



## *Funding Opportunity*

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

**H A H S T A**

# The Effi Barry HIV/AIDS Capacity Building Program



**RFA Number: HAHSTA\_EBP\_09.08.17**

**Application Deadline: Friday, September 29, 2017 at 6:00 PM**

***Late applications cannot be accepted***



The Department of Health (DOH) reserves the right without prior notice, to reduce or cancel one or more programs listed in this Request for Applications (RFA). DOH reserves the right to reject all applications, adjust the total available funds or cancel the RFA in part or whole. Funding levels for the total program and budget amounts of individual awards shall be contingent upon continued receipt of funding by DOH, as well as any reduction, elimination or reallocation of funds by a federal grantor, the Executive Office of the Mayor (EOM) and/or the Department of Health. Any adjustments shall be in accordance with authorizing legislation for the use of funds, all DC municipal regulations for grant-making and the applicable federal and DOH terms of agreement.

**Pre-application Conference:**



**DATE:**  
**TIME:**  
**WHERE:**

**Wednesday, September 13, 2017**  
**2:30 PM – 4:00 PM**  
**HAHSTA**  
**899 North Capitol Street, NE**  
**Fourth Floor**  
**Washington, DC 20002**

---

**Application Deadline:**



**DATE:**  
**TIME:**  
**WHERE:**

**Friday, September 29, 2017**  
**by 6:00 pm**  
**Electronic submission is required**  
**through the Enterprise Grants**  
**Management System (EGMS) (See**  
**pages 7-9)**

***Applications submitted after 6:00 PM WILL not be accepted.***

---



*You may download this application from:*  
***[www.doh.dc.gov/hivfunding](http://www.doh.dc.gov/hivfunding)***

**RFA #: HAHSTA\_EBP090817**

## **Table of Contents**

<i>Notice of Funding Availability.....</i>	<i>ii</i>
<i>Terms and Conditions.....</i>	<i>iii</i>
<i>Application Checklist.....</i>	<i>1</i>
<i>Effi Barry Program Background.....</i>	<i>2</i>
<i>Effi Barry HIV Institute Expectations.....</i>	<i>3</i>
<i>Application Preparation and Submission .....</i>	<i>4</i>
<i>EGMS Application Submission.....</i>	<i>7</i>
<i>Review and Selection of Applications.....</i>	<i>10</i>
<i>Grant Terms and Conditions.....</i>	<i>13</i>
<i>Appendices .....</i>	<i>15</i>

## **Effi Barry HIV Program Grant 2017-2018**

### **DEPARTMENT OF HEALTH (DOH) HIV/AIDS, HEPATITIS, STD & TB ADMINISTRATION (HAHSTA)**

#### **NOTICE OF FUNDING AVAILABILITY (NOFA) RFA # HAHSTA\_EBP\_09.08.17**

#### **Effi Barry HIV/AIDS Capacity Building Program**

The Department of Health (DOH) HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) is soliciting applications from District organizations to participate in the Effi Barry HIV/AIDS Program (EBP). The EBP is a capacity-building initiative that seeks to strengthen District medical and non-medical providers to implement the strategies framed in the National HIV/AIDS Strategy, the District's 90/90/90/50 Plan and Integrated HIV Care and Prevention Plan, and adapt to the changes in the health care system and funding mechanisms. HAHSTA intends to make a single award to fund the Effi Barry HIV/AIDS Institute for facilitation and provision of training, technical assistance and capacity building to support providers and organizations in the Washington, DC metropolitan area, including the District of Columbia, Suburban Maryland and Northern Virginia.

Up to **\$300,000** will be made available for the EBP through FY18 DC Appropriated funds. The funds are authorized by the "Effi Slaughter Barry HIV/AIDS Initiative Act of 2008." DOH is soliciting applications to support one program area under this RFA:

- **Effi Barry HIV/AIDS Institute:** one (1) award for a capacity building and technical assistance provider. The Effi Barry HIV/AIDS Institute is designed to strengthen capacity and competency of individuals and organizations in the field of HIV, sexual and behavioral health, and support services, including prevention, housing, care, and treatment. The awardee will provide trainings and technical assistance to support current and prospective HAHSTA grantees and community-based organizations in the Fee-for-Service business process; basic HIV service competencies; advanced skills in health care systems, data and health informatics; high-impact prevention programs, including biomedical; and emerging evidence-based or informed approaches through a series of group-level trainings, boot camps, community forums, and individual consultation. Additionally, the awardee will provide logistical support for other training classes determined by HAHSTA based on needs assessed or requested from organizations.

**The release date for RFA # HAHSTA\_EBP\_09.08.17 is Friday, September 08, 2017.** The RFA will be available for pick up at 899 North Capitol Street, NE, 4th Floor, Washington, DC and on the website at <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> under the District Grants Clearinghouse on **Friday, September 08, 2017**. Submission deadline is **Friday, September 29, 2017 by 6:00 p.m.** The Pre-Application meeting will be held in the HAHSTA offices located at 899 North Capitol Street, NE, 4<sup>th</sup> Floor, Washington, DC 20002 on **Wednesday, September 13, 2017** from 2:30pm – 4:00pm.

