

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration  
Community Services Block Grant**

**FY 2019**

**SHORT-TERM FAMILY HOUSING HEALTH SERVICES**

**REQUEST FOR APPLICATIONS (RFA): # CSBG 0104-19**



**Department of Human Services (DHS)/ Family Services Administration (FSA)/ Community Services Block Grant (CSBG) invite the submission of applications for funding under the U.S. Department of Health and Human Services thru the Congressional appropriation process.**

**Announcement Date: October 26, 2018  
RFA Release Date: October 29, 2018  
Pre-application Conference Date: November 9, 2018**

**Application Submission Deadline Date: November 23, 2018 by 4:30 pm**

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

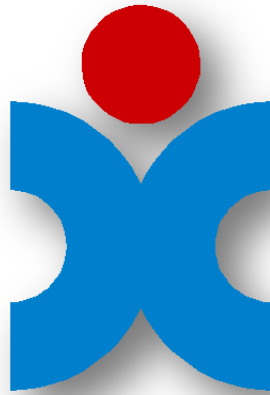
# **NOTICE**

## **PRE-APPLICATION CONFERENCE**

ATTENDANCE IS RECOMMENDED

### **FY 2019**

### **SHORT-TERM FAMILY HOUSING HEALTH SERVICES**



**DC** | **DEPARTMENT of**  
**HUMAN SERVICES**

**WHEN:** Friday, November 9, 2018

**WHERE:** 64 New York Avenue, NE,  
6<sup>th</sup> Floor NoMa Conference Room 661-C  
Washington, DC 20002

**TIME:** 2:00 PM

**CONTACT PERSON:** Priscilla Burnett  
Program Monitor,  
Community Services Block Grant  
(202) 671-4389

Please RSVP to no later than November 8, 2018 as seating is limited. You may RSVP via telephone to Priscilla Burnett, Program Monitor, (202) 671-4398, or via email to [priscilla.burnett@dc.gov](mailto:priscilla.burnett@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. This RFA is a one-time funding opportunity that the successful applicants should consider dedicating subsequent grant award to non-recurring expenditures
2. The RFA does not commit DHS to make an award.
3. DHS reserves the right to accept or deny any or all applications, if DHS determines it is in the best interest of DHS to do so. DHS shall notify the applicant if it rejects that applicant's proposal.
4. DHS may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DHS may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DHS may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DHS may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DHS shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars 2 CFR 200, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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

## **Short-Term Family Housing Health Services Checklist for Applications**

- The applicant organization/entity has responded to all sections of the Request for Applications.
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS' approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- The applicant is submitting four copies of the application: the required original and three (3) copies.
- The application format conforms to the guide listed in Section V Application Format listed on page 12 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is submitted to Family Services Administration/Community Services Block Grant no later than 4:30 pm, EDT, on the deadline date of Friday, November 23, 2018.

Short-Term Family Housing Health Services  
Request for Applications  
RFA# CSBG 0104-19

**TABLE OF CONTENTS**

<b>SECTION I</b>	<b>GENERAL INFORMATION</b> .....	<b>1</b>
	Introduction.....	1
	Target Population.....	1
	Eligible Organizations/Entities.....	1
	Source of Grant Funding.....	2
	Award Period.....	2
	Grant Awards and Amounts.....	2
	Use of Funds.....	2
	Contact Person.....	2
	Internet.....	3
	Pre-Application Conference.....	3
<b>SECTION II</b>	<b>PROGRAM SCOPE</b> .....	<b>4</b>
	Overview.....	4
	General Responsibilities.....	4
	Additional Grantee Requirements.....	5
	Confidentiality of Records.....	5
	Reporting Requirements.....	6
	Security Certifications.....	6
	Certifications and Assurances.....	6
<b>SECTION III</b>	<b>GENERAL PROVISIONS</b> .....	<b>7</b>
	Insurance.....	7
	Audits.....	7
	Nondiscrimination in the Delivery of Services.....	7
	Monitoring.....	7
	Staff Requirements.....	7
<b>SECTION IV</b>	<b>APPLICATION SUBMISSION</b> .....	<b>9</b>
	Submission Date and Time.....	9
	Number of Copies.....	9
	Location to Submit Application.....	9
	Mail/Courier/Messenger Delivery.....	9
	Review Panel.....	10
	Scoring Criteria.....	10
	Decision on Awards.....	11
<b>SECTION VI</b>	<b>APPLICATION FORMAT</b> .....	<b>12</b>
	Description of Application Sections.....	12
	Applicant Profile.....	12
	Table of Contents.....	12
	Application Summary.....	12

