street.
  - This excludes youth who are in the physical or legal custody of the District;
- Youth who are fleeing a situation of sexual assault, domestic violence, dating violence, and/or stalking;

### Eligible Organizations/Entities

- Local social services organizations, not-for-profit corporations, non-profit organizations and charitable organizations, including faith-based organizations based in and serving the target

population of individuals who are currently experiencing homelessness in the District.

- Organizations incorporated as a not-for-profit corporation or religious corporation or public agency under the laws of the District, or a corporation formed under laws of another state and authorized under District law to conduct corporate activities in the District, or provide care and services in the District and have been granted federal tax exempt status.

Eligible organizations may sub-grant the funding under this grant to sub-grantees (providers), as approved by DHS to meet the requirements in this RFA. Applicants must include details on how it will manage services, financial, and legal responsibilities between itself as the Grantee and its sub-grantees. The application must clearly describe the roles and responsibilities for each party in the proposal.

### **Faith-Based Organizations**

On the same basis as any other applicants, religious organizations are eligible to participate as long as the services funded by the District of Columbia Homeless Youth Transitional Housing Program Grant are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, in accordance with United States Executive Order 13279 of December 12, 2002.

### **Source of Grant Funding**

The funds are local funds made available through the Fiscal Year 2019 Budget Support Act of 2019, effective October 30, 2018 (D.C. Law L22-0168).

### **Award Period**

This grant is being offered from the date of the grant award through September 30, 2019, with an option to renew for up to five (5) additional years.

### **Grant Awards and Amounts**

DHS will fund up to one million three hundred five thousand dollars and zero cents (\$1,305,000.00).

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and the official grant agreement. Applicants shall only use grant funds to establish youth transitional housing beds for the target population in the District of Columbia.

### **Indirect Costs Allowance**

The applicants' budget submissions must adhere to a ten-percent (10%) maximum for indirect costs, which is included as part of the total grant award.

## Contact Person

For further information, please contact:

Tamara Mooney, Program Analyst  
DC Department of Human Services  
Family Services Administration  
64 New York Avenue, N E, 5<sup>th</sup> Floor  
Washington, DC 20002  
202-299-2158

## Updates

In order to receive updates and/or addenda to this RFA, or other related information, applicants are advised to immediately email the following information to Tamara Mooney, Program Analyst at [tamara.mooney@dc.gov](mailto:tamara.mooney@dc.gov):

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

## Notice of Intent

Organizations that anticipate submitting an application in response to this request should send an email Tamara Mooney. The Notice of Intent is not mandatory nor does it provide any specific obligation with regard to the review or award process.

## Pre-Application Conference

The Pre-Application Conference will be held at the DHS headquarters at 64 New York Avenue, NE, 5<sup>th</sup> Floor, Washington, DC 20002 on **Friday, February 8<sup>th</sup>, 2019**, from 12:00 p.m. to 2:00 p.m. Location of the meeting will be disclosed after RSVP deadline.

## Explanations to Prospective Grantees

Applicants are encouraged to e-mail their questions to Tamara Mooney on or before **February 20<sup>th</sup>, 4:00 p.m.** Questions submitted after the deadline date will not receive responses. Please allow ample time for email to be received prior to the deadline date.

## Deadline Date

The RFA will be issued on Friday, **January 25<sup>th</sup>, 2019**. The Pre-Application Conference will be held on **February 8<sup>th</sup>, 2019** the deadline for submissions of all applications is **February 27<sup>th</sup>, 2019 at 4:00 p.m.** Applications sent via mail must be received by the deadline. Applications

that are received by the deadline date will receive an electronic acknowledgment. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 4:00 p.m. on February 27<sup>th</sup>, 2019.**

## **SECTION II**

## **PROGRAM SCOPE**

### **Specific Requirements**

Grantee(s) shall be required, at minimum, to provide the following case management services:

- Develop an Individualized Service Plan (ISP) for (and in collaboration with) the client, within 30 days of housing placement.
- Monitor the client's progress toward ISP goals, and revise the plan minimally every 6 months after plan development. (An ISP template will be provided to Grantee(s)).
- Meet with the clients in accordance with program standards outlined in the application.
- Refer and connect clients to needed public benefits enrollment, health care, behavioral health and other supportive services to achieve ISP goals.
- Work to ensure that clients are receiving and engaged in needed health care and supportive services and stay enrolled and engaged to these services.
- Help clients set and obtain employment and/or education goals as the client is ready to pursue them.
- Monitor client's compliance with their housing requirements and THP rules on a monthly basis. At least one (1) incidence of this monitoring activity shall take place in the home of the client during a face-to-face meeting with the client.
- Serve as mediator/liaison between their assigned clients and service providers.
- Coordinate, monitor, and evaluate supportive services provided to clients; this may require accompanying the client to scheduled appointments and/or coordinating/communicating with service Providers via another forum.
- Use the Transition Age Youth Service Prioritization Decision Assistance Tool (TAY-SPDAT) as a case management tool, conducting a formal update at least twice in the first year, and at least annually thereafter.
- Reassess all clients at least six (6) months before their twenty fifth (25) birthday to determine on-going service needs.
- Help clients obtain a government issued I.D. and supporting documents (eg, birth certificate, social security card, income verification statements or pay stubs) as needed for program participation and / or moving to permanent housing, job placement, etc.

### **General Requirements**

Grantee(s) will be required, at minimum, for the following:

- Establish up to: twenty-nine (29) new youth transitional housing beds to serve youth between 17 – 24 years old within the District;
- Take all referrals for vacancies (both initial and at turnover) from the District's CAHP system, in accordance with CAHP system procedures and according to the maximum client capacity amount proposed in the solicitation.
- Comply with all provisions of the (HSRA) and corresponding regulations.