Please contact Anthony E. Fox at [Anthony.Fox@dc.gov](mailto:Anthony.Fox@dc.gov) or (202) 671-4937 for additional information.

## **Effi Barry HIV Program Grant 2017-2018**

### **District of Columbia Department of Health RFA Terms and Conditions**

v11.2016

**The following terms and conditions are applicable to this and all Requests for Applications issued by the District of Columbia Department of Health (DOH) and to all awards, if funded under this RFA:**

- Funding for a DOH sub-award is contingent on DOH's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- DOH may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The RFA does not commit DOH to make any award.
- Individual persons are not eligible to apply or receive funding under any DOH RFA.
- DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DOH shall notify the applicant if it rejects that applicant's proposal for review.
- DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOH shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) prior to award.
- DOH reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period. This includes DOH electronic grants management systems, for which the awardee will be required to register and maintain registration of the organization and all users.
- DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOH shall establish terms of agreement for an award funded under this RFA. If funded, the applicant



## **Effi Barry HIV Program Grant 2017-2018**

will receive a Notice of Grant Award (NOGA). The NOGA will establish the project period (i.e. the total number of years for which funding has been approved) and define any segments of the Project Period (e.g. initial partial year, or a 12 month budget period). The NOGA shall outline conditions of award or restrictions.

- Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- DOH shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, including OMB Circulars 2 CFR 200 (effective December 26, 2014) and Department of Health and Services (HHS) published 45 CFR Part 75, and supersedes requirements for any funds received and distributed by DOH under legacy OMB circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about grants management policy and procedures may be obtained at the following site: [www.opgs.dc.gov](http://www.opgs.dc.gov) (click on Information) or click here: [City-Wide Grants Manual](#).

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

# ***EFFI BARRY HIV PROGRAM GRANT***

**RFA # HAHSTA\_EBP090817**

---

Thank you for your interest in applying for the Effi Barry HIV Program. As an applicant for DC public funds, there is documentation you need to provide that is a requirement of DC law and regulation.

## ***Checklist for Applications***

Applicants must be registered in the federal Systems for Award Management (SAM) and the DOH Enterprise Grants Management System (EGMS).

Complete your EGMS registration **two weeks** prior to the application deadline.

Start constructing and uploading your application components into EGMS at least a week prior to the application deadline.

The complete **Application Package** should include the following:

- DOH Application Profile
- Abstract
- Program Narrative
  - ✓ Organization Capacity
  - ✓ Program Experience
  - ✓ Program Monitoring/ Evaluation
  - ✓ Budget and Staffing Breakdown and Justification
- Work Plan
- Federal, District and DOH Statements of Certifications, Assurances & Disclosures Mandatory Certification Documents (EGMS) and also, scan an upload **one copy SIGNED** by the Agency Head or authorized official. See appendix C
- Documents requiring signature have been signed by an agency head or AUTHORIZED Representative of the applicant organization.
- The Applicant needs a DUNS number to be awarded funds. Go to Dun and Bradstreet to apply for and obtain a DUNS # if needed.
- Submit your application via EGMS by 6:00pm on the deadline of **Friday, September 29, 2017.**

## ***Pre-Application Conference***

**Applicants are encouraged to attend the Pre-Application Conference on Wednesday, September 13, 2017 from 2:30 PM – 4:00 PM** in room 407 at 899 North Capitol Street, NE - 4th Floor, Washington, DC 20002 (Metro Red Line – Union Station). The meeting will give applicants more information about the Effi Barry Institute, program components, and requirements. It will also be an opportunity to ask questions about the application. Printed copies of the RFA will be provided.

The Pre-Application Conference will provide an overview of the programmatic requirements. Additionally, there will be an overview of the review process being employed for this RFA and a 30 minute presentation on Enterprise Grants Management System (EGMS), the new electronic application submission process.

### ***Internet***

Applicants who received this RFA via the Internet and do not plan to attend the pre-application conference must e-mail HAHSTA at Gail.Hansen@dc.gov with the information listed below. Please be sure to put “RFA Contact Information” in the subject box, including the following information:

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

This information shall be used to notify applicants regarding updates or addenda to this RFA. Any RFA amendments will be posted on the DC Grants Clearinghouse at [www.opgs.dc.gov](http://www.opgs.dc.gov).

### ***Notice of Intent to Apply***

A notice of intent to apply (NOI) *is not required* for consideration under this funding announcement.

### ***Questions Regarding the RFA***

Applicants who have questions about the RFA must submit their questions via e-mail to Gail.Hansen@dc.gov, no later than **Friday, September 15, 2017 at 6:00pm**. HAHSTA will notify all potential applicants in writing of any updates, addenda and responses to frequently asked questions by **Tuesday, September 19, 2017**.

---

***Effi Barry HIV Program  
Background***



The Government of the District of Columbia, DOH HAHSTA seeks to strengthen the infrastructure of District medical and non-medical providers to implement the strategies framed in the National HIV/AIDS Strategy, the District's 90/90/90/50 Plan and Integrated HIV Care and Prevention Plan, and adapt to the changes in the health care system and funding mechanisms.