Project Narrative .....	12
Program Budget and Budget Narrative.....	13
Certifications and Assurances.....	14
Appendices.....	14
<b>SECTION VII LIST OF ATTACHMENTS.....</b>	<b>14</b>

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget
Attachment H	Definitions
Attachment I	Collaboration Commitment Form
Attachment J	Confidentiality Statement
Attachment K	Living Wage Act of 2006

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
COMMUNITY SERVICES BLOCK GRANT**

**Short-Term Family Housing Health Services  
Request for Applications  
RFA# CSBG 0104-19**

**SECTION I GENERAL INFORMATION**

**Introduction**

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA) **Community Services Block Grant (CSBG)** hereinafter referred to as “DHS/FSA/CSBG” is soliciting detailed proposals from established private not-for-profit and or faith-based organizations within the District for a funding award to offer high quality medical screenings and connections to medical services for residents residing at Short-term Family Housing (STFH) programs owned by the District and operated through contracts with Service Providers.

Organizations shall provide services and resources related to the needs of low-income individuals and families. These services should have a measurable and potentially major impact on the causes of homelessness in the District and may help individuals and families to achieve economic security. This solicitation is pursuant to the Community Services Block Grant Act (CSBG Act) of 1998, as amended (42 U.S.C. §9901(2)(E)).

**Target Population**

Low-income individuals and families that reside in the Short-term Family Housing program locations in the District and whose annual income generally does not exceed one hundred twenty five percent (125%) of the official poverty line as defined in the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) . For example, the HHS has determined that for 2018, the federal poverty level for individuals starts at \$12,140, increasing by some \$4,320 for each additional person - so the federal poverty level for a household of two members would be \$16,460.

An organization may not require or maintain records with respect to incomes of members of groups that are generally recognized as including substantially low-income individuals and families.

**Eligible Organizations/Entities**

Private, not-for-profit and or faith-based organizations that meet the following eligibility requirements at the time of application may apply:

- Organization with a 501(c)(3) tax exempt status; or evidence of a fiscal agent relationship with a 501(c)(3) organization;
- The organization's principal place of business is located in the District; and
- The organization is currently registered in good standing with the District Department of Consumer & Regulatory Affairs, the District Office of Tax and Revenue, and the United States Department of Treasury's Internal Revenue Services (IRS).

Be advised that two or more entities partnering together to design and implement services under this grant are required to complete and submit the Collaboration Commitment Form, Attachment I, with their application submission.

### **Source of Grant Funding**

Funds are being made available by the Community Service Block Grant through the U. S. Department of Health and Human Services (DHHS) grant number G-18B1DCCOSR.

Funding for grant awards is contingent upon availability of funds. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission. DHS/FSA/CSBG also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole.

### **Award Period**

This grant award is a one-time funding opportunity that applicants should consider dedicating to non-recurring expenditures. The initial grant activation period is expected to be January 1, 2019.

### **Grant Awards and Amounts**

It is anticipated that approximately \$100,000 to \$250,000 will be available to fund up to three organizations that provide homeless services in the District of Columbia as outlined in Section II of this RFA.

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and/or included in the applicant's submission as part of their model program.

### **Contact Person**

For further RFA information, please contact:

Tunde Eboda, PhD  
State CSBG Administrator  
Department of Human Services  
64 New York Avenue, NE, Sixth Floor  
Washington, DC 20002



### **Internet**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to: Priscilla Burnett, [priscilla.burnett@dc.gov](mailto:priscilla.burnett@dc.gov)

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

### **Pre-Application Conference**

The Pre-Application Conference will be held on November 9, 2018, from 2:00 PM until 3:30 PM, at:

Department of Human Services  
64 New York Avenue, NE  
6<sup>th</sup> Floor NoMa Conference Room 661-C  
Washington, DC 20002

## **SECTION II            PROGRAM SCOPE**

### **Overview**

The Department of Human Services (DHS) seeks a Provider(s) to offer high quality medical services and connections to medical services to residents residing at Short-term Family Housing (STFH) programs owned by the District and operated through contracts with Service Providers. These include:

The Kennedy  
5505 5<sup>th</sup> Street, NW, Washington, DC  
Onsite Provider/Operator: The National Center for Children and Families.

