



DC

DEPARTMENT *of*
HUMAN SERVICES

**Request for Applications
RFA No. DHS-FSA-HPP-2020-001**



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

REQUEST FOR APPLICATION

Fiscal Year 2020
Homelessness Prevention Program
(Short name: HPP)

RFA #JA-FSA-HPP-2020-001

Announcement Date:	June 7, 2019
RFA Release Date:	June 14, 2019
Pre-application Conference Date:	June 28, 2019
Application Submission Deadline:	July 12, 2019 at 4:45pm

Government of the District of Columbia
Department of Human Services
64 New York Ave. NE, 6th Fl.
Washington, DC 20002
(202) 671-4200

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE PANEL FOR REVIEW

EXECUTIVE SUMMARY

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA), hereinafter referred to as the “DHS/FSA” seeks eligible entities to provide crisis intervention services through the Homelessness Prevention Program (HPP) to families with minor child(ren) under the age of eighteen (18), who are at imminent risk of homelessness, by stabilizing them in the community and reducing the number of families in need of shelter placement. The amount available for the project is approximately \$3,898,000.00 for up to four (4) providers.

Funding Opportunity Title:	Homelessness Prevention Program
Funding Opportunity Number:	RFA # JA-DHS-FSA-HPP-2020-001
Deadline for Applications:	July 12, 2019 at 4:45pm The District of Columbia Department of Human Services 64 New York Ave. NE, 6th Floor Washington DC 20002 lucille.hart@dc.gov
Total Estimated Available Funding:	Up to \$3,898,000.00
Total Estimated Number of Awards:	Up to four (4)
Total Estimated Award Amount:	Eligible organizations can be awarded up to \$974,500.00
Period of Performance:	October 1, 2019 to September 30, 2020
Length of Award:	One (1) fiscal year with up to four (4) extensions
Eligible Applicants:	<input type="checkbox"/> Non-profit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations; <input type="checkbox"/> Faith-based organizations; <input type="checkbox"/> Government agencies <input type="checkbox"/> Universities/educational institutions; and <input type="checkbox"/> Private Enterprise



DC

DEPARTMENT of
HUMAN SERVICES

NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

HOMELESSNESS PREVENTION PROGRAM RFA: #JA-DHS-FSA-HPP-2020-001

WHEN: Friday, June 28, 2019

WHERE: Department of Human Services
Family Services Administration
64 New York Avenue, NE, 6 th Floor
Washington, DC 20002

TIME: **One Session:** 1:00 pm until 3:00 pm

CONTACT PERSON: Lucille Hart, Executive Assistant
Family Services Administration
(202) 698-4170

Please RSVP no later than Wednesday, June 12, 2019, as seating is limited. You may RSVP via telephone to Ms. Lucille Hart, Executive Assistant (202) 698-4170, or via email to Ms. Lucille Hart at Lucille.Hart@dc.gov



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

1. Funding for an award is contingent on continued funding from the DHS grantor or funding source.
2. The RFA does not commit DHS to make an award.
3. DHS reserves the right to accept or deny any or all applications, if DHS determines it is in the best interest of DHS to do so. DHS shall notify the applicant if it rejects that applicant's proposal.
4. DHS may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DHS may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DHS may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DHS may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DHS shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (Citywide Grants Manual and Sourcebook).



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

The application must be submitted no later than 4:45 p.m., Eastern Standard Time (EST) by the deadline date of April 26, 2019, to DHS/FSA, c/o Lucille Hart, 64 New York Avenue, NE, 6th Floor, Washington, DC 20002. **Applications accepted at or after 4:46 p.m. will not be forwarded to the Review Panel for funding consideration.**



