

**Request for Applications (RFA)**

**RFA No. RM0 DCOR012819**



**Government of the District of Columbia  
Department of Behavioral Health (DBH)**

**RFA Title: DC Opioid Response (DCOR) Prevention Grant**

**RFA Release Date: Monday, January 28, 2019**  
**Application Submission Deadline: Thursday, February 28, 2019,**  
**4:45 p.m. ET**

**Pre-Application Conference: Wednesday, February 6, 2019**  
**64 New York Avenue, NE, DBH Training Room – Room 242**  
**Washington, DC 20002**  
**from**  
**10:00 a.m. – 12:00 p.m. (ET)**

## **Specific RFA Provisions**

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

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH 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. DBH 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, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH 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. DBH 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 2 CFR Part 200, 2 CFR 180; 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) (City-Wide Grants Manual and Sourcebook).

✓	<b>Checklist for Request for Application (RFA)</b>
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.C.1. of the RFA.
	Application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A).
	Narrative for Section VIII.C.: 2-Program Narrative, 3-Proposed Work Plan, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications must not exceed 20 pages. Note: Attachments do not count toward the page limit.
	Proposed Work Plan (Attachment F) is complete and complies with the work plan form.
	Conceptual Framework (Attachment G) is complete with an evidence-based intervention and environmental strategies that achieve target outcomes.
	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. Fiscal Agent costs must not exceed 10 percent of the total grant budget.
	Attachments A, B, C, D, E, F, G, H, and I are completed and/or signed.
	Articles of Incorporation, if applicable.
	Bylaws, if applicable.
	IRS letter of non-profit corporation status, if applicable.
	List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	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 and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
	Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Memoranda of Understanding signed by applicant and Fiscal Agent, if applicable
	Resumes for staff funded through DCOR.
	Proposed position descriptions for staff funded through DCOR.
	The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status. A current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Thursday, February 28, 2019. Please include copy of this receipt with your application).
	Current Certificate of Clean Hands from the <b>Office of Tax and Revenue</b> (Self-certification is NOT acceptable).
	The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder [if applicable]), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance

	carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.
	Applicant submitted the required six (6) copies of the proposal in a sealed envelope. Of the six (6) copies, one (1) copy stamped “original” with two copies of the DBH Receipt Form (Attachment I) attached to the sealed envelope. One copy will stay with DBH and the other copy will be provided to the applicant once applications are received.

The application must be submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of **Thursday, February 28, 2019** to DBH, c/o Katherine Cooke Mundle. **Applications received at or after 4:46 p.m. ET on February 28, 2019 may not be forwarded to the Review Panel for review and funding recommendation.**

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### **Required Documentation:**

1. Attachments A, B, C, D, E, F, G, H, and I (Completed and/or Signed)
2. Articles of Incorporation, if applicable
3. Bylaws, if applicable
4. IRS letter of non-profit corporation status, if applicable
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.
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 and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
7. Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable
8. Memoranda of Understanding signed by applicant and Fiscal Agent, if applicable
9. Resumes for staff funded through DCOR
10. Proposed position descriptions for staff funded through DCOR
11. Current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Thursday, February 28, 2019. Please include copy of this receipt with your application.)
12. Current Certificate of Clean Hands from the **Office of Tax and Revenue** (Self-certification is NOT acceptable.)
13. The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder [if applicable]), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

**District of Columbia Department of Behavioral Health (DBH)  
Request for Applications (RFA)**

**RFA Title: DC Opioid Response (DCOR) Prevention Grant**

**RFA # RM0 DCOR012819**

**Section I: AUTHORITY FOR THE GRANT**

The Department of Behavioral Health (“DBH”) was established, effective October 1, 2013, by the Department of Behavioral Health Establishment Act, D.C. Law 20-0061, D.C. Official Code § 7-1141.01, *et seq*, and is the successor-in-interest to the Department of Mental Health, established by the Mental Health Establishment Amendment Act of 2001, effective December 18, 2001 and the Department of Health Addiction Prevention and Recovery Administration, established in the Department of Health by Reorganization Plan No. 4 of 1996, effective July 17, 1996. DBH is responsible, *inter alia*, for developing and monitoring comprehensive and integrated behavioral health systems of care for adults and for children, youth and their families, and serves as the state mental health authority and as the single state agency for substance abuse services. The Director of DBH has the authority to make grants pursuant to D.C. Official Code § 7-1141.06(7) and has implemented this authority by rulemaking in Title 22A D.C. Municipal Regulation, Chapter 44.

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

This Request for Application (RFA) invites eligible applicants to apply for a DC Opioid Response (DCOR) Prevention Grant. Eligible applicants are identified as Community Prevention Networks (CPNs), community-based organizations, and non-profit organizations focused on substance use prevention. Applicants may enlist the services of a fiscal agent to apply for the grant on their behalf if they are not currently a 501(c)(3) organization.

The District of Columbia’s Opioid Response (DCOR) initiative is focused on addressing the unmet needs and reducing opioid overdose related deaths in DC through the provision of prevention, treatment, and recovery support services. Specifically with regard to prevention efforts, the District is seeking qualified applicants to identify, select, and implement appropriate evidence-based interventions and environmental strategies for addressing opioid misuse.

Prevention efforts shall target youth and young adults between the ages of 12 to 25 living in high need communities. Furthermore, for the purposes of this grant, all eight (8) Wards have been defined as “high need communities” for prevention.

The DCOR Prevention grant premise is that changes at the community level will, over time, lead to measurable changes at the District level. By working together to foster changes, the District and their funded communities of high need can more effectively begin to overcome the challenges underlying their substance use prevention priorities and achieve the goal of the DCOR program. Grantees are expected to implement a combination of an evidence-based intervention and environmental strategies that achieve the target outcomes of the DCOR grant.



Prevention research suggests that youth do not engage in substance use solely because of personal characteristics, but rather because of a complex set of risk and protective factors in their environment. These factors include the rules and regulations of the social institutions to which individuals belong (e.g., trust, social ties, relationships and exchanges among people); the norms of the communities in which they live; the messages to which they are exposed; and the availability to minors of alcohol and other drugs.

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

1. Youth and young adults are defined as persons between the ages of 12 to 25.
2. Community readiness includes but is not limited to a history of community cooperation on substance use prevention issues; financial and human resources dedicated to prevention; strength of community leadership dedicated to prevention; demonstrated commitment to working cooperatively in community partnerships; demonstrated leadership capacity for serving as catalysts for change; and active prevention efforts already underway as demonstrated by changes in the community facilitated by multiple sectors, a variety of appropriate strategies, and data driven outcomes.
3. The Strategic Prevention Framework is a five step planning process that includes: 1) assessment; 2) capacity building; 3) planning; 4) implementation; and 5) evaluation. Sustainability and cultural competence are key elements across all five steps. For more information on the Strategic Prevention Framework (SPF) planning process, visit the SPF page (<http://www.samhsa.gov/spf>) on the Substance Abuse Mental Health Services Administration's (SAMHSA) website.
4. The Conceptual Framework (Attachment G) is a visual diagram based on the Theory of Change which describes the problem, the risk factor(s), the local conditions in the designated high need community, and also helps identify and select the evidence-based intervention and environmental strategies best suited to address those specific risk factors and local conditions.
5. The National Institute on Drug Abuse defines "opioids" as:
  - A class of drugs that include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine, morphine, and many others.
6. The Substance Abuse and Mental Health Services Administration defines "evidence-based" as:
  - Inclusion in federal registries of evidence-based preventive interventions;
  - Positive effects on the primary targeted outcome reported in peer-reviewed journals; and
  - Documented effectiveness by other sources of information and the consensus judgment of informed experts as described in the following set of guidelines, all of

which must be met: 1) the intervention must be based on a theory of change that is documented in a clear conceptual model; 2) the intervention is similar in content and structure to interventions that appear in registries, the peer-reviewed literature or both; 3) the intervention is supported by documentation that it has been effectively implemented multiple times in the past, in a manner attentive to scientific standards of evidence, with results that show a consistent pattern of credible and positive effects; and 4) the intervention is reviewed and deemed appropriate by a panel of informed prevention experts, including well-qualified prevention researchers who are experienced in evaluating prevention interventions similar to those under review, local prevention practitioners, and key community leaders as approved.