In December 2016, Mayor Bowser released the 90/90/90/50 Plan: Ending the HIV Epidemic in the District of Columbia by 2020. The Plan contains 42 tasks and seven demonstration projects to achieve the goals of 90% of HIV-positive District residents to know their status, 90% of District residents diagnosed with HIV to be on treatment and 90% of District residents living with HIV who are in treatment to reach viral load suppression contributing to a 50% reduction in new HIV infections. The Plan focuses on increasing routine and targeted testing, accelerating initiation of treatment medication, enhancing supports to maintain consistent treatment, expanding access for Pre-Exposure Prophylaxis and addressing social and health equity factors of housing, stigma, wellness, education, employment and insurance to ensure success.

Since 2007, the Council of the District of Columbia and DOH HAHSTA have invested over \$4,950,000 in District-based organizations through the Effi Barry HIV/AIDS Program/East of the River Project. To date the Effi Barry HIV Program has provided capacity building grants and group/individual-level capacity building assistance to over 100 organizations based in the District of Columbia. This effort has directly benefitted their ability to develop new innovative approach and/or expand a range of prevention-focused programs that promote testing, maintain treatment, PrEP, and eliminate stigma.



*Effi Barry*

The overarching mission of the Effi Barry HIV Program is to provide training, technical assistance, and resources to the HIV field that will assist in transforming their organizations, partnerships, business practices, systems, and structure to make them sustainable and relevant in the new marketplace.

---

### **Effi Barry HIV Institute Expectation**

**Purpose:** This institute will strengthen the capacity of the HIV care and prevention workforce to optimally plan, implement, and sustain high-impact HIV prevention (HIP) and HIV care interventions and strategies under the new DC Department of Health's business process within CBOs, community partners and healthcare organizations to reduce HIV infections and HIV-related morbidity, mortality, and health disparities across the Greater Washington regional area.

**Outcomes:** The institute is expected to demonstrate measurable progress toward addressing the short-term outcomes listed below. These include:

- 1) Increased accessibility, availability and utilization of culturally and linguistically appropriate capacity building assistance including state-of-the-science information, training, and technical assistance including consultation, services, and facilitation of peer-to-peer mentoring for all service areas and supporting activities;
- 2) Improved capacity of the community providers and workforce to implement the new DOH business model, innovative approaches to HIP, HIV care/treatment, and supporting activities, including increases in their knowledge, skills, self-efficacy, and intended use of capacity; and
- 3) Improved provision of quality service approaches that are available to consumers within the Washington DC regional area.

### **Application Preparation and Submission**

#### ***A. Application Format***

- a. Font size: 12-point Times New Roman
- b. Spacing: Double-spaced
- c. Paper size: 8.5 by 11 inches
- d. Page margin size: 1 inch
- e. Numbering: Sequentially from page 1 to the end of the application, including all charts, figures, tables, and attachments.
- f. **Maximum total number of pages: 25 pages**

#### ***B. Application Elements***

Each application is required to contain the following components. Certain application items will be entered directly into EGMS, while others will be uploaded into EGMS as attachments, e.g. program narrative. Applications must conform to the page requirements by section detailed below.

#### **An application package includes the following components:**

- A. Abstract: A project abstract must be submitted with the application forms. All electronic project abstracts must be uploaded in a PDF file format when submitting via EGMS. The abstract must be submitted in the following format:
  - a. Maximum of 1-2 pages
  - b. Font size: 12 point unreduced, Times New Roman
  - c. Single spaced
  - d. Written in plain language (i.e., avoid jargon, unexplained acronyms, and confusing sentence structure)
  - e. The project abstract must contain a summary of the project activities suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives.

- B. The Program Narrative must be submitted in the following format:
- a. Maximum number of pages: 15 pages.
  - b. If the narrative exceeds these page limits, only the first 15 pages within the page limit will be reviewed.
  - c. Number all narrative pages; not to exceed the maximum number of pages.
  - d. The funding opportunity announcement number must appear in the application.
  - e. A complete table of contents to the application and its appendices and attachments must be provided
  - f. The narrative should address activities to be conducted over the entire project period and must include the following items in the order listed:
    - i. Organizational Capacity
    - ii. Program Experience
    - iii. Program Monitoring and Evaluation Plan
    - iv. Budget and Staffing Breakdown and Justification
1. **Organization Capacity:** Applicants must describe organizational capacity (i.e., infrastructure, staff expertise, resources) to provide Capacity Building and Technical Assistance services to organizations and communities serving diverse racial, ethnic, cultural, gender identity and sexual orientation populations. (4 page maximum)
  2. **Program Experience:** Describe your organization's program experience as it relates to the provision of capacity building/technical assistance services to any of the following entities: health departments, planning groups, community-based organizations, and/or other community stakeholders serving diverse racial, ethnic, cultural, gender identity and sexual orientation populations as demonstrated by agency documentation, training and TA products, feedback from recipients of your services, and self-assessment of previous service delivery performance. Additionally, describe types of services provided and list any culturally, linguistically and developmentally appropriate curricula and materials that the organization has developed or adapted for organizations serving diverse racial, ethnic, cultural, gender identity and sexual orientation populations. (7 page maximum)
  3. **Program Monitoring/Evaluation:** Describe your processes for data collection, management, and analysis related to stated program goals and objectives. Also, describe your plan for using the process and outcome monitoring and evaluation data

to improve your capacity building services, include a logic model for capacity building services. (4 page maximum)