Table of Contents

Section I:	Authority for the Grant	1
Section II:	Summary and Purpose of Grant	1
Section III:	Eligibility Requirements	4
	A. Qualified Organizations	4
	B. Administrative Criteria	4
	C. Insurance	5
	D. Compliance with Tax Obligations	6
Section IV:	Amount of Total Funding and Grant Awards	6
Section V:	Scope of Work	6
	Core Components of Homeless Prevention Services	6
	1. Cultural Competence	7
	2. Outreach and Education	7
	3. Homeless Prevention and Intervention	8
Section VI:	Payments to Grantee	11
Section VII:	Application Information and Requirements	11
	A. Pre-application Conference	11
	B. Application Delivery	11
	C. Application Requirements:	12
	1. Proposal Format and Content	12
	2. Program Narrative	13
	3. Proposed Project Plans	14
	4. Fiscal and Financial Management	14
	5. Program Reporting	14
	6. Applicant Qualifications	14
	7. Program Budget and Budget Narrative Justification	15
Section VIII:	Evaluation Process	15
Section IX:	Scoring of Applications	16
	Criterion 1 – Process for Establishing and Delivering Homeless Prevention Services	16
	Criterion 2 – Organizational Structure	16
	Criterion 3 – Staffing and Leadership Development	16
	Criterion 4 – Fiscal Management	16
	Criterion 5 – Reporting	16
	Criterion 6 – Organizational Capacity and Experience	16
Section X:	Selection Process	17
Section XI:	Audits and Disallowances	17
Section XII:	Attachments to the RFA	17



Attachment A - Applicant Profile	18
Attachment B - Certification	19
Attachment C - Assurances	22
Attachment D - Original Receipt	24
Attachment E - Work Plan	25
Attachment F - Staffing Plan	26



Appendices

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



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

Homelessness Prevention Services RFA No. DHS-FSA-HPP-2020-001

Section I: AUTHORITY FOR THE GRANT

The Director of the District of Columbia Department of Human Services has the authority to make grants pursuant to D.C. Code § 4-756.01 of the “Homeless Services Reform Act of 2017, D.C. Law 16-296.

Section II: SUMMARY AND PURPOSE OF GRANT

This Request for Application (RFA) seeks to identify potential applicants that can operate the Department of Human Service’s (DHS) homelessness prevention program. The program facilitates person-centered, comprehensive, and targeted service delivery to families experiencing homelessness or at risk of chronic homelessness in the District of Columbia. In recent years, the District witnessed dramatic increases in family homelessness and subsequent shelter placements. The District has taken a number of measures to make homelessness rare, brief and non-recurring. The Department of Human Service’s launch of a Homelessness Prevention Program (HPP) in 2015 is part of this overarching goal of reducing homelessness.

In line with Interagency Council on Homelessness’ (ICH) strategic plan, Homeward DC, HPP aims to identify and stabilize high-risk households before they arrive at the shelter door. The program implements targeted homelessness prevention strategies that incorporate the use of predictive analytics. Since the launch of the ICH strategic Homeward DC plan in 2015, family homelessness has decreased nearly 50%. HPP, pursuant of the D.C. Law 20-0155 sub section 5111 “Homeless Prevention Program Establishment Act of 2014”, implements targeted homelessness prevention services and resources to help identify risk factors that may lead to homelessness and help families remain in their communities by providing flexible supports to include mediation and diversion, connection to government and partner agencies and resources, financial assistance divert families from the need for shelter.

Families experiencing homelessness or at imminent risk of homelessness seek services at the Virginia Williams Family Resource Center (VWFRC), the city’s central resource center for families experiencing housing instability.

DHS is committed to continue to reduce the high demand for emergency shelter at the front door and increase family well-being by using national best practices around prevention resources which help families stabilize in their communities.

Homelessness comes at a large cost for families as they experience disconnect from their communities and often lack access to family and support networks. DHS is seeking community-based partners to provide prevention services to families experiencing housing instability within the community. Homelessness prevention services include:

- Diversion and mediation services (family, landlord-tenant, etc.)



- Comprehensive case management/Case coordination
- Connection to TANF vendors.
- Financial assistance
- Rental and utility assistance
- Housing search, budgeting and credit repair services
- Connection to housing programs
- Connection to mental health services (as needed)
- Referrals to community partners and District agencies

Program outcomes anticipate a reduction in the number of families in need of emergency shelter due to the resources, services and financial supports provided through this program.