Applicants will be provided with two (2) pre-approved evidence-based preventive interventions, one of which can be used in their SPF planning process.

7. The Substance Abuse and Mental Health Services Administration defines “environmental strategies” as:

- Universal prevention approaches that include the use of environmental prevention strategies, which are tailored to local community characteristics and address the root causes of risky behaviors by creating environments that make it easier to act in healthy ways. The successful execution of these strategies often involves lawmakers, local officials, and community leaders, as well as the acceptance and active involvement of members from various sectors of the community (such as business, faith, schools, and health). For example, the use of this type of strategy to raise awareness on the need to dispose of unused prescription opioids so that fewer young people can access someone else’s prescription, resulting in individuals beginning to safely dispose of unused medications and thus, opioid misuse becomes less convenient.
- Environmental change strategies have specific advantages over strategies that focus exclusively on the individual. Because they target a much broader audience, they have the potential to produce widespread changes in behavior at the population level. Further, when implemented effectively, they can create shifts in both individual attitudes and community norms that can have long-term, substantial effects.

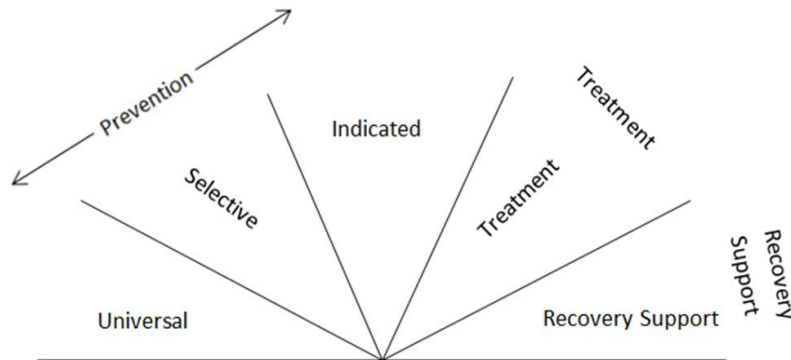
Applicants will be provided with one (1) DBH-required environmental strategy, several optional environmental strategies, and additional resources that can be used in their SPF planning process.

8. The Spectrum of Preventive Interventions from the Institute of Medicine (IOM) is organized on three levels:

- Universal strategies targeted to the general public or whole population that have not been identified on the basis of individual risk;
- Selective strategies targeted to individuals or a population sub-group whose risk is significantly higher than average; and

- Indicated strategies targeted to individuals who are identified as having minimal but detectable signs or symptoms foreshadowing a disorder or biological markers indicating predisposition but do not meet diagnostic criteria at this time.

**Diagram A:** *Spectrum of Preventive Interventions from IOM*



9. Target Outcomes that grantees are expected to achieve through their evidence-based intervention and environmental strategies are as follows:

- Program Outcomes
  - i. Intentions to misuse opioids
  - ii. Personal disapproval of opioid misuse
  - iii. Perceived risk of harm regarding opioid misuse
  - iv. Parental expectations around opioid misuse
  - v. Perceived peer misuse of opioids
  - vi. Knowledge of family values around opioid misuse
  - vii. Perceived availability in accessing opioids
- Behavioral Outcomes
  - i. Reduction in past-30 day misuse of opioids, or other illegal drugs
  - ii. Increase in talking to parents about opioid misuse
  - iii. Influence of opioid misuse on goal attainment
- Community Change Outcomes
  - i. Changes in local policy regarding opioid misuse
  - ii. Changes in local practices regarding opioid misuse
  - iii. Perception of community disapproval of opioid misuse
  - iv. Perception of peer disapproval of opioid misuse
  - v. Community norms regarding opioid misuse

10. Risk-Focused Prevention

**Diagram B:** Risk Factors for Interrelated Adolescent Behaviors from the National Prevention Literature

Risk Factors	Substance Abuse	Delinquency	Teen Pregnancy	School Dropout	Violence	Depression and Anxiety
<b>Community</b>						
Availability of drugs	✓				✓	
Availability of firearms		✓			✓	
Community laws and norms favorable toward drug use, firearms, and crime	✓	✓			✓	
Transitions and mobility	✓	✓		✓		✓
Low neighborhood attachment and community disorganization	✓	✓			✓	
Extreme economic deprivation	✓	✓	✓	✓	✓	
<b>Family</b>						
Family history of the problem behavior	✓	✓	✓	✓	✓	✓
Favorable parental attitudes and involvement in the problem behavior	✓	✓			✓	
Family management problems	✓	✓	✓	✓	✓	✓
Family conflict	✓	✓	✓	✓	✓	✓
<b>Individual/Peer</b>						
Friends who engage in the problem behavior	✓	✓	✓	✓	✓	
Favorable attitudes toward the problem behavior	✓	✓	✓	✓		
Early initiation of the problem behavior	✓	✓	✓	✓	✓	
Early and persistent antisocial behavior	✓	✓	✓	✓	✓	✓
Rebelliousness	✓	✓		✓		
Constitutional factors	✓	✓			✓	✓
<b>School</b>						
Academic failure beginning in late elementary school	✓	✓	✓	✓	✓	✓
Lack of commitment to school	✓	✓	✓	✓	✓	

Risks exist in multiple domains of a young person's life. Affecting a single risk factor in a single domain may not significantly reduce problem behaviors. The following are generalizations about risk-focused prevention:

- The more risk factors present, the greater the risk;
- Common risk factors predict diverse problem behaviors;
- Risk factors show much consistency in effects across different races, cultures, and classes. While levels of risk factors may vary in different racial, cultural or socioeconomic groups, they appear to operate in the same way in different groups; and
- Protective factors may buffer exposure to risks.

Selected preventive interventions should address the following risk-focused principles:

- Know which of the identified risk factors to be addressed and how the preventive intervention(s) will reduce the risks;
- A preventive intervention must be plausible and show a logical connection between the approach and the reduction of risk;

- Address risk factors at appropriate developmental stages;
- Intervene early before the behavior stabilizes;
- Include those at risk, e.g., high risk individuals exposed to multiple risk factors or high risk communities;
- Address multiple risks with multiple strategies; and
- Address the racial, cultural, and economic diversity of the community.