- Be registered as a company in good standing with the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) and appropriately incorporated and licensed;
- Have at least one staff member with a master's degree, licensed in the field of social work or comparable field such as psychology or therapeutic counseling, who has two years supervisory experience or four years or more of experience working with youth;
- Provide support services and make referrals for other services provided by District partners such as ID Vouchers, behavioral health services, etc;
- Coordinate and collaborate with other District youth housing providers in the exchange of information and participate in cross-training opportunities provided by DHS and/or its partners;
- Utilize a culturally-competent youth development approach to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility; Conduct intake and administer the program in a culturally sensitive manner taking into the account the needs and vulnerabilities of homeless and unstably housed youth.
- Collaborate with other District agencies such as the Child and Family Services Administration (CFSA) when needed;
- Provide data related to program performance on a monthly basis to DHS in a manner conducive to detailed independent verification of research results and findings;
- Obtain approval from the Grant Administrator for any informational materials prior to printing to ensure that appropriate citations are included and the focus of the materials meet the public information and education needs for which they are designed to address; and
- Operate all programming according to Housing First principles.
- Submit a detailed plan to outline clear protocols regarding client engagement and case management such as number of visits per month, individual and group sessions, process for service linkages, etc.
- Require all THP case management staff attend ICH, CoC, and District-sponsored trainings, as Directed by the Department. For example, but is not limited to:
  - Homeless Services Reform Act (HSRA) 2005 Overview
  - Homeless Management Information System (HMIS) Training
  - Housing Quality Standards (HQS) Training
  - Coordinated Assessment and Housing Placement (CAHP) System Training
  - Reasonable Accommodations and ADA Training
  - Customer Service Training
  - Cultural Competency and Sensitivity Training
  - Understanding Special Needs Training
  - Non-Coercive Approaches to Conflict Management Training
  - Housing Based Case Management Training
  - CPR First Aid
  - Unusual Incident Reporting (UIR)
  - HIPPA
  - Crisis Intervention

- Utilize HMIS and all other designated data applications related to THP operations to capture client level data on persons served under the program. This database will be used throughout the period of performance to track outcomes and utilization rates.
  - Grantee(s) will be responsible for appropriate and accurate data entry and management; and
- Utilize DHS Office of Performance Review Monitoring and Investigation (OPRMI) Correspondence Unusual Incident Report (UIR) and Complaints Quickbase to facilitate reporting incidents outlined below.
- Collaborate with the Grant Administrator and DHS monitoring team, providing information as requested.

### **Location of Units**

The transitional housing provided under the Grant Agreement(s) will typically consist of controlled site apartments in the District of Columbia. These units may be privately owned by Grantee or another owner. Under THP, the majority of client contact for the purposes of providing case management services must be provided in the home and/or community of the client as opposed to the office of the case manager.

### **Transitional Housing Requirements**

Grantees will be required, at minimum, for the following:

- Create up to twenty- nine (29) new transitional housing beds to serve youth between 17-24 years old;
- A grantee's current transitional housing capacity (i.e. beds), if applicable, shall not be funded by this grant unless there are unused/vacant beds that have not been occupied for more than six (6) months. Verification of unused/vacant beds is subject to monitoring by DHS and/or the Grant Administrator. In addition, any existing beds that may be counted towards satisfying the requirements of this grant must be established specifically for homeless youth only. If and when existing beds are deemed eligible for funds under this grant, the identified beds shall only remain usable for youth under this grant agreement;
- Provide immediate and/or emergency needs to clients, which may include: food, clothing, emergency care and, referral services;
- **Establish and maintain proper licensure from CFSA for all youth residential facilities serving minors, in accordance with D.C. Code § 3-803(a)(1), *et seq* (such as Chapter 62 or 63);** and
- Provide homeless services for each youth admitted, which includes, at minimum, a comprehensive assessment of the client, creation of an Individualized Service Plan (ISP).
  - The ISP shall include immediate and long-term plans for the client, which lists all the needs and actions to be executed. Grantees must provide directly, through written agreements, or through referral, the full range of services that are required to address the goals outlined in the ISP, including: crisis intervention, medical and mental health care; psychiatric evaluations; dental care; legal assistance; housing assistance; family reunification; employment; education; and any other urgent services needed by the youth or his/her family. Grantee's shelter or transitional

housing program will work closely with District Youth Homeless Drop-In Centers and Street Outreach services to identify youth in need of homeless services and support.

### **Anticipated Client Contact Standards**

1. Grantee shall ensure that outreach and engagement with the client begins within three days of receiving the referral from CAHP. If the client has been identified as being in crisis, the provider must meet with the client within twenty-four hours of receiving the referral. If after proactive outreach, engagement, and documentation of efforts within a two week period, a provider determines that client placement cannot be accomplished, the provider may seek to have the client removed from the caseload list by DHS.
2. Grantee(s) shall ensure that case managers have regular contact with and be available to clients to help meet their goals and to ensure continuity and effectiveness of service delivery. Meetings shall be scheduled by the Case Manager and the client at a mutually agreeable time that does not conflict with a client's work schedule, health care appointments, school events, or other appointments that are part of the client's ISP.
3. Grantee(s) shall ensure that all client notes of engagement activities, client contacts, and clinical notation are recorded in HMIS within forty-eight (48) hours of service delivery.
4. Grantee(s) shall ensure that all services be provided by a qualified case manager, licensed certified clinician, and/or licensed social worker. If more than one Provider team member will be performing case management tasks, the Grantee(s) must identify a primary case manager responsible for coordinating and documenting the service delivery for the individual.
5. If the relationship between a client and his or her Case Manager deteriorates such that the two can no longer reasonably work together, the client may request assignment of a new Case Manager, and the Grantee(s) must transfer the client to a new Case Manager. If Grantee(s) cannot accommodate the request, the client and/or the Grantee(s) have the right to request that DHS transfers them to a new Grantee for case management services.

