

Request for Applications (RFA)

RFA No. RMO SMH 071318



Government of the District of Columbia

Department of Behavioral Health (DBH)

RFA Title: Comprehensive Expansion of School-Based Mental Health

RFA Release Date: Friday, July 13, 2018

Application Submission Deadline: Monday, August 6, 2018 4:45 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 grantmaking 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 CFR180; 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 (City-Wide 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, single-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.: a, b, c, and d must not exceed 10 pages. Note: Attachments and appendices do not count toward the page limit.
	Budget and Budget Narrative Justifications (Attachment F) is complete and complies with the budget form. The line item budget narrative justification describe the categories of items proposed.
	Appendix 1: Attachments A, B, C, D and E are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of 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: Position descriptions, resumes and licenses for following; program manager, supervisor and clinicians
	Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted no later than Monday, August 6, 2018).
	Appendix 10: Current Certificate of Good Standing from the Office of Tax and Revenue.
	Appendix 11: Documentation of paneling with all Medicaid Manage Care Organizations or documentation of eligibility to become credentialed and include a described plan and timeline to become credentialed prior to award.
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, project name, using the DBH Receipt Form (Attachment G).
	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 G) attached to the sealed envelope. One copy will stay with DBH and other copy will 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 August 6, 2018, to DBH, c/o Dr. Charneta Scott, 64 New York Avenue, NE, 3rd Floor or Renee Evans, 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002. . **Applications accepted at or after 4:45 p.m. ET on August 6, 2018 may not be forwarded to the Review Panel for funding consideration.**

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- Appendix 1: Certifications and Assurances (Attachments B, C, D and E)
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of 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.
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**District of Columbia Department of Behavioral Health (DBH)
Request for Applications (RFA)**

**Comprehensive Expansion of School-Based Mental Health
RFA No. RMO SMH 071318**

Section I: AUTHORITY FOR THE GRANT

The Department of Behavioral Health 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

The Department of Behavioral Health (DBH) is soliciting applications of Community Based Organizations (CBOs) within the mental health sector to provide School Mental Health Services in District of Columbia Public Schools (DCPS) and District of Columbia Public Charter Schools (DCPCS). A CBO may apply to provide services based on its projected capacity to hire and place clinicians in school placements. A CBO shall be responsible for the implementation of services within the Comprehensive School Mental Health model.

DBH will allocate funding to develop and further expand the District's Comprehensive School-Based Behavioral Health System in the District's schools that have been identified as within the top 25 percent of need based on behavioral health indicators. The school-based behavioral health services will be aligned with the behavioral health unmet needs/gaps within the school. And, the array of services may include prevention, early intervention and treatment. The selected CBOs will participate in a new Community of Practice to leverage school, provider, and agency expertise around successful interventions, provide opportunities to learn and adopt additional evidence-based practices, and help both schools and providers build capacity to increase collaboration and coordination. Additionally, the selected CBOs will participate in the overall evaluation of the first year of implementation.

Section III: BACKGROUND

According to the U.S. Department of Health and Human Services, one in five children and adolescents experience a mental health problem during their school years. And, it is recognized that most children and youth spend much of their time at school and it is in this natural setting that there is an opportunity to reach many students with behavioral health related prevention, early intervention, and treatment services. The services of a school-based mental health program offer a layered multi-tiered array of services that provide a foundation of services for all students, focused interventions for some students at high risk for mental health problems; and intensive services for the few that require that level of service and support. School mental health programs support the learning mission of schools through a focus on reducing the barriers to learning. Although there is nationally a growing and unmet need for mental health services for children and youth, of those who receive help, nearly two-thirds do so only at school.¹

Mayor Muriel Bowser has invested \$1,901,000 to DBH to use in grant funding to be awarded to CBOs to support clinicians and clinical supervisors. Grant funds will support CBOs to provide, in addition to billable clinical services, non-billable interventions and supports integral to a multi-tiered school-based mental health program, including but not limited to teacher and parent consultation, school team meetings, care coordination, and crisis management.