### **Section III: BACKGROUND**

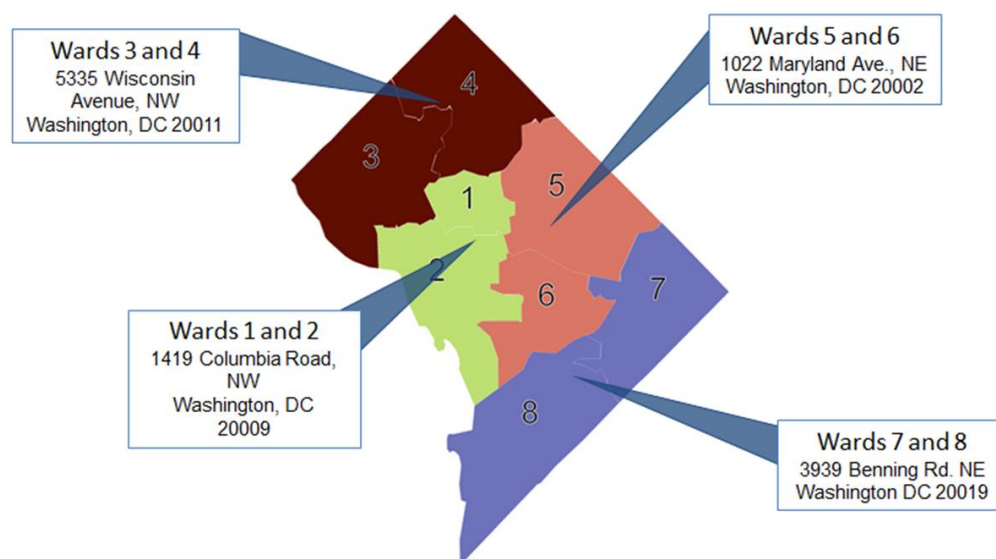
Prevention services are designed to strengthen communities as places where children and youth are safe, connected in positive ways to others, and supported by involved responsible adults. It also involves developing and strengthening the capacity of the District's prevention provider network to meet the challenging substance use disorders (SUD) prevention needs within the eight (8) Wards and 120 neighborhoods.

DBH supports specific prevention approaches that are designed to significantly contribute to the development of a sustainable prevention infrastructure in the District of Columbia. This infrastructure supports efforts to prevent the onset, reduce risk, interrupt the progression of use, and avoid the consequences of SUD in the District. The infrastructure includes DC Prevention Centers (DCPCs) that strengthen community capacity, address needed community and system changes, reduce risk factors, and achieve target outcomes for District youth. (See Diagram D below for respective DCPCs per Wards served.)

This RFA provides funding for eligible applicants, identified as Community Prevention Networks (CPNs), community based organizations, and/or non-profit organizations focused on substance use prevention, to develop and implement a combination of an evidence-based intervention and environmental strategies to prevent opioid misuse among youth and young adults between the ages of 12 to 25. The RFA is designed to determine the readiness of applicants to fully develop and implement a data-driven SPF planning process to achieve target outcomes. Applicants that receive a grant award are expected to develop a Work Plan (based on logic models provided by DBH) for the prevention and reduction of opioid misuse among youth in their designated ward.

The successful applicant will receive additional training in the SPF planning process through DBH (if applicable).

**Diagram D:** Map of the District of Columbia Prevention Centers (DCPCs)



## **Section IV: ELIGIBILITY and IMPLEMENTATION REQUIREMENTS**

Applicants are eligible District of Columbia organizations.

### **A. Requirements for Qualified Organizations**

In order to be eligible, an applicant must be able to enter into an agreement with DBH requiring compliance with all District of Columbia laws and regulations governing Substance Use Disorders and Mental Health Grants (22A DCMR Chapter 44). Eligible applicants are identified as Community Prevention Networks (CPNs), community based organizations, and non-profit organizations focused on substance use prevention. Applicants may enlist the services of a fiscal agent to apply for the grant on their behalf, if they are not currently a 501(c)(3) organization. If a fiscal agent is used, no more than 10% of the total grant award shall be used for their fee. If no fiscal agent is required, the maximum Indirect Cost/Overhead is 10% unless the Applicant/Grantee has a Negotiated Indirect Cost Rate Agreement (NICRA) with the Federal Government.

Applicant must describe: (1) their readiness for Strategic Prevention Framework planning, (2) their understanding of local conditions that contribute to opioid misuse among youth in their designated ward, and (3) their ability to develop a data-driven conceptual framework and to implement a combination of an evidence-based intervention and environmental strategies to achieve target outcomes.

One (1) applicant will be selected for each of the eight (8) Wards within the District. Applicants may apply for more than one (1) award (two applications maximum, i.e., no more than two wards represented). A separate application for each ward is required. The target population for this grant is youth and young adults between the ages of 12 to 25.

No mini-grants or subgrants are permitted for any entity that is awarded funding under this RFA. Current DC Prevention Centers or their parent agencies are not eligible to apply.

## **B. Administrative Criteria**

To be considered for review and funding, applications must meet *all* of the administrative criteria listed below. ***Failure to meet any one of the following criteria may result in rejection of the application.***

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.
2. Provide documentation as listed in Section VIII.C.1.g.
3. The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. Narrative for Section VIII.C.2: Program Narrative **must not exceed 20 pages**.  
Note: Attachments do not count toward the page limit.
5. The Work Plan template, Attachment F is complete.
6. The Budget and Budget Narrative Justification (Attachment H) is complete and complies with Section VIII.C.1.f. The line item budget narrative justification describes the categories of items proposed.
7. Attachments A, B, C, D, and E (Applicant Profile, Certifications and Assurances) are signed.
8. The applicant **must submit** the required six (6) copies of the proposal in sealed envelopes. Of the six (6) copies, one (1) copy should be stamped "original." Two copies of the DBH Receipt Form (Attachment I) should be attached to the outside of the sealed envelope. One copy of the DBH Receipt will stay with DBH and the other copy will be provided to the applicant once applications are received. **Unsealed and unidentified applications will not be accepted.**
9. The application is submitted no later than 4:45 P.M. Eastern Time (ET) by the deadline date February 28, 2019, to DBH c/o Ms. Katherine Cooke Mundle, 64 New York Avenue, NE, 3<sup>rd</sup> Floor, Washington, DC 20002; (202) 727-7639.

## **C. Insurance**

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as listed below and must provide in writing the name of all its insurance carriers and the type of insurance provided:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.

2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.
4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
5. All insurance provided by the Organization shall set forth the Government of the District of Columbia, its officers, employees, agents and volunteers as an additional insured with respect to liability anilities arising out of the performance of services under the award. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, Washington, DC 20004). The policies of insurance shall provide for at least 30 days written notice to DBH prior to their termination or material alteration. Further, the grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

#### **D. Compliance with Tax Obligations**

Prior to execution of a grant agreement as a result of this RFA, a recipient must submit a Statement of Certification, signed by an individual grant recipient, or, if an organization, by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant which states that the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' compensation premiums. This statement of certification shall be accompanied by a certification from the District of Columbia, Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreements with OTR. The applicant must also contest that the person or organization is in compliance with applicable District licensing and tax laws and regulations.

#### **E. Board of Directors**

Nonprofit organizations must have a functioning governing authority, which has legal and



fiduciary authority over the general operation of an organization. Often referred to as “the board,” it should, among other duties, establish policies and provide grant oversight. The overall goal of an organization shall be to establish best business practices.

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure a nonprofit has adequate resources to advance its mission.

Roles and responsibilities of the governing authority may include:

- Review and approval of the current annual budget, prior to the beginning of the organization’s fiscal year;
- Review and approval of fiscal reports, i.e., comparing budgets to actual expenditures; and
- Recordkeeping and recording of minutes, i.e., documenting that the governing body performed required oversight duties.