Under this RFA, the following definitions are applicable:

1. “Homeless” means:
 - (a) An individual or family that lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated housing facility designated to provide temporary living arrangements, including shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals; or
 - (iii) An individual who is exiting an institution where he or she resided for 180 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - (b) An individual or family who has lost or will imminently lose their primary nighttime residence, if:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance or has already been lost;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent housing;
 - (c) An unaccompanied youth who:
 - (i) Has not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (ii) Has experienced persistent instability as measured by 2 moves of housing accommodations or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (i) Can be expected to continue in such status for an extended period of time because of:



- (I) Chronic disabilities, chronic physical health or mental health conditions, substance addiction, or a history of domestic violence or childhood abuse (including neglect);
 - (II) The presence, in the household, of a child or youth with a disability; or
 - (III) Two or more barriers to employment, which include the lack of a high school degree or General Education Development, illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (d) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.
2. "Adult" means any individual who has reached the age of majority under District law as defined in § 46-101; or qualifies as an emancipated minor under District law.
 3. "Appropriate permanent housing" means permanent housing that does not jeopardize the health, safety, or welfare of its occupants, meets the District's building code requirements, and is affordable for the client.
 4. "Appropriately trained and qualified" means having received specialized training designed to teach the skills necessary to successfully perform one's job and to work compassionately with individuals and families experiencing homelessness or at imminent risk of becoming homeless.
 5. "Crisis intervention" means assistance to prevent individuals and families from becoming homeless, which may include, but need not be limited to, cash assistance for security deposits, rent or mortgage payments, utility assistance, credit counseling, mediation with landlords, and supportive services.
 6. "Culturally competent" means the ability of a provider to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the provider can respond to the individual needs of each client.
 7. "Family" means a group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and statements reasonably tend to demonstrate that they intend to remain together as a family unit; or a pregnant woman in her third trimester.
 8. "Housing first" means a program that provides clients with immediate access to independent permanent housing and supportive services without prerequisites for sobriety or participation in psychiatric treatment. Clients in housing first oriented programs may choose the frequency and type of services they receive and refusal of services will have no consequence for their access to housing or on continuation of their housing and supportive services.



9. “Imminent risk of becoming homeless” means the likelihood that an individual’s or family’s circumstances will cause the individual or family to become homeless in the absence of prompt intervention.
10. “Provider” means an individual or entity within the CoC that operates a program.
11. “Resident of the District” means an individual or family who is not receiving locally administered public assistance from a jurisdiction other than the District; is living in the District voluntarily and not for a temporary purpose and who has no intention of presently moving from the District.
12. “Permanent Supportive Housing” means a housing unit with a long-term subsidy and the availability of long-term wrap-around supportive services.
13. “Supportive services” means services addressing tenancy issues, financial literacy, employment, physical health, mental health, alcohol and other substance abuse recovery, child care, transportation, case management, and other health and social service needs, which, if unmet, may be barriers to obtaining or maintaining permanent housing.
14. “Target Population” means “unsheltered” homeless individuals and/or families sleeping on streets, abandoned building, camping out in parks, places unsuitable for human habitation or other “sheltered” in low barrier shelters.
15. “Diversion” is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Diversion programs can reduce the number of families becoming homeless, and the demand for shelter beds.
16. “Mediation” is an informal and flexible dispute resolution process. Mediation is to guide parties toward their own resolution. Mediation carries messages—offers, counter offers, questions, demands, and proposals—between both sides to help the parties move closer to resolution.

Section III: ELIGIBILITY REQUIREMENTS

A. Qualified Organizations

In order to be eligible, applicant must be able to enter into an agreement with DHS/FSA requiring compliance with all District of Columbia laws. Additionally, qualified non-profit and for-profit community-based organizations with a demonstrated history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless are eligible and invited to submit applications.

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

B. Administrative Criteria

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



1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.
2. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
3. Narrative for Section VIII.C.: 2-Program Narrative, 3-Proposed Project Plans, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications **must not exceed 12 pages**. Note: Attachments and appendices do not count toward the page limit.
4. The Program Budget and Budget Narrative are complete and comply with the Budget forms listed as Attachment D of the RFA. The line item budget narrative describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
5. The Certifications and Assurances listed in Attachments B and C are signed.
6. See Section VIII.C.1.f. for a list of appendices.
7. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, and project name using the DHS/FSA Receipt (Attachment E). **Unsealed and unidentified applications will not be accepted.**
8. The applicant submits the required six (6) copies of their proposal. Of the six (6) copies, one (1) copy must be stamped "original."
9. The application is submitted no later than 4:45 p.m., Eastern Standard Time (EST) by the deadline date of July 12, 2019 to DHS/FSA c/o Lucille Hart, 64 New York Avenue NE, 6th Floor, Washington, DC 20002.

C. Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as follows:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
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. 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 twenty thousand dollars (\$20,000) 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 as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia. The policies of insurance shall provide for at least thirty (30) days written notice to DHS/FSA prior to their termination or material alteration.