DEFINITIONS

For the purposes for this RFA, please use the following definitions as guidance:

- a. Community Based Organization – a provider agency within the mental health sector designed to provide prevention, early intervention, treatment, and continuity of care in communities, addressing community needs and positively impacting population health.
- b. Comprehensive School Mental Health model – is a coordinated behavioral health system designed to create a positive school culture that promotes mental wellness and provides timely access to high quality services for children, youth, and their families. The model uses a public health model approach as its organizing framework of promotion and primary prevention for all; focused group/individual interventions for some; and intensive support for few.
- c. Comprehensive School-Based Behavioral Health System – similar to comprehensive school mental health systems, it is strategic collaboration between school systems and community programs that provide a full array of evidence-based tiered services and promote wellness and a reduction of the prevalence and severity of mental illness of children and youth.

Source:

1 2016 National Association of School Psychologists

<https://www.nasponline.org/resources-and-publications/resources/mental-health/school-psychology-and-mental-health/school-based-mental-health-services>

- d. Behavioral Health Coordination Team – comprised of representatives from all health related Organizations in the school and appropriate school health personnel. Team lead will be assigned by principal. Team is responsible for ensuring data and updates are provided to DBH to inform the School Mental Health Coordinating Council
- e. Fiscal Year – the District Government’s fiscal year runs from October 1– September 30.
- f. Continuous Quality Improvement (CQI) – ensures a data-driven program implementation process.

Description and Examples of Multi-tiered School-based Services

Promotion and Primary Prevention Services and Supports (Tier 1)

- All students (100%) within the school community will receive these services.
- The goal of these activities will be to create a positive school climate that reinforces positive behaviors, supports resiliency and recovery among students, and reduces stigma related to mental illness.
- Emphasis is placed upon the promotion of pro-social skill development among children and youth.
- Program examples of school staff support include staff professional development, mental health/educational presentation (e.g. social skill building) for students, staff or parents/guardians and evidence-based or evidence-informed school-wide or classroom-based programs.
- Screening all students for behavioral health needs

Focused Interventions (Tier 2)

- 10% - 15% of the school population is likely to require these services.
- These services and supports are delivered to children and youth who have risk factors that place them at elevated risk for developing a mental health problem.
- These children have social/emotional challenges, behavioral symptoms and/or mental health needs that may not be severe enough to meet diagnostic criteria or eligibility for special education services.
- Mental health clinicians will provide consultation and support to teachers and school staff to develop child/youth-specific strategies to address identified educational or behavioral concerns.
- These interventions could include involvement in support groups, skill building groups such as social skill development or anger management groups, and training or consultation for families, teachers and other school personnel who work with identified children.

Intensive Support (Tier 3)

- 1% - 5% of the school population are likely to require individualized treatment to assist the child/youth to improve functioning in school, home and community.

- This level of care is designed for students who have active mental health symptoms that meet diagnostic criteria.
- Program examples include evidence-based or evidence-informed individual, group or family treatment services and crisis intervention.
- These services may be offered on-site at the school or in the home/community at the discretion of the parents/guardian of the child.

Section IV: ELIGIBILITY REQUIREMENTS and IMPLEMENTATION REQUIREMENTS

A. Applicant must:

- Have at least two years of experience (as of the due date of the application) providing child and youth behavioral health services;
- Comply with all applicable District licensing, accreditation, and certification requirements, as of the due date of the application; and
- Have at least one service location physically within the District of Columbia.

Implementation requirements include:

- Be paneled with all Medicaid Managed Care Organizations or demonstrate the capacity to become credentialed prior to award;
- Operational experience and/or capacity to provide treatment & billing in school setting;
- Interested and committed to expanding comprehensive school based behavioral health services;
- Able to quickly recruit and hire licensed clinicians who are dedicated to providing culturally and linguistically competent services to children and their families and committed to participation in Community of Practice and evaluation activities;
- Have the supervisory capacity to supervise the clinical, prevention, and early intervention services within the comprehensive school mental health model that the CBO delivers and participate in Community of Practice and evaluation activities; and
- Able to collect and report utilization data, outcome data, and satisfaction survey data.

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. See Section VIII.C.1.e. for a list of appendices.
3. The application is printed on 8 1/2 by 11-inch paper, single-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. Narrative for Section VIII.B.2: Program Narrative **must not exceed 10 pages**. Note: Attachments and appendices do not count toward the page limit.