Additional roles and responsibilities of the governing authority may include:

- Approval of the Executive Director/Chief Executive Officer’s salary
- Review and approval of the organization’s policies and procedures
- Hiring the audit firm and review of the audit with the auditor
  - If there are findings, the board must vote to approve a corrective action plan.
- Appointment of officers
- Establishment of committees
- Establishment of frequency of meetings
- Establishment of attendance requirements for board members

**Note:** All motions to accept, approve or deny items presented to the board must be documented in the official board minutes.

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

DBH announces the availability of grant funds for Fiscal Year 2019 (FY2019) to fund eight (8) DC Opioid Response (DCOR) Prevention Grants. This grant opportunity is supported by funding from the U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), State Opioid Response Grant, CFDA #93.788.

A total of \$800,000 will be available to fund eight (8) DCOR Grantees in the amount of \$100,000. One (1) DCOR grantee will be selected for each of the eight (8) Wards within the District. The number of awards and amounts are subject to change depending upon Federal funding levels and the quality and quantity of the applications for funding. If a fiscal agent is needed, a maximum of 10% of the total award may be allocated for their fee. The remaining 90% is to be spent on identifying and implementing an evidence-based intervention and environmental strategies based on following the SPF planning process. The combination of the intervention and strategies shall be aimed at achieving target outcomes which will prevent opioid misuse among youth. DBH must approve all grantee conceptual frameworks and work plans before interventions are implemented.

Recipients must supplement, and not supplant, funds from other sources for initiatives that are the same or similar to the initiatives being proposed in this award.

The grant will be for a period of six (6) months from the award date. Grant may be continued for up to one (1) additional year based on documented project success, availability of funding, and DBH Director's approval of a Notice of Grant Award (NOGA) via a *Continuation Modification*. Grant recipients will be expected to begin project implementation on April 1, 2019 or after the Conceptual Framework, Work Plan, Budget and Budget Narrative Justification have been approved by DBH.

## Section VI: SCOPE OF WORK

Each applicant is proposing to develop and implement a SPF plan in a high need community within the designated ward. The grantee, or fiscal agent if applicable, will ensure that all RFA administrative, fiscal and programmatic requirements are met.

### A. Core Functions of the DCOR RFA

Understanding the Strategic Prevention Framework (SPF) five step planning process will be vital to applicants conceptualizing the requirements of this RFA. Diagram E below displays the planning process and a more detailed explanation can be found at the following link:

<http://www.samhsa.gov/spf>

**Diagram E:** *Strategic Prevention Framework (SPF) Five Step Planning Process*



Funded applicants are expected to use the SPF planning process to develop and implement a combination of an evidence-based intervention and environmental strategies to achieve target outcomes which will prevent and reduce opioid misuse among youth and young adults, in their designated ward.

Attachment G is the Strategic Prevention Framework (SPF) conceptual framework template which shall be submitted along with the application and shall be used for SPF planning once an award has been made. Diagram F (below) highlights the District opioid misuse problem, root

causes (risk factors) and consequences among youth and young adults provided to applicants for use in the development of the conceptual framework.

**Diagram F: District Opioid Misuse - Problem, Root Causes (Risk Factors) and Consequences**

Opioid Misuse - Root Causes	
Problem	Root Causes (Risk Factors) – Prescription Drug Misuse
Opioid Misuse among youth and young adults between the ages of 12 to 25	<b>Past Prescription Drug Misuse</b> <ul style="list-style-type: none"> <li>15.4% of high school students took prescription pain medicine without a doctor's prescription or differently than how a doctor told them to use it and among those high school youth: <ul style="list-style-type: none"> <li>16.7% – male students</li> <li>12.9% – female students</li> </ul> </li> </ul>
	Prescription opioids can be used medically when prescribed following an injury, or for certain health conditions or procedures. <b>Opioids as prescription medication carry serious risks of substance use misuse, substance use addiction and overdose, especially with prolonged use.</b>
	<b>Root Causes (Risk Factors) – Heroin</b>
	<b>Lifetime Past Heroin Use</b> <ul style="list-style-type: none"> <li>5.3% of high school students report ever using heroin (also called “smack”, “junk,” or “China White”) and among those high school youth: <ul style="list-style-type: none"> <li>6.4% – male students</li> <li>3.2% – female students</li> </ul> </li> </ul>
	<b>Perceived Risk of Taking Heroin</b> <ul style="list-style-type: none"> <li>65.6% of District youth ages 12 to 17 perceived a great risk of trying heroin once or twice</li> <li>77.5% of District young adults ages 18 to 25 perceived a great risk of trying heroin once or twice</li> </ul>
Opioid Misuse – Consequences	
Age-Specific Consequences	
<b>Poisonings, specifically poisoning due to opioids</b> <ul style="list-style-type: none"> <li>24 count – opiate poisonings among people between the ages of 12 to 25</li> </ul>	
<b>Pain Reliever Use Disorder</b> <ul style="list-style-type: none"> <li>0.45% of District youth ages 12 to 17 received a diagnosis for pain reliever disorder in the past year</li> <li>0.68% of District youth ages 18 to 25 received a diagnosis for pain reliever disorder in the past year</li> </ul>	
Non-Age Specific Consequences	
<b>DC Metropolitan Police Department (DC MPD) arrests in the District</b> <ul style="list-style-type: none"> <li>605 drug related arrests relating to heroin, according to most recent year available.</li> </ul>	
<b>The DC Office of the Chief Medical Examiner (OCME) investigated a total of 7,452 deaths due to the use of opioids from January 1, 2014 through March 31, 2018 in the District.</b> Specifically, there were 83 deaths due to opioids in 2014, 114 in 2015, 231 deaths in 2016, and 279 deaths in 2017, respectively. This report examines the presence of opioids (heroin, fentanyl, fentanyl analogs, morphine, prescription opioids and the general category of opiates) in deaths observed at OCME. <ul style="list-style-type: none"> <li>279 overdose deaths that involved the use of opioids, the most recent year available.</li> </ul>	

The problem data and root causes (risk factors) from Diagram F “District Opioid Misuse: Problem, Root Causes (Risk Factors) and Consequences” will be used to identify the applicant’s local conditions and thus, develop a conceptual framework with an evidence-based preventive intervention and environmental strategies. Attachment J is the list of DBH approved evidence-based interventions and environmental strategies that applicants are expected to draw from when developing their conceptual framework. Evidence-based interventions and environmental strategies in the conceptual framework should directly result in target outcomes that prevent and reduce risks for opioid misuse among youth and young adults.

Successful applicants will provide evidence in the Program Narrative of their readiness (e.g., strengths, knowledge, and experiences) to ensure that the deliverables outlined below in this RFA are met and target outcomes can be achieved.