D. Compliance with Tax Obligations

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

Section IV: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS

DHS/FSA announces the availability of grant funds for Fiscal Year 2020 (FY2020) to fund four (4) grants to organizations to provide homelessness prevention services, within the District of Columbia.

For further information, please contact:

Tiffany Tyler
Department of Human Services
Family Services Administration
920 Rhode Island Avenue, NE
Washington, DC 20018
(202) 340-2696
Tiffany.Tyler@dc.gov

A total of \$3,898,000.00 will be available to fund four (4) homelessness prevention grants. The grant will be for a period of one (1) year from date of award. The grant may be continued for up to four (4) additional years based on documented project success and availability of funding. Grant recipients will be expected to begin project implementation within thirty (30) days of award and DHS/FSA approval of the Year 1 Work Plan and Budget and Budget Narrative Justification.

Section V: SCOPE OF WORK

Each applicant proposing to provide homelessness prevention services must have the capacity to co-locate DHS/FSA staff on site and to provide these services in any of the Wards and neighborhoods of the District of Columbia as needed, with a special emphasis on service delivery in Wards 7 and 8. The provider organization must have the flexibility to provide these services after working hours, including weekends to accommodate the needs of working families.

Core Components of Homeless Prevention Services

Applicants are expected to address and provide evidence supporting their expertise in homelessness prevention services that encompass the following core components and address the diverse characteristics and service needs of the populations to be served. Prevention services should assist families to prevent the eviction process, remain in or obtain permanent housing and provide comprehensive supportive services,

including case management, to families experiencing homelessness or have a demonstrated housing crisis. Successful applicants will provide evidence in the Program Narrative of their strengths, knowledge, and experiences in each of the following core areas.

1. Cultural Competence

This core function requires that services and assessments delivered through the proposed homelessness prevention program are culturally competent and culturally sensitive to the needs of the target population. The homelessness prevention provider organization will:

- Ensure the ability of appropriately trained and qualified staff, service partners and providers to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the provider can respond to the individual needs of each client.
- Use ongoing planning and stakeholder consultation to evaluate the cultural competence of service delivery and use feedback to improve processes and service designs.
- Provide cultural competence training and awareness to staff, service partners and providers and ensure that program design, policies and services effectively meet the diverse needs of the target population.

2. Outreach and Education

This core function is designed to identify, engage, and connect the target population to the supportive services. Program components should include assessments, engagement services, housing stability plans, and the provision of or referral to support services. The homeless prevention provider organization will:

- Establish partnerships with DHS, the ICH, and other community service providers and other related organizations to develop referral pipelines.
- Providers shall sign memorandum of understanding with community service providers to establish basis for collaborative case management (teaming) and confirmed service referral.
- Conduct engagement and relationship building activities for the purpose of providing immediate support, intervention and referral/connections to services for the target population.
- Conduct assessments using the Westat, VI-SPDAT, FSPDAT and other DHS approved assessment tools.
- Conduct safety and crisis assessments.
- Behavioral health screenings and linkage to behavioral health services (as needed) to allow for both mental health and substance use/abuse health and treatment.
- Assist in accessing emergency medical services and/or linkages to primary medical care.



- Assist in obtaining income support assistance such as Supplemental Security Income benefits, Temporary Assistance for Needy Families (TANF), and Supplemental Nutrition Assistance Program (SNAP).
- Provide assistance in obtaining identification and/or other documentation.
- Partner with on-site DHS Vocational Development Specialist to ensure that all customers who receive TANF or SNAP complete the necessary applicable assessments and make appropriate connection to employment and training provider.

3. Homelessness Prevention and Intervention

This core function is designed to assist families experiencing homelessness or at imminent risk of becoming homeless to retain and/or obtain safe, stable, and affordable housing. Program components should include targeting eligible households, conducting a thorough needs assessment of each household, providing financial assistance, and other support services, such as mediation, to promote housing stability.