5. The Budget and Budget Narrative (including budget for cash match) are complete and comply with the Budget form listed as Attachment F of the RFA. The line item budget narrative describes the categories of items proposed.
6. The Applicant Profile, Attachment A and Certifications and Assurances listed in Attachments B, C, D and E 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 G) 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.**
7. The application is submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of Monday, August 6, 2018 to DBH, c/o Dr. Charneta Scott, 64 New York Avenue, NE, 3rd Floor or Renee Evans, 64 New York Avenue, NE, 2nd 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, 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 as an additional insured. All insurance shall be written with responsible

companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, WDC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH 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 V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS

Approximately one million nine hundred and one thousand dollars \$1,901,000 are available to fund selected CBOs. Grants will be awarded by DBH utilizing funds invested by Mayor Bowser. Total funds available for this grant opportunity shall not exceed one million nine hundred and one thousand dollars \$1,901,000. Grant recipients shall only use funds to support the implementation of the multi-tiered school mental health model. Grant funds will support CBOs to provide, in addition to billable clinical services, non-billable interventions and supports integral to a multi-tiered school-based mental health program. Grant awards will be made for a period of one (1) year from the date of award. Grant recipients will be expected to begin start-up activities by November 1, 2018 or within 30 days of award whichever is sooner.

Section VI: SCOPE OF WORK

- Provide school-based behavioral health services that are aligned with the behavioral health unmet needs/gaps within the school. The array of services may include prevention, early intervention and treatment. In addition to billable clinical services, provide non-billable interventions and supports integral to a multi-tiered school-based mental health program, including but not limited to teacher and parent consultation, school team meetings, care coordination, and crisis management;
- Hire qualified licensed clinicians with child and youth experience;
- Ensure clinicians are trained in an understanding of school-based practice and guide an ability to participate as part of the assigned school's collaborative multi-system student support team. DBH will offer some of the training necessary to satisfy this deliverable if the Organization chooses to participate in the DBH training to satisfy this requirement;
- Ensure support of an operational experience and/or capacity to provide treatment & billing in school setting;
- Obtain proper (written) consent for treatment and (written) Authorization to disclose PHI before contacting a Primary Care physician or providing school/community consultation;
- Maintain confidential records;

- Maintain current license and certifications;
- Clinical work and program activities are supported by appropriate and regularly scheduled face-to-face supervision and available telephonic consultation;
- Memorandum of Agreement between Local Education Agencies (LEAs) and Community Based Organization;
- Work with school personnel to secure appropriate, confidential/private, and as consistent as possible space and equipment for individual, family, and group interventions;
- Support families in becoming insured when possible;
- Abide by professional standards and ethics;
- Support the reduction of barriers to learning;
- Provide cultural and linguistically competent care;
- Access trained language interpreters when needed;
- Intervene in emergency and urgent situations with the safety of the child held paramount and assist with following the school's emergency protocol;
- Follow confidentiality and the limitations of confidentiality;
- Make appropriate referrals and follow-up on referrals;
- Conduct diagnostic assessments at the beginning of treatment, update diagnostic assessments, align treatment planning goals with the diagnostic assessment, and align clinical sessions and notes with the treatment goals;
- Follow-up on missed appointments;
- Facilitate reintegration following hospitalizations and extended absences;
- Support continuity of care during school breaks when possible;
- Conduct appropriate transfer, discharge, and after-care planning;
- Conduct screening, data collection and tracking, family engagement, and crisis management;
- Participate in Community of Practice activities;
- Participate on school's early intervention team and the Behavioral Health Coordination Team; and

- Participate in evaluation activities and provide quarterly reports of utilization and CQI data to inform evaluation of implementation of services.

Section VII: PAYMENTS TO GRANTEE

Upon award, DBH 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 based on a risk assessment conducted by the DBH Office of Fiscal Services. Payments may be made as an advance of half of the award. Upon financial reporting, the second half of the award may be provided in payment. DBH reserves the right to withhold any payment if the grantee 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

The pre-application conference is scheduled for Tuesday, July 17, 2018 from 2:30 p.m. – 3:30 p.m. ET at the DBH located at 64 New York Avenue, NE, 2nd Floor, Room 242. For more information please contact Dr. Charneta Scott at charneta.scott@dc.gov.