4. ***Budget and Staffing Breakdown and Justification:*** Provide a detailed budget by cost categories (i.e., salaries and wages, fringes, travel) for all proposed program activities. Justify all operating expenses in relation to the planned activities. Be precise about the program purpose of each budget item, and itemize calculations wherever appropriate. (Not included in the page limit, Appendix B is available at a tool and guide)
  - a. For each contract and consultant mentioned in the application budget:
    - i. Describe the type(s) of organization(s) or party(ies) to be selected and the method(s) of selections; identify the specific contractor(s), if known;
    - ii. Describe the services to be performed and justify the use of a third party to perform these services
    - iii. Provide a breakdown of and justification for the estimated costs of the contracts and consultants;
    - iv. Specify the period of performance;
    - v. Describe the methods to be used for contract monitoring.
    - vi. Provide a job description for each position specifying job title, function, general duties, and activities. Also provide salary range or rate of pay and the level of effort and percentage of time to be spent on activities that would be funded through this funding opportunity. If the identity of any key person filling a position is known, his/her name and resume should be attached. Experience and training related to the proposed project should be noted.
  - b. HAHSTA reserves the right to not approve or fund all proposed activities. For the budget justification, provide as much detail as possible to support each requested budget item. List each cost separately when possible. Provide a brief description for each staff position including job title, general duties and activities related to this grant, including the rate of pay and whether it is hourly or salary and the level of effort expressed as how much time will be spent on proposed activities for each staff position. Describe this “time spent” as a percentage of full time equivalent or FTE (e.g., 50% FTE for evaluation activities).
  - c. **DOH will recognize and accept the federally negotiated and approved indirect cost rates of an applicant, per OMB 2 CFR.414. If an applicant does not have a federally-negotiated rate, it may apply a maximum of ten**

**percent (10%) of the amount budgeted for a direct service will be permitted for all administrative or indirect costs activities.**

- C. **Work Plan:** Applicant must complete the work plan attachment (Appendix A) for the proposed Service Area. The work plan should include proposed targets and the goals and objectives for the proposed program.
- D. Federal, District and DOH Statements of Assurances and Certifications (Reviewed and Accepted via EGMS). Also, scan an upload **one copy SIGNED** by the Agency Head or authorized official. SEE APPENDIX C
- E. Mandatory Disclosures (Reviewed, Completed and Submitted via EGMS)
- F. DOH Standard Grant Terms and Conditions (Reviewed and Accepted via EGMS)
- G. Mandatory Certification Documents\* (Not counted in page total. Scan and upload **ONE PDF** file containing all of the following business documents required for submission uploaded into EGMS)
  - a. A current business license, registration, or certificate to transact business in the relevant jurisdiction
  - b. 501(c)(3) certification (for non-profit organizations)
  - c. City Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean hands). Clean Hands Compliance Letter must be no more than 3 months older than the due date of the application.
  - d. Official list of Board of Directors on letterhead and signed by the authorized executive of the applicant organization

Failure to submit the required assurance package will make the application ineligible for funding consideration (required to submit applications) or ineligible to sign/execute grant agreements (required to sign grant agreements).

**The Applicant Abstract, Table of Contents and the Program Narrative should be uploaded to EGMS as one PDF document and the Budget and Work plan as separate PDF documents.**

The number of pages designated above represents the **maximum number of pages permitted per section**. Applications exceeding the maximum number of pages for each section **will not be forwarded for review**.

**Note: If selected for a Notice of Intent to Fund, the applicant organization will be required to submit the following additional documents pre-award:**

- Comprehensive Automobile Insurance, if applicable for organizations that use company vehicles to administer programs for services funded by grant award
- Certification of current/active Articles of Incorporation from DCRA
- Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation
- Certificate of Occupancy
- Most Recent Audit and Financial Statements Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Other specialized licenses, etc. required by federal and District laws to conduct business this RFA supports.

***Application Submission (Enterprise Grants Management System)***

Effective October 2016, all District of Columbia Department of Health application submissions must be done electronically via Department of Health's **Enterprise Grants Management System** (EGMS), DOH's web-based system for grant-making and grants management. In order to submit an application under this funding opportunity, the applicant organization must register in EGMS and establish an account for the authorized representative. If the applicant organization has an account already, please ensure that the Primary Account User is authorized to submit an application on behalf of the organization and his/her account is active. Currently, Secondary Account Users **do not** have submission privileges but can work in EGMS to prepare (e.g. upload documents, complete forms) the application.

IMPORTANT: When the Primary Account User is submitting an application, ensure that there are no other transactions on another device being attempted in EGMS under that Primary Account User's credentials. For security purposes, the system will only acknowledge one transaction and one of the transaction attempts may fail, if done simultaneously.