The homelessness prevention provider organization will:

- Help families create a specific and measurable housing stabilization plan at initial intake appointment that will assist to address the family's identified barriers to housing. The goal is aimed at addressing barriers and connecting families to services to stabilize the family's housing within 120 days.
- Provide mediation and diversion services to identify and resolve any conflict that may result in housing instability. The provider organization will work with families to understand the current housing challenges and determine the cause of the housing instability. If the family has been staying with someone in their support system (a host family or friend), the HPP provider organization will work to resolve the conflict through mediation efforts.
- Ensure that families who currently receive TANF benefits are connected and engaged with a TANF Employment Provider (TEP) Vendor.
 - Each HPP provider will have a dedicated, co-located, DHS Vocational Development Specialist (VDS) whose responsibilities include completing the TANF Comprehensive Assessment (TCA) to assess the family's needs and strengths.
 - Based on the TCA result, the VDS will connect the families to a TEP vendor for work readiness or job placement programs. In addition, the VDS will facilitate referrals to DC Department of Behavioral Health (DBH), Domestic Violence (DV) service providers, day



- care, substance abuse services, DHS's Strong Families Program and/or DC Office of State Superintendent of Education (OSSE).
- Moreover, the VDS will facilitate TANF work exemptions for families who are not able to engage with TEP Vendors or end exemptions for families who are ready to go back to employment or education programs.
 - In collaboration with the assigned Prevention Specialist, the VDS will incorporate the outcomes of the assessment and connection/referral to services in the family's housing stabilization plan
- Based on the outcomes of the Westat tool assessment and the case manager's review of the totality of circumstances, provide rental assistance to stabilize housing for up to four (4) months. The provider organization will provide the rental assistance using a progressive engagement model. In most instances, HPP will pay first month's rent and security deposit. The subsequent payments will progressively decrease until the family takes on full responsibility for the total rent. On a case by case basis and with prior approval of the site program manager, HPP has the discretion to either discontinue or extend rental support to families
 - Provide strategically aimed financial assistance to prevent families from entering homeless shelters. Assistance can be provided to the HPP family or the host family. A host family is a friend or family member who agrees to allow the Prevention family to temporarily or permanently reside in their home while the family works to remove barriers to stable housing. The assistance can include funds for utility payments, gas cards, food cards or transportation for a limited amount of time. For families receiving Diversion Services, the amount of assistance provided is determined on the length of stay at the host's house and the family's and host's contributions towards household expenses. In most instances, the host will cover the majority of the utility costs, while HPP and the family will share the remaining cost. The family's share will further be determined by the family's size, income, and compliance with their housing stabilization plan. HPP is limited in the amount of financial assistance provided to each family. For rentals arrears, HPP can pay for up to 5 months of overdue rent, or Six Thousand Dollars (\$6,000) - whichever is higher. Families shall receive financial assistance from HPP once in a 12 month period.
 - Connect families with rental arrears to the Emergency Rental Assistance Program (ERAP) helps low-income District residents who face housing emergencies by providing funds to assist in satisfying rental arrearages, first month's rent, and/or security deposits. A housing



emergency is when immediate action is needed to avoid homelessness, to re-establish a home or to prevent eviction from a home.

- Refer families to community agencies and/or provide access to organizations that assist with budget education and credit repair services. Referrals shall be incorporated in the family's case plan.
- Encourage families to be proactive in their search to identify units. HPP does not have dedicated housing navigators at each site; however many HPP providers have existing relationships with landlords. HPP Prevention Specialists shall assist a family in identifying landlords with potential unit vacancies that meet the family's housing needs and criteria.
- Refer families to available government and mainstream/community based resources prior to accessing HPP funds. The referrals may be to organizations that provide services such as utility assistance, rental assistance, food, workshops, etc.
- Connect families to provider's specific area of expertise programs, partnerships to include mental health, legal services, budgeting and financial workshops, life skills management, medical services, counseling, etc.
- Provide landlord-tenant mediation services. Evaluate and mediate landlord tenant issues i.e. payment plans, rental agreements, landlord tenant discourse, etc. to stabilize family housing to reduce risk of homelessness. If necessary, connect families to additional appropriate providers to include, but not limited to the Office of the Tenant Advocate.
- Provide comprehensive case management and mediation services to include family mediation by conducting screening/assessment to determine mental and substance abuse needs. Refer families that reveal the need for behavioral health services to appropriate services through the DC Department of Behavioral Health (DBH). Possess and reveal a working knowledge of the DC Behavioral Health system, to include using Access Helpline and working directly with Core Service Agencies to make referrals for and link individuals and families with services, and knowledge of evidence-based and supported practices being offered to specific populations, e.g., Transition to Independence Process (TIP), Child Parent Psychotherapy (CPP), and Parent Child Interaction Therapy for youth and young adults of transitional age (16-25 year-olds) and 0-6 year-olds. Additionally, young adults of transitional age and youth may be referred to additional youth service programs based on need.