B. Application Delivery:

Applications are due Monday, August 6, 2018 no later than 4:45 p.m. ET to DBH, c/o Dr. Charneta Scott, 64 New York Avenue, NE, 3rd Floor or Renee Evans, 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications received at or after Monday, August 6, 2018, 4:46 p.m. ET, 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 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

C. Application Requirements

1. Proposal Format and Content:

- a. Applicant Profile (Attachment A)
- b. Table of Contents
- c. Narrative
 1. Administrative

2. Proposed Work Plan
 3. Fiscal and Financial Management
 4. Program Reporting
- d. Budgets and Budget Narratives Justification Form (Attachment F and G)
- e. Appendices

Appendix 1: Certifications and Assurances (Attachments B, C, D and E)

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of 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: Position descriptions, resumes and licenses for the following; program manager, supervisor and clinicians.

Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted no later than Monday, August 6, 2018)

Appendix 10: Current Certificate of Good Standing from the Office of Tax and Revenue

Appendix 11: Documentation of paneling with all Medicaid Manage Care Organizations or documentation of eligibility to become credentialed and include a described plan and timeline to become credentialed prior to award.

2. Program Narrative

The narrative section is limited to **10 pages** based on the statements below.

a. Administrative

1. Who will be responsible for implementation and oversight of all elements of the school mental health program? Provide how school mental health fits into the CBO's organizational chart.

2. Identify the program manager, supervisor, clinicians and the credentials, responsibilities and roles of persons who will implement the school mental health program in your proposed number of schools. If staffing is not yet established, discuss the plan to ensure staff are in place 45 days after award.
3. Describe the full array of other behavioral health services and supports that are offered by your organization that may be beneficial to the students and their entire family.
4. Describe years of experience and array of behavioral health services provided to children and youth.

b. Proposed Work Plan

1. Provide a work plan detailing the steps to be taken, milestones and timelines for recruiting/identifying and hiring qualified clinicians.
2. Describe the CBO's strategies for implementing the school mental health program utilizing a culturally and linguistically competent approach.
3. Describe any potential challenges and contingency plans for addressing these challenges.
4. Describe how funding will support strategies that align with reducing barriers to student learning through expanded access to behavioral health services in schools.
5. Describe the CBO's practice management system and platforms for collecting utilization and outcome data.
6. Describe the CBO's experience complying with submitting required outcome data and tools.
7. Describe the CBO's strategies and practices for outreach, support, and engagement with families in a school based setting.
8. Describe the CBO's menu of prevention, early intervention and treatment services and how these services are reasonable and achievable for student population, families, and school staff to access within the school context. Additionally, describe your organization's approach to partner to fulfill the full complement of multi-tiered services and partner to fill gaps if needed services are not provided by the applicant CBO.
9. Describe the CBO's approach to introduce and imbed your work and your organization's staff into the large existing school team to ensure successful integration.

10. Describe the supervision structure, capacity, and practice within the organization.
11. Describe the Continuous Quality Improvement (CQI) practices related to current licensure and professional development of the supervisors and clinicians.
12. Describe the CBO's operational practice related to teaming within the behavioral health work with children, youth, and families.

c. Fiscal and Financial Management

1. Describe how the CBO will provide sound fiscal management for the infrastructure development to hire and train CBO staff. Include a summary of the fiscal and financial management systems in place that will support the grant.

d. Program Reporting

1. Discuss the approach to tracking the progress of the work plan.

e. Budget and Budget Narrative

1. Provide a line-item budget and budget narrative justification regarding the CBO's rate for Personnel, Prevention, Early Intervention and Non-Billable activities, equipment, Therapeutic Supplies (including Subcontractual Agreements or consultants if applicable). Attachment F is the budget and budget narrative justification form. This form does not count towards the 10 page limit.