**Register in EGMS**

DOH recommends that applicants create an EGMS account, establishing a Primary Account User as the authorized representative **at least two weeks** prior to the application submission deadline. There is no guarantee that the authorized representative would have an approved account if the registration process does not begin at least **two weeks** prior to the deadline. Deadline-day registrations may not be approved by the DOH Office of Grants Management in time for submission. To register, complete the following:

**IMPORTANT: WEB BROWSER REQUIREMENTS**



1. **Check web browser requirements for EGMS** - The DC DOH EGMS Portal is supported by the following browser versions:
  - a. Microsoft ® Internet Explorer ® Version 11
  - b. Apple ® Safari ® version 8.x on Mac OS X
  - c. Mozilla ® Firefox ® version 35 & above (Most recent and stable version recommended)
  - d. Google Chrome ™ version 30 & above (Most recent and stable version recommended)
2. **Access EGMS:** The user must access the login page by entering the following URL in to a web browser: [https://dcdoh.force.com/GO\\_ApplicantLogin2](https://dcdoh.force.com/GO_ApplicantLogin2). Click the button REGISTER and following the instructions. You can also refer to the EGMS External User Guide.
3. Determine the agency's Primary User (i.e. authorized to accept terms of agreement, certify and submit documents, request and accept modifications). The Primary User will determine a Secondary User and send a notification via EGMS for him/her to set-up an account.
4. Your EGMS registration will require your legal organization name, your **DUNS # and Tax ID#** in order to complete the registration. Your EGMS registration will also require your SAM (System for Award Management) expiration date to be entered into your agency profile. Please ensure that you have an active SAM registration ([www.sam.gov](http://www.sam.gov)).
5. When your Primary Account User request is submitted in EGMS, the DOH Office of Grants Management will review the request. If the requester is NOT the identified Executive Director, DOH Office of Grants Management will make an additional request for the Executive Director to send an email to DOH to confirm that the requester is the authorized representative for EGMS. When requested, your authorized representative should send to [doh.grants@dc.gov](mailto:doh.grants@dc.gov) the name, title, telephone number and email address of the desired Primary User for the account. **SUBJECT LINE: EGMS PRIMARY USER \_\_\_\_\_AGENCYNAME**. Note: The email will help to support the validation of authorized users for EGMS. DOH official grant records will also be used. Please reply ASAP to any requests from Office of Grants Management to provide additional information, if needed.

6. Once you register, your Primary Account User will get an auto-notice to upload a “DUNS Certification” – this will provide documentation of your organization’s DUNS. You can simply upload a scanned copy of the cover page of your SAM Registration.

### ***EGMS User Registration Assistance:***

Office of Grants Management at [doh.grants@dc.gov](mailto:doh.grants@dc.gov) assists with all end-user registration if you have a question or need assistance: Primary Points of Contact: LaWanda Pelzer (202) 442-8983 and Clara McLaughlin (202) 442-9237. Here are the most common registration issues:

- Validation of the authorized primary account user
- Wrong DUNS, Tax ID or expired SAM registration
- Web browser

Review the EGMS External User Recorded Webinar for information on the submission process and navigation of EGMS.

<https://dcnet.webex.com/dcnet/ldr.php?RCID=957d2b20dd173112ea7c2bb1025fcb33>

(If you have trouble linking, try Google Chrome and not Internet Explorer)

### ***Grant Disbursements***

The Effi Barry HIV Institute awardee will receive a total of 4 payments in the grant year. The 1<sup>st</sup> payment will consist of (1/4) of their overall grant award upon submitting advance/invoice. The remaining 3 payments of the grant will be disbursed upon the participants spending 80% of the previous disbursement.

### ***For More information***

Please contact:

**Gail Hansen**  
**Capacity Building, Housing and Community Partnership Division**  
**HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA)**  
**Department of Health**  
**899 North Capitol Street, NE - 4<sup>th</sup> Floor**  
**Washington, DC 20002**  
**Phone (202) 671-4900**  
**Fax (202) 671-4860**



### ***REVIEW AND SELECTION OF APPLICATIONS***

***Pre-Screening*** – All applications will be reviewed initially for completeness, formatting and eligibility requirements by DOH personnel prior to being forwarded to the external review panel. Incomplete applications and applications that do not meet the eligibility criteria will not advance to the external review. Applicants will be notified if their applications did not meet eligibility.

***External Review Panel*** – The review panel will be composed of individuals from DC, Suburban Maryland and Northern Virginia. The panel will consist of neutral, qualified, professional individuals representing various local and state health departments, other state agencies such as the Department of Behavioral Health, as well as community partners from within the region. They have experience the provision of providing capacity building and technical assistance services.

The panel will review, score and rank each applicant’s proposal based on the criteria outlined in this RFA. Individual panel members are required to provide a summary of strengths and weaknesses found in the application.

For this competition, HAHSTA will conduct a two-part review process based on both the submission and a pre-decisional site visit. The overall evaluation will consist of an analysis of the written submission and the results of a site visit. The written proposal is weighted at 40 points and site visit is weighted at 60 points each, for a maximum of 100 points available.