- Provide support services or make referrals to support services that are designed to stabilize households in permanent, habitable housing including services related to substance abuse and mental health, domestic violence, budgeting, education, employment, and parenting.
- Provide monthly program reports that track the number of clients referred, the number of assessments completed, the number and type of service referrals made, the number of families diverted permanently via mediation, the number of shelter placements, the number of cases closed for no contact, the number cases reopened and the number of families stably housed and the type of housing received.
- Provide case managers with ongoing supervision that addresses documentation, service delivery, and updates on status of cases on an established schedule.
- Conduct an Exit Survey to assess customer service satisfaction.

Applicants are required to use the format and follow the narrative instructions provided within this RFA.

Section VI: PAYMENTS TO GRANTEE

Upon award, DHS/FSA shall provide funding to the Grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the grantee will be divided into four (4) equal payments. The first two payments will be advances to assist in program start-up costs. Subsequent payments will be cost reimbursable, monthly, with the submission of an expenditure reports.

DHS/FSA reserves the right to withhold any payment if the Grantee is found in non-compliance with the DHS/FSA Notice of Grant Award (NOGA) or the Grant Agreement.

Section VII: APPLICATION INFORMATION AND REQUIREMENTS

A. Pre-application Conference:

A pre-application conference is scheduled for:

Friday, June 28, 2019
1:00 p.m. – 3:00 p.m., EST
Department of Human Services
Family Services Administration
64 New York Avenue, NE, 6th Floor
Washington, DC 20002

B. Application Delivery:

Applications are due no later than 4:45 p.m., Eastern Standard Time (EST), by the deadline of July 12, 2019, to DHS/FSA, c/o Lucille Hart, 64 New York Avenue, NE, 6th Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications accepted at or after 4:46 p.m. will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of July



12, 2019 at 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DHS/FSA. Applications must be ready for receipt by DHS/FSA.

C. Application Requirements

1. Proposal Format and Content:

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

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

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

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

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

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

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

Appendix 8: Proposed Organizational Chart

Appendix 9: Minimum of five (5) Memoranda of Understanding from key community partners documenting their specific support for the proposed homeless prevention program

Appendix 10: Proposed staff resumes

Appendix 11: Proposed staff job descriptions

Appendix 12: Signed letter stating that the applicant will market the entity as a DHS/FSA homeless prevention initiative and not the parent agency by using the logo,



tagline, graphic design, and other identifiers approved by DHS/FSA for homeless prevention services.

Appendix 13: District of Columbia Business License

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

Appendix 15: Certificate of Good Standing

2. Program Narrative

The narrative section (which is limited to 12 pages) should describe the applicant's past experience and technical expertise in providing services to families experiencing homelessness or at imminent risk of becoming homeless. Articulate the integration these services in the communities that the proposed homeless prevention system will serve, and discuss the process the applicant will use to meet all requirements and the Scope of Work as detailed below:

a. Describe your process to establish homelessness prevention services in the District of Columbia.

1. Describe your organization's history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless. Please describe your demonstrated expertise and experience providing culturally competent and culturally sensitive services to this population.
2. Describe your organization's process for establishing homeless prevention services and directly engaging families experiencing homelessness to educate them about the availability of services, and provide prevention and intervention services. In addition, please describe how your organization will market homeless prevention services to stakeholders, partners, providers, the general public, etc.

b. Describe your organization's capacity to conduct needs assessment of families, and provide financial assistance, and other support services, such as mediation, to promote housing stability.

1. Describe your organization's process to implement an evidence-based and comprehensive assessment tool that measures client vulnerability and severity of service needs.
2. Describe your organization's ability to establish or maintain the HMIS data system to collect, store, and manage completed assessments and track referrals.
3. Describe your organization's approach to ensure the ability of appropriately trained and qualified staff, service partners and providers to make referrals for service and or provide direct prevention services.
4. Please explain how your organization will monitor service outcomes.



3. Proposed Project Plans

The proposed project plan narrative must describe how the applicant will organize, staff, and manage homeless prevention services. The discussion must cover the organizational structure for service provision, types and qualifications of staff, and overall management approach to the following requirements:

a. Describe how your organization will organize human resources to create or expand outreach services that engage families experiencing homelessness or at imminent risk of becoming homeless in prevention services.