### **Confidentiality of Records**

This RFA requires that all information concerning: victims and potential victims of domestic violence; presence of a communicable disease or non-communicable disease such as HIV/AIDS; mental illness or treatment for mental illness; and substance or alcohol abuse, is to be held strictly confidential and shall not be divulged to unauthorized persons, in accordance with The District of Columbia Public Assistance Act of 1982, as amended, (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005(D.C. Law 16-35; D.C. Official Code § 4-754.11(7) and any other applicable District and federal confidentiality laws. The Grantee must demonstrate an ability to maintain the confidentiality of clients' information, adhere to all Federal and local laws related to confidentiality (HIPAA) and to report the information specified below to DHS. Specifically, the Grantee must agree to and abide by the following conditions:



- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Ensure that all staff with access to confidential or sensitive information is aware of and trained on the relevant provisions of local and Federal laws and regulations regarding client information and confidentiality, including statutes addressing mental health, HIV/AIDS, substance abuse, domestic violence, and minors.
- Establish clear policies and procedures to ensure and make clients aware of their right to privacy and confidentiality in case management service delivery and information dissemination. The Grantee must post a notice at its offices that the policies are available and make a copy available upon request by any client. The Grantee (s) must allow any individual who provided protected personal information the right to inspect and receive a copy of the personal information collected about him/her.
- The Grantee (s) entity shall submit with the application a signed confidentiality statement, found in Attachment I, for each current staff person who will be working on the THP for youth per the requirements of the End Youth Homelessness Act of 2014 and this RFA. Each volunteer must also sign a confidentiality agreement prior to participation in a grant program covered by this RFA.

### **Reporting Requirements**

*The Grantee shall be prepared to complete and submit the following reports.*

**Data Collection:** Grantees must collect data in HMIS that provides measurable indicators that will inform promising practices to improve services and programs for the target population. Grantees will be responsible for using appropriate the HMIS technology and expertise to track outcomes, utilization rates, and turn-aways of youth who seek or receive services in the transitional housing program and analyze results of the data collection. Data collection must include: the number of program entry and exit for each youth who present at the shelter bed or transitional housing program covered by this RFA; if applicable, the number of coordinated entry assessments conducted on youth who present for service to a shelter bed or transitional housing program covered by this RFA; tracking expenditure of resources administered during intake and in the course of providing services (e.g. food, clothing, hygiene products, prophylactics, etc.); number of times transportation was provided to individuals in the target population; the number and percentage of unduplicated target population contacts that were turned away from service at a program covered by this RFA; 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. Data collected must be entered in the HMIS within forty-eight (48) hours of services performed.

Program performance measures will be determined in coordination with DHS and the grantee but will, at a minimum, include measures on exits to positive destinations, length of stay in the program, returns to homelessness, change in income, and others to be determined.

1. Grantee(s) shall submit a Comprehensive Monthly Case Management Report to their designated THP Coordinator by the 15th day of each month (reflecting activities for the previous month). DHS will develop the specific format for the monthly reports. The report will minimally include the following information:
  - a. A listing of the organization's overall caseload.
  - b. General demographic information on clients within the caseload.
  - c. A description of the contact (frequency and type) with each client.
  - d. A description of the services clients are engaged in and the efficacy of those services.
  - e. Levels of client participation.
  - f. Progress towards client ISP goals.
  - g. A listing of all staff working under the contract and any additional staff members who are working as part of a team to provide services to THP clients, and their individual caseloads, or a description of caseloads for the team.
  - h. A listing and explanation of any/all concerns related to clients or other matters.
  - i. A listing and explanation of any/all concerns related to the availability of Medicaid reimbursement for services delivered by or in coordination with THP case management services (as applicable), and potential impacts on meeting the needs of THP clients.
  - j. Financial expenditures and requests related to contract/program activity.
  - k. Description of any/all unusual incidents.
  - l. Financial expenditures and requests related to contract/program activities by client and in the aggregate.
2. In addition to the reports specified, additional reports (annual Case Management reports, client specific reports, etc.) and client information must be provided upon request.
3. Grantee(s) must immediately report to DHS program designee any death, fire, or health and safety issues with facilities that result in the displacement of household members. The provider shall report unusual incidents electronically using the DHS unusual incident report database upon the occurrence of the incident to the Grant Administrator (or other designated DHS staff) within 24 hours.
4. An unusual incident is an event that affects provider staff or customers and is significantly different from the regular routine or established procedures. Examples of these incidents include, but are not limited to:

- a. Death;
- b. Injury;
- c. Unexplained absence of client;
- d. Physical, sexual, or verbal abuse of a client by staff or others;
- e. Staff negligence;
- f. Fire;
- g. Theft, destruction of property, or sudden serious problems in the physical facility;
- h. Requests for information from the press, attorneys, or government officials outside of DHS staff involved with the contract; and
- i. Client behavior requiring attention of staff not usually involved in their care.

**Final Report:** The Grantee(s) shall submit to DHS, a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing: all data collection, data analysis, findings, and recommendations. The specific sections of the Report will be developed in consultation with DHS.