## **B. Deliverables**

### **The deliverables for the DC Opioid Response (DCOR) Prevention Grant are as follows:**

- Applicant shall ensure compliance with the administrative, fiscal and programmatic requirements of the RFA;
- Applicant shall prepare and submit categorical budget and work plan for review and approval by DBH, if applicant is selected for an award;
- Applicant shall complete any DCOR related training as required by DBH;
- Applicant shall finalize the conceptual framework and work plans (based on the logic model provided by DBH) which shall address the prevention of opioid misuse among youth and young adults between the ages of 12 to 25 within 15 days of the grant being awarded. The evidence-based intervention and environmental strategies identified in the conceptual framework should result in target outcomes which will prevent opioid misuse among youth and young adults aged 12 to 25. Applicant shall implement their intervention no later than 30 days after the DBH Prevention Branch review and approval;
- Applicant shall use pre-populated problem data and root causes (risk factor) information when developing their conceptual framework (Diagram F);
- Applicant shall select and implement an Evidence-Based Intervention (Attachment J) a minimum of two (2) times with fidelity which shall result in target program and behavioral outcomes;
- Applicant shall select and implement a minimum of one (1) required comprehensive Environmental Strategy and may also select from the optional strategies on provided list (Attachment J) which shall result in target community change outcomes;
- Applicant shall work with the DBH SUD Prevention team to make needed adaptations to the evidence-based preventive interventions in their logic model and work plan in order to maintain fidelity to the intervention;
- Applicant shall support DBH with collecting, submitting and analyzing any additional DBH and federal evaluation requirements;
- Applicant shall submit online monthly program narrative and data reports to DBH and participate in annual programmatic site visits;
- Applicant shall attend a DBH fiscal orientation (if applicable) within the first quarter of the award being granted, submit monthly expenditure reports with requisite source documentation, and participate in annual fiscal desk reviews, and/or site visits;

- Applicant shall attend in-person meetings with DBH SUD Prevention staff (as requested);
- Applicant shall participate in DBH DCOR post-grant award Orientation meeting with DBH representatives; and
- Applicants are required to use the format and follow the narrative instructions provided within this RFA.

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

Upon award, DBH shall provide funding to the subgrantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the subgrantee will be based on a risk assessment conducted by the DBH Office of Fiscal Services. Payments may be made as an advance, a cost-reimbursement basis or a combination of both. All payments will be contingent upon compliance with program and financial reporting. DBH reserves the right to withhold any payment, if the subgrantee is found in non-compliance with the DBH Notice of Grant Award, the Request for Applications and/or the Grant Agreement.

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

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

A pre-application conference is scheduled for:  
 Wednesday, February 6, 2019, 10:00 a.m. – 12:00 p.m. ET  
 Department of Behavioral Health (DBH)  
 64 New York Avenue, NE, 2<sup>nd</sup> Floor, Conference Room 242  
 Washington, DC 20002

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

Applications are due Thursday, February 28, 2019, no later than 4:45 p.m. Eastern Time (ET), to DBH, c/o Katherine Cooke Mundle, 64 New York Avenue, NE, 3<sup>rd</sup> Floor, 311-T, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications received at or after Thursday, February 28, 2019, 4:46 p.m. ET, will not be forwarded to the Independent Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m. ET. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

Note: For application delivery, please use the West Entrance (closer to P Street NE) at security guard station.

### **C. Application Requirements**

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

- a. Applicant Profile (Attachment A)
- b. Table of Contents
- c. Narrative
- d. Proposed Work Plan (Attachment F)
- e. Conceptual Framework (Attachment G)
- f. Budget and Budget Narrative Justification Form (Attachment H)
- g. Required Documentation:
  - 1. Attachments A, B, C, D, E, F, G, H, and I (Completed and/or Signed)
  - 2. Articles of Incorporation, if applicable
  - 3. Bylaws, if applicable
  - 4. IRS letter of non-profit corporation status, if applicable
  - 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.
  - 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 and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally authorized entity (e.g. 501 (c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within three (3) years before submission of the grant application that relates to the applicant's status.
  - 7. Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable
  - 8. Memoranda of Understanding signed by applicant and Fiscal Agent, if applicable
  - 9. Resumes for staff funded through DCOR
  - 10. Proposed position descriptions for staff funded through DCOR
  - 11. Current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs [DCRA] by Thursday, February 28, 2019. Please include copy of this receipt with your application.)
  - 12. Current Certificate of Clean Hands from the **Office of Tax and Revenue** (Self-certification is NOT acceptable.)
  - 13. The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile

insurance carrier, workers' compensation insurance carrier, fidelity bond holder [if applicable]), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

## **2. Program Narrative**

The narrative section is limited to 20 pages of responses to the RFA scope of work. The applicant must identify the selected high need community that will be served through the proposed prevention efforts.

### **A. Identify the high need community (ward) that the applicant organization is targeting through the Request for Application (RFA).**

1. Discuss the local conditions that contribute to opioid misuse among youth and young adults (target population between the ages of 12 to 25) in the high need community in the designated ward.
2. Assess the readiness of the high need community in the designated ward for Strategic Prevention Framework planning. This includes developing a data-driven conceptual framework with identified evidence-based intervention and environmental strategy/strategies. Describe how ready your organization is to implement the aforementioned strategies.
3. State the rationale for how the organization is targeting opioid misuse through this RFA.

### **B. Describe the organization's history within the high need community in the designated ward.**

1. Provide a list of the members, their affiliation with an organization, neighborhood or association, and why they are representative of the high need community in the designated ward.
2. Discuss the organization's history of supporting prevention in the high need community in the designated ward.

3. Discuss potential challenges (e.g., readiness and capacity) in implementing the RFA scope of work in the high need community in the designated ward.

**C. Discuss the partnership(s) to prevent opioid misuse in the high need community in the designated ward.**

1. Discuss the experience(s) the organization has had using the Strategic Prevention Framework planning process.
2. Discuss the experience(s) the organization has had in data-driven planning and the implementation of an evidence-based intervention and environmental strategies for substance use prevention.

**3. Proposed Work Plan**

- A.** Provide a proposed Year 1 Work Plan (Attachment F) that includes the RFA goals, process objectives and outcomes (e.g., Administrative [meeting attendance, site visit participation], Assessment, Capacity Building [SPF training, etc.], Planning [work plan development], Implementation [evidence-based intervention, environmental strategy/strategies], Evaluation [Monthly reporting, etc.]).

**4. Fiscal and Financial Management**

- A.** Describe how the applicant will provide sound fiscal management for the development and implementation of the SPF planning process in the proposed high need community. Include a summary of the fiscal and financial management systems currently in place that will support implementation of the SPF planning process.
1. Describe the financial management system that is in place to support the grant.
  2. Describe the approach to funding the evidence-based intervention and environmental strategy/strategies in the approved SPF planning process.
  3. Discuss any experience in preparing and submitting federal or District program and financial reports.

**5. Program Reporting**

- A.** Discuss the applicant's approach to tracking implementation of the program deliverables within the proposed work plan. Include the specific measures to ensure the effectiveness of programmatic reporting on a monthly, quarterly and semi-annual basis.

**6. Applicant Qualifications**

- A.** Discuss in detail your organization's specific involvement and roles in prevention activities in the proposed high need community in the designated ward, involvement with community stakeholders and other leaders, and any measurable results achieved.



- B. Discuss the mission of the organization and why it is “best” qualified to lead the effort to facilitate the SPF planning process in the selected high need community in the designated ward.

**7. Budget and Budget Narrative Justification** (Does not count toward the 20 page limit)

- A. The applicant must provide a line-item budget and budget narrative justification. The budget narrative justification should clearly state how the applicant arrived at budget figures.
- B. Attachment H is a budget and budget narrative justification form. The following are components of a budget:
  - a. Personnel – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project. (Combined cost of Personnel and Consultant Budget Categories may not exceed 20% of total budget.)
  - b. Fringe – components of fringe benefits rate.
  - c. Consultants/Experts – a contractual arrangement to carry out a portion of the programmatic effort for the acquisition of routine goods or services under the grant. Contractual arrangements with consultants must include the work to be performed, title, rate of pay, hours, and the term(s) of the agreement. Both the consultant and subgrantee must sign. (Combined cost of Personnel and Consultant Budget Categories may not exceed 20% of total budget.)
  - d. Occupancy – *(not applicable for this grant)*
  - e. Travel and Transportation – Costs associated with local travel expenditures for staff or client/participants (e.g., SmarTrip Cards; Uber; Mileage and Parking for DBH meeting attendance.)
  - f. Supplies & Minor Equipment – materials costing less than \$5,000 per unit and often having a one-time use (e.g., general office supplies; laptop; printer; ink cartridges, etc.).
  - g. Client Cost – Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measurable outcomes (e.g., food costs, gift cards, giveaways, stipends, etc.).
  - h. Communication – Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.
  - i. Other Direct Costs – expenses not covered in any of the previous budget categories.