1. Provide an organizational chart (Appendix 8) that shows how staff and others will be deployed to conduct outreach and engagement services.
2. Discuss how the proposed organizational structure will promote and support the delivery of homeless prevention services.

b. Discuss staffing and leadership development.

1. Discuss the homelessness prevention staffing plan and how the proposed program approach will enhance implementation of the Year 1 Work Plan.
2. Describe the roles and responsibilities of key staff of the proposed homelessness prevention program. Provide detailed job descriptions in Appendix 11.
3. Summarize the most critical qualifications of the proposed homelessness prevention program Full Time Equivalent (FTE) staff members. Include resumes of proposed staff in Appendix 10.

4. Fiscal and Financial Management

- a.** Describe how your organization will provide sound fiscal management for the project, including experience in managing other grant funds. Include a summary of the fiscal and financial management systems currently in place that will support the proposed homeless prevention program and services.

5. Program Reporting

- a.** Discuss the applicant's approach to report measurable progress monthly.

6. Applicant Qualifications

a. Describe leadership capacity.

Discuss in detail your organization's specific involvement and role in providing services to individuals and families experiencing homelessness or at imminent risk of homelessness in the last five (5) years, and any measurable results achieved.



b. Discuss mission and compatibility between your organization and the proposed homeless prevention services.

1. Discuss how homelessness prevention services are compatible with or will enhance your organization's mission and future plans.
2. Discuss why your organization is "best" qualified to lead the effort to establish homeless prevention services in the District of Columbia.

7. Program Budget and Budget Narrative Justification

- a.** The applicant must provide a line-item budget and budget narrative justification. The budget narrative justification should clearly state how the applicant arrived at budget figures.
- b.** Attachment D is a program budget and budget narrative justification form. The following are components of a budget:
1. Salaries and Wages for staff are to be included in the personnel budget category. Include the amount of time dedicated to the grant (e.g., 1.0 FTE or .5 FTE). Must include total salary, total hours, and rate per hour per staff person.
 2. Fringe Benefits for full and part-time staff are included under this separate category. List the percentage of total salaries, life and health insurance, unemployment, Social Security, Retirement, Worker's Compensation, etc.
 3. Occupancy (e.g., rent, facility insurance, utilities, and maintenance)
 4. Travel and Transportation (e.g., local mileage, Metrorail and bus)
 5. Supplies and Minor Equipment (e.g., stationary, pens, paper, computers, desks, chairs and file cabinets)
 6. Capital Equipment and Outlays (not applicable for this grant)
 7. Client Costs
 8. Communications (e.g., telephone, internet, postage, printing and copying)
 9. Other Direct Costs (costs not previously identified under other categories)
 10. Indirect Costs – The components of indirect costs must be itemized (e.g., .10 FTE bookkeeper @ \$20.00/hr. x 280 hrs. = \$5,600.00). Indirect costs cannot exceed 10 percent of the total project budget.

Section VIII: EVALUATION PROCESS

- a.** 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 only. The final decision to fund an application rests solely with the DHS Director. The anticipated award date is October 1, 2019.

**Section IX: SCORING OF APPLICATIONS**

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

Criterion 1. Process for Establishing and Operating Homeless Prevention Services (Total of 40 points)

- a. The applicant's Year 1 Work Plan is complete, addresses the core functions within the scope of work and provides a realistic implementation schedule. (Points: 20)
- b. The applicant discusses the practical experience it will apply in planning and implementing homeless prevention services. (Points: 20)

Criterion 2. Organizational Structure (Total of 20 points)

- a. The applicant provides an organizational chart for the proposed homeless prevention program that supports the RFA requirements (including key community partnerships and networks), and proposed Work Plan and shows clear lines of authority and areas of responsibility. Applicant must submit Appendix 8. (Points: 10)
- b. The applicant provides a clear discussion of how the organizational structure supports implementation of the Year 1 Work Plan and demonstrates an understanding of diverse target populations. (Points: 10)

Criterion 3. Staffing and Leadership Development (Total of 15 points)

- a. The applicant presents a staffing plan that identifies staff positions and addresses the RFA staffing requirements. The applicant provides job descriptions for key staff and any volunteer positions that identify major duties and responsibilities, lines of reporting, and qualifications needed. (Points: 5)
- b. The applicant includes information on the knowledge and experience of proposed staff in working with families experiencing homelessness or at imminent risk of becoming homeless. (Points: 5)
- c. The applicant presents a plan for ongoing homeless prevention staff, service partner, and service provider development. (Points: 5)