### **Certifications and Assurances**

**Security Certifications:** Since the Grantee may come into contact with students or residents under 18 years of age, the applicant must provide certifications that if funded, as Grantees(s) it shall conduct routine pre-employment criminal record background and traffic record checks per D.C. Official Code §§ 4-1501.01, *et seq.*, and drug and alcohol testing per D.C. Official Code § 1-601.01 *et seq.*, and any other applicable District law of all the Grantees(s)' staff that will provide services under this/these contact(s). Any conviction or arrest identified in the background checks of the Grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance and Grant Administrator, which will determine the employee's suitability for employment. **The Grantees shall complete and return the Certifications (Attachment B) and Assurances (Attachment C) with the application submission.**

## **SECTION III**

## **GENERAL PROVISIONS**

### **Payment Provisions**

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

### **Insurance**

The Grantee(s), when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **Audits**

The District may have the Grantee's expenditure statements and source documentation audited on any occasion during the grant period prior to the final payment as well as three (3) years thereafter.

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

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intrafamily offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, et seq.), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

### **Staff Requirements**

Grantee(s) shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. All social workers shall be licensed and other professional staff shall maintain appropriate credentials.

Grantee(s) shall maintain complete written job descriptions covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The 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. When hiring staff for this grant project, the Grantee(s) shall obtain written documentation of work experience and personal references.

Grantee(s) shall maintain a personnel file for each project staff member which shall contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment federal and local criminal record background checks and child protection registry 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. All of these personnel materials shall be made available to the Grant Administrator or his/her designee upon request.

Grantee(s) shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

Grantee(s) 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.

If volunteers are used on this project, Grantee(s) shall maintain a personnel file for each volunteer that shall contain documentation of the volunteer's home address and email address or phone number, professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which contribute toward the success of this project. 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 the project shall also be maintained in the volunteer file. All of these personnel materials shall be made available to DHS upon request.

Grantee(s) shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the Grant Administrator.

## **Facility Requirements**

### a. *Regulations*

The Grantee's facilities and transportation used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. The Grantee shall maintain current all required permits and licenses. The Grantee's failure to do so shall constitute a failure to perform under the agreement and become a basis for termination of the grant agreement for default.

Where applicable, Grantees shall be licensed by CFSA, in accordance with Chapter 62 and 63 of Title 29 of the District of Columbia Municipal Regulations: "Licensing of Youth Shelters, Runaway Shelters, Emergency Care Facilities, and Youth Group Homes" and "Licensing of Independent Living Programs for Adolescents and Young Adults."

### b. *Maintenance*

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup shall be provided by the Grantee.

### **Performance Standards and Quality Assurance**

Program performance measures will be determined in coordination with DHS and the grantee but will, at a minimum, include measures on exits to positive destinations, length of stay in the program, returns to homelessness, change in income, and others to be determined.

#### **Grantees must also comply with the following:**

1. Grantee(s) shall address issues and concerns raised by the target populations when feasible.
2. Grantee(s) shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.
3. Grantee(s) shall monitor and evaluate activities of staff performing services under the Agreement that will result from this solicitation, including staff working as part of a team to provide services that are related to a client's service plan and supported by reimbursement from Medicaid or other sources. At a minimum, the Grantee's quality assurance program shall include a review of the appropriateness, quality, timely completion of tasks and progress made, and effectiveness of services on a semi-annual basis per the request of the Grant Administrator.
4. Grantee(s) shall be responsible for documentation of services provided to clients, including updates regarding overall client progress as well as any issues that may arise.
5. Grantee(s) shall inform all clients of the services available and of their rights as a participant in the program. Grantee(s) shall inform all clients of the process by which to file a complaint or grievance, and the process by which a grievance disposition can be appealed. Grantee(s) shall develop and comply with, a process for receiving, investigating and addressing client complaints and client requests for reassignment of their case manager.
6. Grantee(s) shall ensure the delivery of case management services free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, and source of income.
7. Grantee(s) shall ensure the ability of appropriately trained and qualified staff, service partners, and providers to utilize the assessment tool, assess individuals that present for service and appropriately place and/or make referrals for service through comprehensive training, oversight and monitoring of completed assessment and referral decisions, and monitoring of service outcomes.
8. Grantee(s) shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits and other

inspection of data collection activities.

## **Records**

Grantee(s) shall keep accurate records of the program and the ongoing progress of the program activities. Grantee shall provide DHS such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by Grantee's senior staff. Grantee shall retain all records for at least three (3) years following final close-out of the grant.

## **Evaluation**

The Grantee(s) shall describe the plan that will be used to evaluate the effectiveness of the THP for youth per the requirements of the End Youth Homelessness Amendment Act of 2014, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The Grantee(s) shall indicate the criteria to be used to assess the results of the evaluation process.

The Grantee(s) shall describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable. The Grantee(s) shall explain the methodology that will be used to determine if the needs of the project designed are being met.

DHS shall be authorized to assess the applicant's performance with respect to accomplishing the purpose of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

## **Monitoring**

With responsibility for monitoring and evaluating funded project, representatives of DHS will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee is required to provide such access to its facilities, transportation, records, clients and staff as may be necessary for monitoring purposes.

## **Termination of the Grant**

The grant period will be from the date of award through September 30, 2019. The FY 19 grant award indicates that all funds must be expended by September 30, 2019, so carry-over may not be an option, if funds cannot be completely expended by September 30, 2019. DHS may exercise an option to renew the grant for up to five (5) additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and funds are available. Should a grantee intend to discontinue the provision of services prior to the conclusion of the grant period, the grantee must notify the DHS in a written statement at least sixty (60) days prior to the abatement of services.