- j. Indirect Costs- – Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement (NICRA). A non-federal entity that has never received a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

## **Section IX: EVALUATION PROCESS**

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide written justification as required by District regulations. The final decision to fund a DCOR application rests solely with the DBH Director. The anticipated award date is Monday, April 1, 2019.

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

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

### **Criterion A: Selected High Need Community in the designated ward (Total of 20 points)**

1. The applicant demonstrates an understanding of the local conditions that contribute to opioid misuse among youth and young adults ages 12 to 25 in the high need community in the designated ward. (Points: 8)
2. The applicant demonstrates an understanding of the readiness of the high need community in the designated ward and describes how to implement the SPF planning process to prevent opioid misuse among youth and young adults between the ages of 12 to 25. (Points: 8)
3. The applicant submits a completed conceptual framework (Attachment G). (Points: 4)

### **Criterion B: Organization's History in High Need Community in the designated ward (Total 20 points)**

1. The applicant provides a list of the organization representatives and a rationale of why they are representative of the high need community in the designated ward. (Points: 7)
2. The applicant demonstrates a history of supporting prevention initiatives in the high need community in the designated ward. (Points: 7)
3. The applicant provides an understanding of potential challenges in developing and implementing SPF planning process in the high need community in the designated ward. (Points: 6)

**Criterion C: Partnership to Prevent Opioid Misuse among Youth in the High Need Community in the Designated Ward (Total of 20 Points)**

1. The applicant provides evidence of experience in using the SPF planning process. (Points: 10)
2. The applicant describes experience(s) in data-driven planning and implementation of an evidence-based intervention and environmental strategy/strategies for substance use prevention. (Points: 10)

**Criterion D: Proposed Work Plan (Total of 10 points)**

1. The applicant submits a proposed work plan that includes RFA goals, process objectives and target outcomes (e.g., Administrative [meeting attendance, site visit participation], Assessment, Capacity Building, Planning [work plan and logic model development], Implementation [evidence-based intervention, environmental strategy/strategies, Evaluation [Monthly reporting, etc.]). (Points: 10)

**Criterion E: Fiscal and Financial Management (Total of 15 points)**

1. The applicant describes their current financial management system that will be used to support the scope of work (as detailed in the RFA) and describes relevant experience in submitting federal and/or district financial reports. (Points: 5)
2. The applicant discusses an approach to funding the evidence-based intervention and environmental strategy/strategies in the approved SPF planning process. (Points: 5)
3. The applicant completed the line-item budget totaling \$100,000 to include all applicable budget categories (including indirect cost/overhead) and provided adequate justification (budget narrative) for proposed costs. (Points: 5)

**Criterion F: Reporting (Total of 5 points)**

1. The applicant outlines the monthly process of tracking implementation of the program deliverables within the proposed work plan and includes the specific measures to ensure the effectiveness of programmatic reporting on a monthly, quarterly and semi-annual basis. (Points: 5)

**Criterion G: Applicant Qualifications (Total of 10 points)**

1. The applicant describes specific involvement and roles in prevention activities in the proposed high need community in the designated ward, involvement with community stakeholders and other leaders, and any measurable results achieved. (Points: 5)
2. The applicant discusses the CPN's mission and why it is "best" qualified to lead the effort to facilitate the SPF planning process in the selected high need community in the designated ward. (Points: 5)

## **Section XI: SELECTION PROCESS**

RFAs will be scored according to the evaluation criteria listed above. The results of the evaluation for each RFA submitted will be classified into one (1) of four (4) categories below:

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

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

## **Section XII: AUDITS AND DISALLOWANCES**

DBH may conduct fiscal and/or program audits of the subgrantee either directly or by an independent auditor. The subgrantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The subgrantee shall cooperate fully and promptly with any audit.

To fulfill its monitoring responsibilities, DBH will require the funded applicant to submit appropriate fiscal and programmatic documentation. In addition, representatives of DBH may conduct site visits to funded applicants. The purpose of these visits is to validate information submitted by applicants and gather additional information from interviews and observations for technical assistance, monitoring, and evaluation purposes.

Monthly Programmatic benchmark reports must be submitted to DBH along with monthly expenditure reports. The subgrantee is responsible for ensuring that reports are accurate, complete, and submitted on time.

If the subgrantee receives federal grant awards in the total sum of \$750,000 or greater in a year, an annual audit, in accordance with the standards set forth in OMB 2 CFR 200, of the financial condition and accounts of the program performed by an independent certified public accountant (CPA) who is not a member of the governing body or an employee of the program is required and must be submitted to the DBH Agency Fiscal Officer.

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

Attachment A	Applicant Profile
Attachment B	Department of Behavioral Health Statement of Certification
Attachment C	Federal Assurances
Attachment D	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
Attachment E	Certification of Applicant
Attachment F	Proposed Work Plan
Attachment G	Conceptual Framework
Attachment H	Budget and Budget Narrative Justification Form
Attachment I	DBH Receipt
Attachment J	Preventive Interventions and Environmental Strategies

**ATTACHMENT A**

**Government of the District of Columbia  
Department of Behavioral Health (DBH)**

**RFA Title: DC Opioid Response (DCOR) Prevention Grant  
RFA # RM0 DCOR012819**

**Applicant Profile**

APPLICANT NAME:

TYPE OF ORGANIZATION:

\_\_\_\_ Public Non-Profit Org. \_\_\_\_ Private Non-Profit Org.

EIN/Federal Tax ID No.:

DUNS No.:

Primary Contact Person/Title:

Second Contact Person/Title:

Street Address:

City, State ZIP:

Telephone:

Fax:

Email:

Ward:

Organization Website:

Name of Authorized Representative (Official Signatory):

Title:

Email Address:

Phone Number:

**RFA Abstract (Limit 200 words)**

Signature of Authorized Representative: \_\_\_\_\_

## ATTACHMENT B

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### Department of Behavioral Health Statement of Certification

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

- M. That the Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et. seq., "Criminal Background Checks for Government Services to Children."
- Q. That the Applicant/Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

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

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

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

DC Opioid Response (DCOR) Prevention Grant  
Project Name

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

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

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



## ATTACHMENT C

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### Federal Assurances

Applicant/Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 2 CFR Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant/Grantee assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The Grantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The Grantee to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal- sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31,1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act;

Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
  - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et. seq.)
  - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et. seq.)
  - c) The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC cha. 85 et. seq.
  - d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
  - e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
  - f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
  - g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
  - h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
  - i) Executive Order 12459 (Debarment, Suspension and Exclusion)
  - j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et. seq.)
  - k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
  - l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et. seq.)
  - m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
  - n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
  - o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et. seq.)