***Written proposal/ Program Narrative– 40 points available***

The extent to which the applicant:

A. Organizational Capacity (15 points)

- a. Demonstrates a comprehensive understanding of the purpose and intended outcomes of the RFA.
- b. Demonstrates infrastructure, capacity, experience, and expertise to implement entire proposed program.
- c. Demonstrates defined roles for staff and/or consultants to implement entire proposed program.
- d. Demonstrates current or future availability of staff and/or consultants with experience and expertise to effectively implement program components.

B. Program Experience: (10 points)

- a. Demonstrates program experience and/or expertise with the target audience.
- b. Demonstrates an established track record and/or expertise in providing culturally, linguistically and developmentally appropriate information, training, technical assistance, and/or capacity building materials development for the target audience.

- c. Demonstrates acceptability and credibility as a current or future provider of information, training, technical assistance, and/or capacity building materials development for the target audience.
- C. Program Monitoring/Evaluation: (10 points)
- a. Proposes a data collection and evaluation plan that is consistent with their work plan and that is feasible and likely to demonstrate grantee performance outcomes, including successes and continuous quality improvement.
  - b. Develops a comprehensive work plan for the first project year
    - i. Outcomes: The extent to which the project work plan outcomes are achievable and address the purpose of the RFA.
    - ii. Objectives: The extent to which the project work plan objectives are aligned with the RFA and address the capacity building needs of the target population and program components.
    - iii. Objectives: The extent to which the project work plan objectives are specific, measurable, achievable, realistic, and time-based (SMART).
    - iv. Activities: The extent to which the project work plan activities are achievable, able to build capacity in the target audience, and likely to lead to the attainment of the proposed work plan objectives.
- D. Budget and Staffing (5 points)
- a. Develops a budget and justification that is accurate and supports the implementation of the work plan activities.
  - b. Develops a staffing plan that adequately supports the implementation of the project

***Site Visit – 60 points available***

- A. Organizational Infrastructure – 20 points
- a. The applicant organization has the appropriate foundational resources to support the grant and has adequate human resources, space and other resources to support the proposed service area.
- B. Organizational History of Service Provision – 15 points
- a. The applicant organization describes and demonstrates activities that align with the proposed description of services to be provided.
- C. Fiscal Systems – 15 points
- a. The applicant organization has the capacity to ensure sufficient financial systems and resources to support the grant.

D. Organizational Sustainability – 5 points

- a. The applicant organization has the capacity to ensure the continuance of programs, endurance and growth of the organization.

E. Data Collection and Reporting – 5 points

- a. Organizational system has the capacity to collect and report required data elements.

The site visit shall include a tour of the organization, to include the facility where proposed services will be offered. HAHSTA anticipates that site visits will occur October 17 - 19, 2017 and will last approximately one and a half hours. Site visits will be scheduled prior to October 11, 2017. At that time, HAHSTA will share site visit preparation guidelines.

***Internal Review*** – DOH program managers will review the individual and summary recommendations of the external review panel and make recommendations for awards. Program Managers will weigh the results of the review panel against other internal and external factors in making the final funding determinations. Those factors will include minimally a past performance review, risk assessment and eligibility assessment, including a review of assurances and certifications, and business documents submitted by the applicant, as required in the RFA. DOH will also conduct an excluded parties list search (EPLS) of the organization and executives via the federal System for Award Management (SAM) and conduct a DC Clean Hands review to obtain DC Department of Employment Services and DC Office of Tax and Revenue compliance status.

In this phase of the review process, DOH reserves the right to request clarifying supplemental information from applicants and request on-site pre-decisional reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DOH to fund the applicant.

The internal review panel prepares and submits a formal recommendation of prospective awardees, funding levels and service/activities to the DOH Director for signature. The DOH Office of Grants Management is responsible for certifying that all District rules and standards were followed for the RFA process.

***Funding Decisions***

Based on the total scores from the site visit, written proposal, and internal review of eligible applications, HAHSTA will prepare and submit a formal recommendation of prospective awardees, proposed funding levels and service categories to the DOH Director for approval. The final funding recommendations will ensure that the overall portfolio of funded services meets the overall programming needs of the jurisdiction.

### ***Pre-Award Activities***

Successful applicants will receive a letter of Notice of Intent to Fund from HAHSTA. Grant approval and issuance activities will take place in EGMS. Successful applicants will interact with HAHSTA staff to review draft sub-grant provisions, prepare final Table(s) A: Scope of Work and Budget Format and Budget Narratives.

**Organizations receiving Notification of Intent to Fund cannot begin activities until a Notice of Grant Award (NOGA) is issued and a Grant Agreement has been signed by the DOH Director and accepted by the Grantee. The Applicant shall not announce publically receipt or award of funding from DOH under this RFA until an actual DOH NOGA is received.**

### ***Grant Terms and Conditions***

All grants awarded under this program shall be subject to the DOH Standard Terms and Condition for all DOH issued grants. The Terms and Conditions are located in the attachments and in the Enterprise Grants Management System, where links to the terms and a sign and accept provision is imbedded.

### **Additional program and administrative terms:**

Grantees **must** submit quarterly progress and outcome reports using the tools provided by HAHSTA and following the procedures determined by HAHSTA.