Section IX: SCORING OF APPLICATIONS

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

Criterion A – Administrative – (Total of 16 Points)

1. The applicant identifies responsible staff member for implementation and oversight and provided organizational chart. (4 points)
2. Identifies the program manager, supervisor, clinicians and the credentials, responsibilities and roles of persons who will implement the school mental health program. Included position descriptions, Manage Care Organization paneling, copies of licenses, and resumes for the identified individuals. If

staffing is not yet established, discussed the plan to ensure staff are in place 45 days after award. (4 points)

3. Describes the full array of other behavioral health services and supports that are offered by the organization that may be beneficial to the students and their entire family. (4 points)
4. Describes years of experience and array of behavioral health services provided to children and youth. (4 points)

Criterion B – Proposed Work Plan (Total of 60 Points)

1. Provides a work plan detailing the steps to be taken, milestones and timelines for recruiting/identifying and hiring qualified clinicians. (5 points)
2. Describes the CBO's strategies for implementing the school mental health program utilizing a culturally and linguistically competent approach. (5 points)
3. Describes any potential challenges and contingency plans for addressing these challenges. (5 points)
4. Describes how funding will support strategies that align with reducing barriers to student learning through expanded access to behavioral health services in schools. (5 points)
5. Describes the CBO's practice management system and platforms for collecting utilization and outcome data. (5 points)
6. Describes the CBO's experience complying with submitting required outcome data and tools. (5 points)
7. Describes the CBO's strategies and practices for outreach, support, and engagement with families in a school based setting. (5 points)
8. Describes the CBO's menu of prevention, early intervention and treatment services and how these services are reasonable and achievable for student population, families, and school staff to access within the school context. Additionally, describes the organization's approach to partner to fulfill the full complement of multi-tiered services and how the organization partners to fill gaps if needed services are not provided by the applicant CBO. (5 points)
9. Describes the CBO's approach to introducing and imbedding their work and the organization's staff into the large existing school team to ensure successful integration. (5 points)

10. Describes the supervision structure, capacity, and practice within the organization. (5 points)
11. Describes the Continuous Quality Improvement (CQI) practices related to current licensure and professional development of the supervisors and clinicians. (5 points)
12. Describes the CBO's operational practice related to teaming within the behavioral health work with children, youth, and families. (5 points)

Criterion C – Fiscal and Financial Management (Total of 8 Points)

1. The applicant describes how sound fiscal management will be provided for the infrastructure development to hire and train CBO staff. (4 points)
2. The applicant provides a summary of the fiscal and financial management systems in place that will support the grant. (4 points)

Criterion D – Program Reporting (Total of 5 Points)

1. The applicant discusses the approach to tracking the progress of the work plan. (5 points)

Criteria E – Budget and Budget Narrative (Total of 11 points)

1. The applicant provides a line-item budget and budget narrative justification regarding the CBO's rate for Personnel, Prevention, Early Intervention and Non-Billable activities, equipment, Therapeutic Supplies (including Subcontractual Agreements or consultants if applicable). (11 points)

Section X: 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 according to the evaluation criteria listed above. The results of the evaluation for each application submitted will be classified into one of four categories below:

Ranking Classification	Point Range
Very Qualified	80 – 94
Most Qualified	95 – 100
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 grantees will be selected from applicants who score above the “Qualified” category.

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 a written justification as required by District regulations. The final decision to fund a Community Based Organization rests solely with the DBH Director. The anticipated award date is early October, 2018.

Section XI: AUDITS AND DISALLOWANCES

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

Section XII: ATTACHMENTS TO THE RFA

<u>Attachment A</u>	Application Profile
<u>Attachment B</u>	DBH Statement of Certification
<u>Attachment C</u>	Federal Assurances
<u>Attachment D</u>	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
<u>Attachment E</u>	Certification of Applicant
<u>Attachment F</u>	Budget and Budget Narrative Justification Form
<u>Attachment G</u>	DBH Receipt

ATTACHMENT A

**Government of the District of Columbia
Department of Behavioral Health (DBH)
Comprehensive Expansion of School-Based Mental Health
RFA No. RMO SMH 071318**

Applicant Profile

APPLICANT NAME: _____

TYPE OF ORGANIZATION: ☐ Non-Profit Organization ☐ For-Profit Organization
 ☐ Other: _____