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

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

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

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

DC Opioid Response (DCOR) Prevention Grant  
Project Name

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

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

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

## ATTACHMENT D

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



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

Applicant/Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

##### **The Grantee certifies that it and its principals:**

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

- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- F. Ensure on an ongoing basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).
- G. Further, the applicant shall disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, any of its officers, partners, principals, members, or key employees within the last three (3) years prior to the date of the application has been:
  - a. indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
  - b. been the subject of legal proceedings arising directly from the provision of services by the organization
 If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### 3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620, the Grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Grantee's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
  - 7. Abide by the terms of the statement; and
  - 8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3 (B) (8) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Behavioral Health at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each effected grant.
  - 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---

- a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- c. Making a good faith effort to continue to maintain a drug-free workplace.

11. The Grantee may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

- a. Place of Performance (Street address, city, county, state, zip code)
- b. Drug-Free Workplace Requirements (Awardees who are Individuals)

12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
  - aa. The Grant Administrator identified in the Grant Agreement; and
  - bb. D.C. Department of Behavioral Health, 64 New York Avenue, NE.,  
Washington, DC 20002 (Attn: Director-Department of Behavioral Health).

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

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

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

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

DC Opioid Response (DCOR) Prevention Grant  
Project Name

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

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

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

## ATTACHMENT E

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding personnel, fringe, equipment, supplies, consultants/experts, other costs and indirect costs for the DC Opioid Response (DCOR) Prevention Grant under RFA# RM0 DCOR012819.

I am in compliance with the eligibility requirements and have the ability to meet and satisfy the implementation requirements.

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

I also understand that I am required to submit receipts to DBH within thirty (30) days of receiving grant funds to verify that I have used grant funds as agreed to and authorized.

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

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

---

Authorized Agency Representative. Print name and title.

---

Signature

---

Date

## ATTACHMENT F

### PROPOSED WORK PLAN

District of Columbia Department of Behavioral Health (DBH)

RFA # RM0 DCOR012819

Applicant Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_ DC Opioid Response (DCOR) Prevention Grant Budget Amount: \$100,000.00

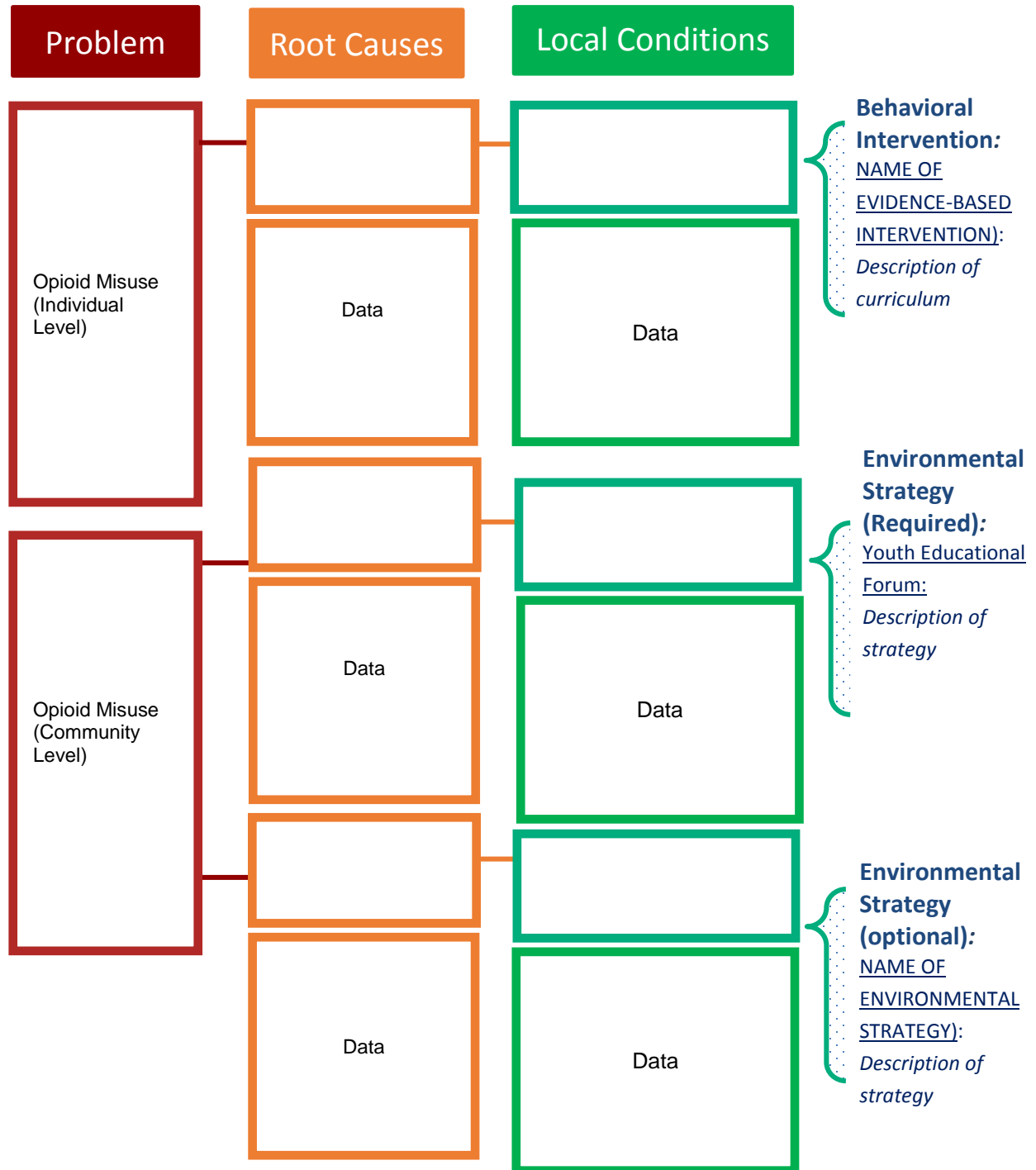
Proposed Ward to Serve: \_\_\_\_

Measureable Goals			
<b>Goal #1:</b>			
<u>Key activities needed to meet this goal:</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>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
<b>Goal #2:</b>			
<u>Key activities needed to meet this goal:</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>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
<b>Goal #3:</b>			
<u>Key activities needed to meet this goal:</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>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	

Duplicate this page as needed for additional proposed goals. Ensure that heading information clearly identifies the applicant's name, organization, and page number (e.g., page 2 of 4) of the proposed work plan.

ATTACHMENT G

## CONCEPTUAL FRAMEWORK, *ORGANIZATION NAME*





## ATTACHMENT H

### BUDGET JUSTIFICATION AND NARRATIVE

**A. Personnel:** Provide employee(s) (including names for each identified position) of the applicant/recipient organization for those positions whose work is tied to the grant project.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1.		\$	%	\$
2.		\$	%	\$
3		\$	%	\$
4.		\$	%	\$
5.		\$	%	\$
			<b>TOTAL</b>	<b>\$</b>

**Justification:** Describe the role and responsibilities of each position.

- 1.
- 2.
- 3.
- 4.
- 5.

**B. Fringe:** List all components of fringe benefits rate.

Component	Rate	Wage	Cost
FICA	%	\$	\$
Workers Compensation	%	\$	\$
Insurance	%	\$	\$
		<b>TOTAL</b>	<b>\$</b>

**Justification:** Fringe reflects current rate for the agency.

**C. Consultant/Experts:** A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in a form of consortium agreements or contracts.

A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition. Consultants may not be officers or employees of the grantee's organization.

**Costs for contracts must be broken down in detail and a narrative justification provided. If applicable, numbers of clients should be included in the costs.**

Suggested: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Contractual arrangements with consultants must include the work to be performed, title, rate of pay, hours, and the term(s) of the agreement. Both the consultant and subgrantee must sign the agreement.