#### **Drug-Free Workplace**

The organization agreement shall contain a provision requiring the organization to abide by the certifications contained in this announcement (inside Appendix D)

#### **Confidentiality**

The applicant must demonstrate that they will protect the identity of those HIV infected persons receiving services. All records and other identifying information will be maintained in a secure place. The purpose of confidentiality is to protect persons by minimizing disclosure of information about them. Any breach of this policy is liable for civil penalty damage.

**All Covered Entities and Business Associates (as defined by the HIPAA Privacy Standards) must comply with HIPAA.**

### **Monitoring/Evaluation**

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



the program participant to assess performance in meeting the requirements of the program.

**Compliance with the Americans with Disabilities Act**

Consistent with the American with Disabilities Act of 1990, all facilities shall be accessible persons with mobility limitations.

# **APPENDICES**

## ATTACHMENT A: WORK PLAN

<b>Agency:</b>	<b>Program Period:</b>		
<b>Grant #:</b>	<b>Submission Date:</b>		
<b>Focus Population /Service:</b>	<b>Submitted by:</b>		
<i>Total Budget \$</i>	<b>Telephone #</b>		
<b>GOAL 1:</b>			
Measurable Objectives/Activities:			
<b>Process Objective #1:</b> <i>[Example: By December 31, 2018, provide 2,500 face-to-face outreach contacts for 500 unduplicated injection drug users in Wards 5 &amp; 6]</i>			
<u>Key activities needed to meet this objective:</u>	<u>Start Date/s:</u>	<u>Completion Date/s:</u>	<u>Key Personnel (Title)</u>
<div style="position: relative; height: 100px;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 100px; opacity: 0.3;">SAMPLE</span> <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul> </div>			
<b>Process Objective #2:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul>			
<b>Process Objective #3:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul>			

ATTACHMENT B: Budget Format and Guidance

Provider Name

Service Area Name \_\_\_\_\_

Service Area Budget Summary

	Proposed Budget
Salaries & Wages Subtotal	
Fringe Benefits Subtotal	
Consultants & Experts Subtotal	
Occupancy Subtotal	
Travel & Transportation Subtotal	
Supplies & Minor Equipment Subtotal	
Capital Equipment Subtotal	
Client Costs Subtotal	
Communications Subtotal	
Other Direct Costs Subtotal	
Administrative Cost Subtotal 10%	
Advance Subtotal	

<b>TOTAL</b>	-
--------------	---

Personnel Schedule

		<b>Option No. 1</b>		<b>Option No. 2</b>				
<b>Position Title</b>	<b>Site</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>Hourly Wage</b>	<b>Hours per Month</b>	<b>Monthly Salary or Wage</b>	<b>No. of Mo.</b>	<b>Budget Amount</b>
<b>TOTAL</b>								

Consultant/Contractual

<b>Item</b>	<b>Unit</b>	<b>Unit</b>	<b>Cost</b>	<b>Number</b>	<b>Budget</b>
					-
<b>TOTAL</b>					-

Occupancy Schedule

<b>Facility</b>	<b>Site</b>	<b>Unit</b>	<b>Unit</b>	<b>Cost</b>	<b>Number</b>	<b>Budget</b>
-----------------	-------------	-------------	-------------	-------------	---------------	---------------

Rent					-
Utilities (Gas/Electric/Water)					-
<b>TOTAL</b>					-

#### Travel / Transportation Schedule

Item	Unit	Unit	Cost	Number	Budget
					-
<b>TOTAL</b>					-

#### Supplies

Item	Site	Unit	Unit	Cost	Number	Budget
						-
<b>TOTAL</b>						-

#### Capital Equipment Schedule

---



Item	Site	Unit	Unit Cost	Number	Budget
<b>TOTAL</b>					

Client Cost Schedule

Item	Site	Unit	Unit Cost	Number	Budget
					-
<b>TOTAL</b>					-

Communications Schedule

Item	Site	Unit	Unit Cost	Number	Budget
					-
					-
<b>TOTAL</b>					-

Other Direct Costs Schedule

Item	Unit	Unit	Cost	Number	Budget
<b>TOTAL</b>					

**Indirect Costs**

<b>TOTAL</b>								

---

**APPENDIX C. APPLICANT / GRANTEE ASSURANCES, CERTIFICATIONS & DISCLOSURES**

---

This section includes certifications, assurances and disclosures made by the authorized representative of the Applicant/Grantee organization. These assurances and certifications reflect requirements for recipients of local and pass-through federal funding.

**A. Applicant/Grantee Representations**

1. The Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Department of Health on behalf of the organization;
2. The Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
3. All fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; all fiscal records are accurate, complete and current at all times; and these records will be made available for audit and inspection as required;
4. The Applicant/Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and is current on all payment obligations to the District of Columbia, or is in compliance with any payment agreement with the Office of Tax and Revenue; (attach)
5. The Applicant/Grantee has the administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. If required by DOH, the Applicant/Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by a fraudulent or dishonest act committed by Applicant/Grantee or any of its employees, board members, officers, partners, shareholders, or trainees;
7. The Applicant/Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. The Applicant/Grantee either has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
9. The Applicant/Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. The Applicant/Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, has otherwise established that it has the skills and resources necessary to perform the services required by this Grant.
11. The Applicant/Grantee has a satisfactory record of integrity and business ethics;

12. The Applicant/Grantee either has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. The Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
14. The Applicant/Grantee is in compliance with the Drug-Free Workplace Act and any regulations promulgated thereunder; and
15. The Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award; and
16. The Applicant/Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of or related to this grant including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefrom, except where such indemnification is prohibited by law.