## **Rights to Data**

All data first produced in the performance of this grant shall be the sole property of the District of Columbia. The Grantee shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

### **Compliance with Tax Obligations**

Prior to execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

## **SECTION IV**

## **APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than 4:00 p.m. on **February 27<sup>th</sup>, 2019**. All applications will be recorded upon receipt. Applications received after 4:00 p.m. on **February 27<sup>th</sup>, 2019** will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and four (4) copies of the application must be submitted in a sealed envelope or package by the deadline date and time unless emailed. Two (2) copy of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received electronically and/or physically at or before the deadline date and time at the following locations:

The District of Columbia  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 5<sup>th</sup> Floor  
Washington, DC 20002

Or

tamara.mooney@dc.gov  
Contact Person: Tamara Mooney  
Phone: 202-299-2158

### **Mail/Courier/Messenger Delivery**



Applicants should allow at least one hour before the deadline time to clear security protocols.

Applications mailed or delivered by messenger/courier services must be received by 4:00 p.m. on **February 27<sup>th</sup>, 2019**. Applications arriving via messenger/courier services after the posted deadline of 4:00 p.m. on **February 27<sup>th</sup>, 2019** not be considered for funding. Application packages must be delivered to the attention of Tamara Mooney, DHS, Program Analyst. Receipt of applications must be by a DHS staff member and not left at the security desk or other location by the courier service.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## SECTION V REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

### Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria. Applicants' applying for multiple bed programs shall make clear project distinctions in the applicant profile.

#### **Criterion A: Program Design (Total 40 Points)**

Applicants must submit a program design that includes all of the elements in Criterion A. Successful applicants will clearly identify, articulate, and detail how all elements will be executed.

1. **40 Points:** The program design must detail the plan to establish, execute, and maintain the proposed THP and homeless services for youth. The program design must detail how the applicant will meet, execute, and manage the following objectives:
  - Create up to twenty nine (29) transitional housing beds for youth seventeen (17) to twenty-four (24) years of age;
  - Beds/services for minors shall include;
    - Transportation to/and from school; and
    - An evidence-based model designed to keep minor children safe and strengthen families (i.e. Family Preservation Services, Homebuilders, Intensive Family Preservation Services, and Parents and Children Together).
  - Utilize the District's CAHP and referral system, including conducting assessments of walk-in clients and filling vacancies via the system;
  - Utilize HMIS;
  - Refer, serve, and/or address the needs of various subpopulations (e.g. LGBTQ, sexually exploited youth, or youth with behavioral health needs);
  - Participate in the District's ICH, CoC, and DHS sponsored training;
  - 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.

*In reviewing the elements of the paragraph above, priority will be given to applicants with CFSA licensure to serve minors.*

**Criterion B: Organizational Capability and Relevant Experience (Total 35 Points)**

1. **10 Points:** The applicant must detail and demonstrate:
  - Knowledge, experience, and expertise in creating and maintaining a drop in center and shelter beds or similar program for the target population.
  - Knowledge, experience, and expertise in providing homeless services for youth per the requirements of the End Youth Homelessness Amendment Act of 2014 and this RFA. Knowledge, experience, and expertise should, at minimum, include:
    - Past experience and knowledge in developing and creating a drop in center or similar housing program for the target population in the District;
    - Past experience and knowledge in providing case management and supportive services to youth;
    - Identify and demonstrate an understanding of issues affecting the target population; and
  - Past experience and knowledge in presenting findings and making specific recommendations based on these findings to stakeholders such as the ICH Youth Committee. This should also include end results after the specific recommendations were provided.

*In reviewing the elements of the paragraph above, DHS will consider:*

- 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. The applicant will be evaluated in terms of recent, relevant and successful experience of staff in undertaking comparable activities.
2. **10 Points:** The Applicant must detail and demonstrate its ability to provide services with cultural competency and a youth development approach. At minimum, the Applicant must:
    - Identify and demonstrate an understanding of issues affecting the target population; and
    - Provide references from partners through letters of support from community-based organizations and/or advocacy groups.
  3. **10 Points:** The Applicant must detail and demonstrate its ability to provide services that are culturally competent and from a youth development approach. At minimum, the applicant must:
    - Describe the applicant(s) approach to securing a cash match or donations (including in-kind) for any goods or services that brings additional resources to this Program. If the Applicant is securing matching funds or donations, identify the dollar amount and explain how these funds will be applied to services under this Program.
    - Describe the applicant(s) ability to deliver services by leveraging strategic partnerships with other providers in the homeless services Continuum of Care.

- Provide references from partners through letters of support from community-based organizations and/or advocacy groups. For example, letters from human trafficking experts.
3. **5 Points:** The applicant must include a staffing plan. The staffing plan shall detail how the application will hire or maintain current qualified staff. The Applicant must 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. The plan, at minimum, must include details on succession for key positions and recruitment strategies.

**Criterion C: Sound Fiscal Management and Reasonable Budget (Total 20 Points)**

1. **10 Points:** The Applicant will provide details on its financial standing and ability to manage resources. The Applicant shall identify resources outside of this grant agreement that will be applied and/or leveraged towards services under this grant. Additionally, the applicant shall provide details on how funds under this grant will be managed, tracked, and reconciled on a monthly basis. The Applicant may also identify how it shall facilitate public/private collaborations to ensure that services funded under this grant will be coordinated with other services provided throughout the District, and that the District's investments are used to leverage additional investments/donations to the maximum extent possible to address the needs of the homeless population, which includes individuals, youth, and families. The Applicant must provide evidence of sound fiscal management and financial stability. Examples of evidence include audited financial statements.
2. **10 Points:** The applicant shall submit a detailed, line itemized budget that demonstrates how funds will be applied to meet the requirements.

**Criterion D: Overall Feasibility of the Project (Total 5 Points)**

**5 Points:** The Applicant must demonstrate how its organization, including its leadership, will support the services under this RFA. This should include, at minimum, how these services align with the organization's mission, goals, strategic objectives, and/or day-to-day operations and services. The Applicant must also demonstrate that it has obtained key stakeholder approval and support of providing services under this RFA. provide documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. Examples of approval could include a letter of intent, signed by all current governing board members, regarding the applicant's ability for timely program implementation.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After

reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

## **SECTION VI APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Program Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment H**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed sixty (60) pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman type recommended). Pages should be sequentially numbered. The review panel shall not review applications that do not conform to these requirements.