Name	Service	Rate	Other	Cost
1.				\$
2.				\$
3				\$
4.				\$
5.				\$
			<b>TOTAL</b>	<b>\$</b>

**Justification:** Explain the need for each contractual agreement and how they relate to the overall project.

**D. Occupancy:** Rent expenses (*not applicable for this grant*)

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	<b>TOTAL</b>	<b>\$</b>

**Justification:** Break down costs into cost/unit (e.g. cost/square foot, etc.) Explain the use of each requested item requested.

**E. Travel & Transportation:** Local travel expenses

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	<b>TOTAL</b>	<b>\$</b>

**Justification:** Break down travel costs into cost/unit (reimbursement rate per mile, Metro cards, etc.) Explain the use of each requested item requested.

**F. Supplies & Minor Equipment:** Materials costing less than \$5,000 per unit and often having one-time use.

**Budget Request**

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	<b>TOTAL</b>	<b>\$</b>

**Justification:** Describe the need and include an adequate justification of each cost that was estimated.

**G. Client Costs:** Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measureable outcomes. (e.g., food costs, gift cards, giveaways, stipends.)

**Budget Request**

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	<b>TOTAL</b>	<b>\$</b>

**Justification:** Describe the need and include an adequate justification of each cost that was estimated.

**H. Communications:** Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.

**Budget Request**

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	<b>TOTAL</b>	<b>\$</b>

**Justification:** Describe the need and include an adequate justification of each cost that was estimated.

**G. Other Direct Costs:** Expenses not covered in any of the previous budget categories

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	<b>TOTAL</b>	\$

**Justification:** Break down costs into cost/unit. Explain the use of each item requested.

**H. Indirect Cost Rate:** Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of your organization and the conduct of activities it performs. Typical indirect costs include accounting and insurance. Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. Effective with 45 CFR 75.414(f), any non-federal entity that has never received a negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Percentage	Budget Category	Amount	Total
%		\$	\$

**Justification:** Explain the need for each of your indirect costs.

**Budget Summary**

<b>CATEGORY</b>	<b>BUDGET REQUEST</b>
Personnel	\$
Fringe	\$
Consultant/Experts	\$
Occupancy	\$
Travel & Transportation	\$
Supplies & Minor Equipment	\$
Client Costs	\$
Communications	\$
Other Direct Costs	\$
<b>SUBTOTAL DIRECT COSTS</b>	\$
Indirect Costs	\$
<b>TOTAL PROJECT COSTS</b>	\$

**ATTACHMENT I**

**DBH RECEIPT**

**RFA Title:**  
**DC Opioid Response (DCOR) Prevention Grant**

**RFA # RM0 DCOR012819**

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

The DC DEPARTMENT OF BEHAVIORAL HEALTH IS IN RECEIPT OF

\_\_\_\_\_  
(Contact Name/ Please Print Clearly)

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

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

\_\_\_\_\_  
(Telephone/Email)

\_\_\_\_\_  
(Project Name)

\_\_\_\_\_ \$100,000.00  
(Geographic Designation: Ward) (Budget Amount)

**DBH USE ONLY:**

Please Indicate Time: \_\_\_\_\_ ☐ AM ☐ PM

Original and \_\_\_\_\_ copies

Received on this date: \_\_\_\_\_ / \_\_\_\_\_ /2019

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

## ATTACHMENT J

PREVENTIVE INTERVENTIONS AND ENVIRONMENTAL STRATEGIES Evidence-based Practices, Policies, and Programs (EBPPP) for DC State Opioid Response (DCOR) Grant			
Selections need to address youth and young adults ages 12 to 25, targets opioid misuse, and be adapted in a community setting as part of a comprehensive work plan.			
Name	IOM Category	Brief Description	
Community-Based EBPPPs for Youth and Families			
LIFESKILLS + required module for Prescription Drug Prevention	Universal - Direct	Students gain skills to meet personal challenges such as overcoming shyness, communicating clearly, building relationships, and avoiding violence in social competency. Finally, students build effective defenses against pressures to use tobacco, alcohol, and other drugs. The booster session on prescription drugs addresses the opioid epidemic in our country. Prescription Drug Prevention module is required by DBH with this curriculum. LIFESKILLS curriculum developers can assist with adaptations for age of participants, if applicable.	Website: <a href="http://www.lifeskillstraining.com">www.lifeskillstraining.com</a>
Too Good for Drugs	Universal - Direct	Skill development is at the core of Too Good for Drugs, a universal prevention program designed to mitigate the risk factors and enhance protective factors related to alcohol, tobacco, and other drug (ATOD) use. The program introduces and develops social and emotional skills for making healthy choices, building positive friendships, communicating effectively, and resisting peer pressure. Too Good for Drugs teaches five essential social and emotional learning skills, which research has linked with healthy development and academic success.	Website: <a href="http://www.toogoodprograms.org">www.toogoodprograms.org</a>
Name	IOM Category	Brief Description	
DBH Required Community-Level Environmental Strategy			
Youth Educational Forum – Ward level	Universal - Indirect	Community-organizing educational youth forum program designed to reduce youth and young adults' (12 to 25 years of age) access to opioids by talking about changing community policies and practices. Youth Educational Forum – Ward level may be one day or occur across multiple days.  This event/series of events is <i>strongly suggested</i> to take place during the week of 'National Prevention Week' between Sunday, May 12, 2019 and Saturday, May 18, 2019, but may occur any time during the grant period, once approved in the work plan.	

DBH <i>Optional</i> Community-Level Environmental Strategies			
Public Education	Universal - Indirect	Strategy designed to increase the public's knowledge and awareness of opioid misuse and specific local conditions which characterize why youth are engaging in this risky health behavior. Public education campaigns may combine public service announcements (PSAs) on television, radio, or online with billboards and posters. Familiar public education slogans include "Friends don't let friends drive drunk" and "A mind is a terrible thing to waste." (source: <a href="https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-approaches">https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-approaches</a> )	
Social Marketing Campaign	Universal - Indirect	Strategy which uses" advertising principles to change social norms and promote healthy behaviors. Like public education, social marketing uses multiple media channels to message targeted groups of individuals. However, social marketing campaigns do more than provide information. They try to persuade people to adopt a new behavior by showing them the benefit they'll gain by doing so." (source: <a href="https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-approaches">https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-approaches</a> )	
Photovoice Implementation and Exhibition	Universal - Indirect	Program trained by national organization CADCA and their certified trainers; Photovoice course teaches photography and caption writing as a means for advocacy and data collection for promising outcomes regarding opioid misuse prevention. Photovoice projects completed regarding alcohol, tobacco and other drugs (ATOD) have successes in creating community changes, both nationwide and in DC when implemented and exhibited to key populations of youth and adults. Both the photography and captioning in conjunction with exhibiting in key locations is a two-part approach to an effective environmental strategy.	
<i>Supplementary Additional Materials from Federal Drug Enforcement Administration (DEA) Operation Prevention</i>	Universal - Direct	The Drug Enforcement Administration (DEA) has joined forces with Discovery Education to create a comprehensive, free program to combat opioid misuse. This resource contains Virtual Field Trips, Parent Resources, English & Spanish language standards aligned K-12 tools, and a national peer-to-peer video challenge. Any supplemental materials may be used to support environmental strategy efforts to address local conditions for why/how opioid misuse is occurring in a DC specific ward.	Website: <a href="http://www.operationprevention.com">www.operationprevention.com</a>