**B. Federal Assurances and Certifications**

*The Applicant/Grantee shall comply with all applicable District and federal statutes and regulations, including, but not limited to, the following:*

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. 12101 et seq.);
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. 701 et seq.);
3. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
4. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.);
5. The Clean Air Act (Subgrants over \$100,000), Pub. L. 108-201, February 24, 2004; 42 USC ch. 85 et seq.);
6. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (26 U.S.C. 651 et seq.);
7. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
8. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat. 56 (29 U.S.C. 201);
9. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. 6101 et seq.);
10. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. 621 et seq.);
11. Military Selective Service Act of 1973;
12. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235, (20 U.S.C. 1001);
13. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. 1101);
14. Executive Order 12459 (Debarment, Suspension and Exclusion);
15. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
16. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C.) to include the following requirements:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant/Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - 2) Establish a drug-free awareness program to inform employees about:
    - a. The dangers of drug abuse in the workplace;
    - b. The Applicant/Grantee's policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
  - 3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
17. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR 34.20;
  18. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01 et seq.);
  19. Title VI of the Civil Rights Act of 1964;
  20. District of Columbia Language Access Act of 2004, DC Law 15 - 414 (D.C. Official Code § 2-1931 et seq.);
  21. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. 1352); and
  22. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law §15-353; D.C. Official Code § 4-1501.01 et seq.)(CYSHA). In accordance with the CYSHA any person who may, pursuant to the grant, potentially work directly with any child (meaning a person younger than age thirteen (13)), or any youth (meaning a person between the ages of thirteen (13) and seventeen (17) years, inclusive) shall complete a background check that meets the requirements of the District's Department of Human Resources and HIPAA.

### C. Mandatory Disclosures

The Applicant/Grantee certifies that the information disclosed in the table below is true at the time of submission of the application for funding and at the time of award if funded. If the information should ever change, the Grantee shall notify the Grant Administrator within 24 hours of the change in status. A duly authorized representative must sign the disclosure certification

#### 1. Applicant/Grantee Mandatory Disclosures

A. Per OMB 2 CFR §200.501– any recipient that expends \$750,000 or more in federal funds within the recipient’s last fiscal, must have an annual audit conducted by a third – party. In the Applicant/Grantee’s last fiscal year, were you required to conduct a third-party audit?	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
B. Covered Entity Disclosure During the two-year period preceding the execution of the attached Agreement, were any principals or key personnel of the Applicant/Grantee /	<input type="checkbox"/> YES

Recipient organization or any of its agents who will participate directly, extensively and substantially in the request for funding (i.e. application), pre-award negotiation or the administration or management of the funding, nor any agent of the above, is or will be a candidate for public office or a contributor to a campaign of a person who is a candidate for public office, as prohibited by local law.	<input type="checkbox"/> NO
C. Executive Compensation: For an award issued at \$25,000 or above, do Applicant/Grantee's top five executives <u>do not receive</u> more than 80% of their annual gross revenues from the federal government, Applicant/Grantee's revenues are greater than \$25 million dollars annually AND compensation information is not already available through reporting to the Security and Exchange Commission. <i>If No, the Applicant, if funded shall provide the names and salaries of the top five executives, per the requirements of the Federal Funding Accountability and Transparency Act – P.L. 109-282.</i>	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
D. The Applicant/Grantee organization has a federally-negotiated Indirect Cost Rate Agreement. If yes, insert issue date for the IDCR: _____ If yes, insert the name of the cognizant federal agency? _____	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
E. No key personnel or agent of the Applicant/Grantee organization who will participate directly, extensively and substantially in the request for funding (i.e. application), pre-award negotiation or the administration or management of the funding is currently in violation of federal and local criminal laws involving fraud, bribery or gratuity violations potentially affecting the DOH award.	<input type="checkbox"/> YES
	<input type="checkbox"/> NO

#### ACCEPTANCE OF ASSURANCES, CERTIFICATIONS AND DISCLOSURES

I am authorized to submit this application for funding and if considered for funding by DOH, to negotiate and accept terms of Agreement on behalf of the Applicant/Grantee organization; and

I have read and accept the terms, requirements and conditions outlined in all sections of the RFA, and understand that the acceptance will be incorporated by reference into any agreements with the Department of Health, if funded; and

I, as the authorized representative of the Grantee organization, certify that to the best of my knowledge the information disclosed in the Table: Mandatory Disclosures is accurate and true as of the date of the submission of the application for funding or at the time of issuance of award, whichever is the latter.

Sign:

Date:

NAME: INSERT NAME

TITLE: INSERT TITLE

AGENCY NAME:



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

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

**(202) 671-4900**