Criterion 4. Fiscal Management (Total of 5 points)

- a. The applicant describes the fiscal and financial management system in place, qualifications of systems management staff, and experience with government grant monitoring, and reporting functions within the last five (5) years. (Points: 5)

Criterion 5. Reporting (Total of 5 points)

- a. The applicant discusses the protocol for submission of required monthly progress reports. (Points: 5)

Criterion 6. Organizational Capacity Experience in Serving the Target Population (Total of 15 points)



- a. The applicant discusses relevant history and experience with providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless. (Points: 5)
- b. The applicant identifies the strengths and weaknesses of providing homeless prevention services and presents action plans to overcome these weaknesses. (Points: 5)
- c. The applicant presents evidence of a well-established infrastructure that includes a Board of Directors, written policies and procedures, and bylaws (if applicable). (Points: 5)

Section X: 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 of four categories below:

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

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

Section XI: AUDITS AND DISALLOWANCES

Appropriate District and federal personnel may conduct fiscal and program audits of grantees either directly or by an independent auditor. The grantee may request informal dispute resolution of any disallowance determination in accordance with the Citywide Grants Manual and Sourcebook. The grantee shall cooperate fully and promptly with any audit.

Section XII: ATTACHMENTS TO THE RFA

- Attachment A Applicant Profile
- Attachment B Department of Human Services Statement of Certification
- Attachment C Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters and Requirements for a Drug Free Workplace
- Attachment D Program Budget and Budget Narrative Justification Form
- Attachment E DHS/FSA Receipt
- Attachment F Proposed Work Plan



ATTACHMENT A

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

**Homelessness Prevention Services
RFA #DHS-FSA-HPP-2020-001**

Applicant Name: _____

Contact Person: _____

Office Address: _____

Ward(s): _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

DUNS Number: _____

Program Descriptions: _____

Budget (Total funds requested): _____



DC

DEPARTMENT of
HUMAN SERVICES

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



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer



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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement)" and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

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

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

2. Debarment, Suspension, and Other Responsibility Matters

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

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;



- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
1. Drug-Free Workplace (Grantees Other Than Individuals)

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

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—



- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

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

Drug-Free Workplace (Grantees who are Individuals)

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

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

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

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

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

**DC**DEPARTMENT of
HUMAN SERVICES**ATTACHMENT C****DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
CHOOSE A DEPARTMENT.****HOMELESSNESS PREVENTION PROGRAM SERVICES
RFA #DHS-FSA-HPP-2020-001**

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

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. §§ 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency



of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 87 Stat. 975). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- 10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. § §569a-1, *et seq.*) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- 11. It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- 12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- 15. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature & Title

Date



ATTACHMENT D – Original Receipt

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

**HOMELESSNESS PREVENTION PROGRAM SERVICES
RFA #DHS-FSA-HPP-2020-001**

The Department of Human Services is in receipt of the original application and four (4) copies submitted in response to the Request for Applications for Homelessness Prevention Program Services

Submitted by: _____
(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

Phone Number) (Fax Number)

For DHS Only:
Application and _____ copies

Received on this date: _____

At (time): _____

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 4:45 pm



Attachment E – Work Plan

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
CHOOSE A DEPARTMENT.**

**HOMELESSNESS PREVENTION PROGRAM SERVICES
RFA #DHS-FSA-HPP-2020-001**

Note: Begin proposed work plan at award date

The proposed work plan must detail measurable project objectives by fiscal quarter and month for the life of the project. These objectives should further be defined by key activities, milestones, and project deadlines. An example work plan for one objective is included below. Grantee(s) may use their own format.

Agency:										Submission Date:		
Services Area:										Project Manager:		
Budget:										Telephone #:		
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objective 1:	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.
Activities:												
1.												
2.												
3.												
Milestones:												
1.												
2.												
3.												
Deadlines:												
1.												
2.												
3.												



Attachment F – Staffing Plan

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)

HOMELESSNESS PREVENTION PROGRAM SERVICES
RFA #DHS-FSA-HPP-2020-001

Table with 6 columns: Name, Position Title, Filled/Vacant, Annual Salary, % of Effort, Start Date. The table contains 12 empty rows for data entry.

Director's Signature

Date