Federal Tax ID No.: _____

DUNS No.: _____

Contact Person: _____

Title: _____

Street Address: _____

City, State ZIP: _____

Telephone: _____

Fax: _____

Email: _____

Ward: _____

Organization Website: _____

Names of Organization

Officials:

Board Chair/President: _____

Board Treasurer: _____

Chief Executive Officer/Executive Director: _____

Chief Financial Officer: _____

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 sub-grant, or the ability to obtain them;
- I. That the Applicant/Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

- J. That the Applicant/Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Applicant/Grantee has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an Applicant/Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website;
- K. That the Applicant/Grantee has a satisfactory record of integrity and business ethics;
- L. That the Applicant/Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- M. That the Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et. seq., "Criminal Background Checks for Government Services to Children."
- Q. That the Applicant/Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant/Grantee Name

Street Address

City _____ State _____ Zip Code _____

Comprehensive Expansion of School-Based Mental Health
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 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 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 (Sub-grants 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 _____

Comprehensive Expansion of School-Based Mental Health
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 sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-
The Grantee certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- F. Ensure on an on-going basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).

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

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

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
- 7. Abide by the terms of the statement; and
- 8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 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 affected grant.
- 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - (c) Making a good faith effort to continue to maintain a drug-free workplace.
11. The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:
- (a) Place of Performance (Street address, city, county, state, zip code)
 - (b) Drug-Free Workplace Requirements (Awardees who are Individuals)
12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-
- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
 - B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
 - (1) The Grant Administrator identified in the Grant Agreement; and
 - (2) D.C. Department of 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 _____

Comprehensive Expansion of School-Based Mental Health
Project Name

Applicant/Grantee IRS/Vendor Number

Signature: _____ Date: _____
Name and Title of Authorized Representative

ATTACHMENT E

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF 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, travel, equipment, supplies, contractual, other costs, and indirect costs to develop and further expand the District's Comprehensive School-Based Behavioral Health System.

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 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

BUDGET JUSTIFICATION AND NARRATIVE

A. Personnel:

Position	Annual Salary/Rate	Level of Effort	Cost
Clinician			
Supervisor			

Justification: Describe the role and responsibilities of each position.

- 1.
- 2.

B. Fringe Benefits

Position	Rate	Wage	Cost
Clinician			
Supervisor			

Justification: Fringe reflects current rate for the organization.

- 1.
- 2.

C. Prevention/Early Intervention and Non-Billable Activities:

Activity	Rate	Cost

Justification: Describe the purpose of travel and how costs were determined.

- 1.
- 2.

D. Equipment (useful life of more than one year and an acquisition cost of \$5,000 or more per unit):

Item	Rate	Cost

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

- 1.
- 2.

E. Therapeutic Supplies (materials costing less than \$5,000 per unit and often have a one-time use):

Item	Rate	Cost

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

- 1.
- 2.

F. Subcontractual: A subcontractual agreement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services:

Name	Service	Rate	Other	Cost

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

- 1.
- 2.

G. Consultant: A consultant is an individual retained to provide professional advice or services for a fee:

Name	Service	Rate	Other	Cost

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

- 1.
- 2.

H. Other: Expenses not covered in any of the previous budget categories.

Item	Rate	Cost

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

- 1.
- 2.

Indirect Cost Rate: 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
%		\$	\$

Total Direct Costs: \$
 Total Indirect Costs: \$
 TOTAL: \$

Budget Summary

Category	Budget Request
Personnel	\$
Fringe	\$
Prevention Early Intervention/Non-Billable Activities	\$

Equipment	\$
Supplies	\$
Contractual	\$
Other Direct Costs	\$
Total Direct Costs	\$
Indirect Costs	\$
Total Project Costs	\$

ATTACHMENT H

DBH RECEIPT

RFA Title: Comprehensive Expansion of School-Based Mental Health

RFA No. RMO SMH 071318

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/Facsimile/Email)

(Project Name)

\$_____
(Budget Amount)

DBH USE ONLY:

Please Indicate Time: _____

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ /2018

Received By: _____