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

#### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Program Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The program narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with outreach activities in this community. If no experience, describe how past linkages to the community will prove beneficial in this undertaking.

## **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment H. The budget for this application will contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

<b>PERSONNEL:</b>	Show proposed salaries and wages for all program staff.
<b>FRINGE BENEFITS:</b>	Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.
<b>SUPPLIES:</b>	List proposed supplies and educational materials.
<b>OTHER:</b>	Show rental or leasing of space for the program. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to program activities. Include insurances, subscriptions and postage.
<b>Indirect:</b>	Show calculation based on the required 10% maximum rate.

## **Certifications and Assurances**

Applicants will provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

## **Appendices**

This section will be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;

- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable);
- Planned job descriptions (if applicable);
- Articles of Incorporation, if applicable;
- Bylaws, if applicable;
- IRS letter of non-profit corporation status, if applicable; or
- Form 990, Return of Organization Exempt from Income Tax, if applicable;
- Minimum of two (2) Memoranda of Understanding from key community partners documenting their specific support for proposed Homeless Youth Transitional Housing Program services;
- Signed letter stating that the applicant will market the entity as a DHS/FSA Youth Transitional Housing Program and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for Youth Transitional Housing Program;
- District of Columbia Business License;
- Certificate of Good Standing;
- Certificate of Occupancy; and
- Fire Inspection.

**Section VII                      LIST OF ATTACHMENTS**

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Monthly Report
Attachment H	Budget
Attachment I	Collaboration Commitment Form
Attachment J	Confidentiality Statement
Attachment K	Definitions
Attachment L	Applicable Documents

**Attachment A**

***FY19 District of Columbia Homeless Youth Transitional Housing Program***

**Applicant Profile**

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

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

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

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Program Descriptions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget**

**Total funds Requested:** \$ \_\_\_\_\_



Attachment B



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer



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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants 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 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement) and 28 C.F.R. §83.670, "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 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

**under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.**

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

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:**

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

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

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):**

- A. The applicant 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 applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**

**(b) Establishing an ongoing drug-free awareness program to inform employees about—**

- (1) The dangers of drug abuse in the workplace;**
- (2) The applicant'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;**

**(c) 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);**

**(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will**

**(1) Abide by the terms of the statement; and**

**(2) 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;**

**(e) 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: Office of Risk Management, 441 4<sup>th</sup> Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**

**(f) 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—**

**(1) 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**

**(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**

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

**B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

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

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 67, subpart F, for grantees as defined at 28 C.F.R. Part 83:**

- 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:**

**DC Department of Human Services, Office of Grants Management, 64 New York Avenue, NE, Washington, DC 20002**

---

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

\_\_\_\_\_

**2. Application Number and/or Project Name**

\_\_\_\_\_

**3. Federal Tax Identification No.**

\_\_\_\_\_

**4. Typed Name and Title of Authorized Representative**

\_\_\_\_\_

**5. Signature**

\_\_\_\_\_

**6. Date**



## Attachment C

### ASSURANCES

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

Also, the Applicant 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 applicant'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 applicant 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 as amended (Pub. L. No. 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 U.S.C. §§ 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours 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 ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 87 Stat. 975). 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 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. § §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 C.F.R. 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 C.F.R. applicable to grants and cooperative agreements including Part 18. 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 (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature & Title

---

Date

**Attachment D**

**Original Receipt**

***FY19 District of Columbia Homeless Youth Transitional Housing Program***

The Department of Human Services is in receipt of the original application and four (4) copies submitted in response to the Request for Applications for the District of Columbia Homeless Youth Transitional Housing Program Grant:

Submitted by: \_\_\_\_\_  
(Contact Name/ Please Print Clearly)

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address, City, State, Zip Code)

\_\_\_\_\_ (Phone Number) \_\_\_\_\_ (Fax Number)

For DHS Only:

Received applications:      Time: \_\_\_\_\_

Application and \_\_\_\_\_ copies

Received on this date: \_\_\_\_\_

Received by: \_\_\_\_\_

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:00 P.M.**





**Attachment F**

*FY19 District of Columbia Homeless Youth Transitional Housing Program*

**Staffing Plan**

<b>Name</b>	<b>Position Title</b>	<b>Filled/ Vacant</b>	<b>Annual Salary</b>	<b>% of Effort</b>	<b>Start Date</b>

**Director's Signature:** \_\_\_\_\_

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

## Attachment G

### *FY19 District of Columbia Homeless Youth Transitional Housing Program*

### Monthly Report

	<b>[Program Name] Monthly Report (Month and year)</b>
----------------------------------------------------------------------------------	-------------------------------------------------------

<b>DHS Contact Person:</b>	TAMARA MOONEY	<b>Phone:</b>	202-299-2158
<b>[Program Name] Contact Person:</b>	Staff	<b>Phone:</b>	202-xxx-xxxx
		<b>Email:</b>	Staff@agencyname.org
<b>Address:</b>	[Agency Address]	<b>Grant #:</b>	

Plan of Action	Action Steps	Responsible Party	Time Line
<b>Status of Work Plan</b>	1. List updates to obtaining Fiscal Year Goals	<i>Staff Name</i>	Implementation Date:
			Completion Date:
<b>Demographics of Population Served (intakes, move ins, engagements)</b>	<ul style="list-style-type: none"> <li>• # of total youth (# unduplicated, # new)</li> <li>• # females</li> <li style="padding-left: 20px;"># minor</li> <li>• # males</li> <li style="padding-left: 20px;"># minor</li> <li>• # transgender</li> <li>• # LGBTQ</li> </ul>	<i>Staff Name</i>	Implementation Date:
			Completion Date:

<b>Collaboration with other Providers</b>	<p>Example:</p> <ul style="list-style-type: none"> <li>List collaborations with outside agencies for example, collaborated with DBH to provide onsite MH services</li> <li>Partnered with Friendship Place to provide transportation for street homeless youth</li> <li>Formed partnership with Potbelly for youth meeting sponsorship</li> </ul>	<i>Staff Name</i>	Implementation Date:
			Completion Date:
<b>Program Enhancements (trainings, outreach activities, etc.)</b>	<p>Example:</p> <ul style="list-style-type: none"> <li>Case managers attended Housing First Training</li> <li>Initiated Art Therapy program</li> </ul>	<i>Staff Name</i>	Implementation Date:
			Completion Date:
<b>Summary of QA Program</b>	<p>Example:</p> <p>Hired an GED instructor for education completion</p> <p>Agency became a STD/STI testing site</p>	<i>Staff Name</i>	Implementation Date:
			Completion Date:
<b>Task/Activities for Upcoming Month</b>	<p>Example:</p> <ul style="list-style-type: none"> <li>Participate in Homeless Youth Month panel discussion.</li> </ul>	<i>Staff Name</i>	Implementation Date:
			Completion Date:
<b>Referrals Made</b>	<p>Example:</p> <ul style="list-style-type: none"> <li>Mental Health 2</li> <li>DV services at... 1</li> <li>Re-Engagement Center 6</li> </ul>	<i>Staff Name</i>	Ongoing throughout May

	<ul style="list-style-type: none"> <li>• Jubilee Jobs 14</li> <li>• Youth Build 2</li> <li>• DMV 9</li> <li>• Taylor (Medicaid/SNAP) 5</li> </ul>		
--	---------------------------------------------------------------------------------------------------------------------------------------------------	--	--

**Narrative update:** *In narrative form please type any program updates not reflected above. For example, for drop in centers please number of meals provided, goods given out, and subsidies provided like smart trip cards; for street outreach, number of gift cards and goods given out, subsidies provided like smart trip cards.*

**Attachment H**

*FY19 District of Columbia Homeless Youth Transitional Housing Program*

**Budget**

<b>Agency:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number</b>	
<b>CATEGORY</b>	<b>GRANT FUNDS</b>	<b>MATCHING FUNDS</b>	<b>TOTAL</b>
<b>Personnel</b>			
<b>Fringe Benefits</b>			
<b>Travel</b>			
<b>Equipment</b>			
<b>Supplies</b>			
<b>Contractual</b>			
<b>Other (specify)</b>			
<b>Subtotal Direct Costs</b>			
<b>Indirect/Overhead</b>			
<b>Total</b>			

**Attachment I**

***FY19 District of Columbia Homeless Youth Transitional Housing Program***

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**Collaboration Commitment Form**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

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

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

\_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

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

**MAY BE SINGLE-SPACED**

**Attachment J**

***FY19 District of Columbia Homeless Youth Transitional Housing Program***

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**STATEMENT OF CONFIDENTIALITY**

**CONFIDENTIALITY and NONDISCLOSURE AGREEMENT**

The District of Columbia (District), Department of Human Services (DHS), is accepting applications for Fiscal Year (FY) 2018 to create shelter beds, transitional housing beds and homeless services for youth per the requirements of the End Youth Homelessness Amendment Act of 2014, D.C. Law 20-155 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq.*). For purposes of this Confidentiality and Nondisclosure Agreement, clients of DHS and participating providers or grantees who will create transitional housing beds and homeless services for youth are referred to as “DC Youth THP clients.”

I, \_\_\_\_\_, am employed by:

\_\_\_\_\_  
Name of Organization

I understand that in the course of my duties pursuant to the District of Columbia Youth Transitional Housing Program Grant, I may receive or have access to DC Homeless Youth THP clients’ personally identifiable and confidential information (protected information). I further understand that such client protected information is highly sensitive, confidential, and/or otherwise protected from disclosure to the public. I understand that any divulgence of privileged, sensitive, and/or confidential information to unauthorized persons whether intentional or inadvertent may compromise the government and people of the District of Columbia.

Therefore, I agree that unless such actions are authorized by an Agreement and/or District or Federal law, I will not disclose, discuss, or divulge any client protected information that I have received or accessed pursuant to my duties and participation in the District of Columbia Youth Transitional Housing Program Grant. I further agree that I will take all reasonable affirmative steps to protect DC Youth THP clients’ protected information in my possession from unauthorized use or disclosure.

I further agree to immediately notify the following DC Youth Transitional Housing Program Grant Privacy Point of Contact if I become aware of any unauthorized use, access, or disclosure of DC Youth Shelter clients’ protected information: Tamara Mooney, Privacy Point of Contact, [tamara.mooney@dc.gov](mailto:tamara.mooney@dc.gov), (202) 299-2158.



I understand that the unauthorized use and disclosure of privileged, sensitive, and or confidential information would be a violation of applicable District and Federal laws including, but not limited to the District of Columbia Homeless Services Reform Act of 2005 (D.C. Official Code § 4-754.11(7) and § 4-754.21(12)); the District of Columbia Self-Sufficiency Promotion Act of 1998, effective April 20, 1999 (D.C. Law 12-241; D.C. Official Code §§ 4-209.04(b) and (c)); the District of Columbia Mental Health Information Act of 1978 (D.C. Official Code § 7-1201.01 *et seq.*); the Confidentiality and Disclosure of Records on Abused and Neglected Children Act of 1979 (D.C. Official Code § 4-1303.06(a)); and any and all applicable District and federal confidentiality laws.

By signing this document, I acknowledge that I have read and agree to abide by it. I also understand that any violation of this agreement may result in civil or criminal penalties, disciplinary action, which may include discharge if I am a District employee or termination of access rights if I am not employed by the District. Furthermore, I understand that I may be prosecuted if I knowingly and intentionally use DC Youth THP clients' protected information for fraudulent purposes.

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Signature/Title

---

Date

## **Attachment K**

### ***FY19 District of Columbia Homeless Youth Transitional Housing Program***

#### **DEFINITIONS**

**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. Case Management is:

- a. a process of progressive engagement;
- b. typically conducted on site;
- c. conducted weekly;
- d. conducted at a time agreed upon by the case manager and client.

**Continuum of Care (CoC)** - The comprehensive system of services for individuals and families who are homeless or at imminent risk of becoming homeless and designed to serve clients based on their individual level of need. The Continuum of Care may include crisis intervention, outreach and assessment services, shelter, transitional housing, permanent supportive housing, and supportive services.

**Controlled Site** - A housing/homeless program that is centralized in one or more specific building(s)/facility(ties) in which all (or most) occupants/tenants are participants in the same program.

**Coordinated Assessment Housing Placement (CAHP) System - Coordinated Entry:**

Process that streamlines access to homeless assistance services (such as prevention, shelter, and transitional housing), screens applicants for eligibility for these and other programs in a consistent and well-coordinated approach, and assesses needs to determine which interventions are the best fit. In a system that offers coordinated entry, each homeless assistance service location uses the same assessment tool and makes decisions about referrals based on consistent criteria and a comprehensive understanding of each program’s requirements, target populations, and available openings and services.

**Culturally Competent** - The ability of a provider to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the provider can respond to the individual needs of each client.

**Department** - The District of Columbia Department of Human Services or any successor organizational unit (in whole or in part).

**Homeless** - Lacking a fixed, regular residence that does not jeopardize the health, safety, or welfare of its occupants, and lacking the financial ability to immediately acquire one; or having

a primary nighttime residence that is: a supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

**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.

**Housing First** - a program that provides clients with immediate access to independent permanent housing and supportive services without prerequisites for sobriety or participation in psychiatric treatment.

**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 pursuant to section 4.

**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.

**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.

**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.

**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.

**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 stability, 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.

**Service Provider** – Contractor or subcontractor that provides direct shelter and related services

**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.

**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.

**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.

**Youth:** A person who is aged 24 years or younger.

**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.

**Transition Age Vulnerability Index-Service Prioritization Decision Assistance Tool (TAY VI-SPDAT)** - The TAY VI-SPDAT developed and owned by OrgCode and Community Solutions is utilized for youth single individuals up to the age of 25 years (and not families) to recommend the level of housing supports necessary to resolve the presenting crisis of homelessness. Within those recommended housing interventions, the VI-SPDAT allows for prioritization based on presence of vulnerability across four components: (a) history of housing and homelessness (b) risks (c) socialization and daily functioning (d) and wellness - including chronic health conditions, substance usage, mental illness and trauma.

## Attachment L

### Applicable Documents

Item No.	Document Type	Title
1	D.C. Law	End Youth Homelessness Amendment Act of 2014 <a href="http://lims.dccouncil.us/Download/31458/B20-0735-Introduction.pdf">http://lims.dccouncil.us/Download/31458/B20-0735-Introduction.pdf</a>
2	D.C. Law	Homeless Services Reform Act of 2007 (HSRA) <a href="http://dcclims1.dccouncil.us/images/00001/20050718143549.pdf">http://dcclims1.dccouncil.us/images/00001/20050718143549.pdf</a>
3	D.C. Document	Solid Foundations DC: Strategic Plan to Prevent and End Youth Homelessness <a href="https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20_web%201.5.pdf">https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20_web%201.5.pdf</a>
4	D.C. Law	The District of Columbia Public Assistance Act of 1982 <a href="http://lims.dccouncil.us/Download/319/B8-0391-INTRODUCTION.pdf">http://lims.dccouncil.us/Download/319/B8-0391-INTRODUCTION.pdf</a>
5	D.C. Law	Confidentiality and Disclosure of Records on Abused and Neglected Children Act of 1979 <a href="https://beta.code.dccouncil.us/dc/council/laws/docs/3-29.pdf">https://beta.code.dccouncil.us/dc/council/laws/docs/3-29.pdf</a>
6	D.C Reg	District of Columbia Mental Health Information Act of 1978 <a href="https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/MENTAL%20HEALTH%20INFORMATION.pdf">https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/MENTAL%20HEALTH%20INFORMATION.pdf</a>
7	D.C. Law	District of Columbia Self-Sufficiency Promotion Act of 1998 <a href="https://beta.code.dccouncil.us/dc/council/laws/docs/12-241.pdf">https://beta.code.dccouncil.us/dc/council/laws/docs/12-241.pdf</a>
8	D.C. Reg	DC DHS Promulgation of New Policy Regarding Equal Employment Opportunity (EEO) <a href="https://dhs.dc.gov/sites/default/files/dc/sites/dhs/page_content/attachments/EEOC_20081104160600.pdf">https://dhs.dc.gov/sites/default/files/dc/sites/dhs/page_content/attachments/EEOC_20081104160600.pdf</a>
9	Federal Law	Title VI of the Civil Rights Act of 1964 (Public Law 88-352) <a href="https://www.gpo.gov/fdsys/pkg/STATUTE-78/pdf/STATUTE-78-Pg241.pdf">https://www.gpo.gov/fdsys/pkg/STATUTE-78/pdf/STATUTE-78-Pg241.pdf</a>