The Horizon  
5004 D Street, SE, Washington, DC  
Onsite Provider/Operator: Life Deeds.

The Triumph  
4225 6<sup>th</sup> Street, SE, Washington, DC  
Onsite Provider/Operator: Community of Hope.

Services shall be provided to any family residing in STFH programs regardless of their ability to pay, insurance status or immigration status. When possible, providers should maximize their revenue and expand services by billing Medicaid for billable services.

Applicants will need to provide a letter of support/partnership from the STFH onsite provider/operator for the specific site.

### **General Responsibilities**

Each STFH Program has a small exam room from which the provider shall, at a minimum, offer walk-in clinical services to residents one night per week from 6:00 p.m. to 8:00 p.m. with additional hours offered during flu season.

Providers shall offer the following services:

- Child and Adult Sick Care;
- TB skin testing;
- HIV and STI testing;
- Pregnancy testing;
- Lab Tests;
- Minor Wound Care;
- Well visits (including completing the Universal Health Certificate for children attending school or child care);
- Flu Shots; and
- Health Education.

The Provider may also provide fitness classes; nutritional information and counseling; or workshops on prenatal and infant care.

The target for length of stay for families in Short-term Family Housing is 90 days. With that in mind, the Provider shall connect families with ongoing primary care providers and, as necessary, specialists.

### **Additional Grantee Requirements**

- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Coordinate and maintain information to DHS and other referral organizations regarding referrals made, follow-up, outcomes of referrals.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Attend a Language Access Training Course to obtain certification to utilize the District's Language Access Line.
- Include in your model, plans to ensure that once referrals are made, the proposed population has a means to access additional sources of services and supports, as appropriate.

### **Confidentiality of Records**

Information concerning referred individuals and families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- CSBG customer records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. CSBG customer records may not be divulged to unauthorized persons.
- No person receiving information concerning a CSBG customer shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law §16-2363).

- All project staff, including volunteers, prior to engaging in work with CSBG customers and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Community-based Partnership Initiative.

### **Reporting Requirements**

Grantees should be prepared to report information to DHS in a manner conducive with the database management system to be utilized for this initiative. At a minimum, data collection items will include the following information:

- Date(s) and time(s) of all attempted and completed communications with families;
- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker (if applicable) or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;
- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in activities to achieve self-reliance;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance;
- Plans to ensure that follow-up activities with families and at-risk youth occur after the case has been terminated;
- Participate in evaluation studies;
- Other relevant information that DHS requests; and
- A monthly aggregate narrative/financial expenditure report.

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting will be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.

### **Security Certifications**

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code, 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/ Office of Program Review, Monitoring and Investigation, which will determine the employee's suitability for employment.

### **Certifications and Assurances**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

## **SECTION III            GENERAL PROVISIONS**

### **Insurance**

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

### **Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

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

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving CSBG funds.

### **Monitoring**

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

### **Staff Requirements**

- A. Sub-grantees receiving grant awards of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$13.25 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Upon site visits, Grantees must make available documents which demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$13.25 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.

- B. Each employee who receives compensation directly from the District of Columbia shall receive a copy of the Living Wage Act Fact Sheet, provided upon award.
- C. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- D. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- E. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- F. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- G. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, and records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.
- H. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- I. The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- J. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grant Administrator.

## **SECTION IV APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than Friday, November 23, 2018, 4:30 pm. All applications will be recorded upon receipt. Late applications will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Attach two (copies) of the Submission Receipt, (Attachment D) to the outside of the envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

Department of Human Services  
Family Services Administration/Community Services Block Grant  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
Priscilla Burnett, Program Monitor  
(202) 671-4398

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

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

Applications mailed or delivered by messenger/courier services must be received on or before November 23, 2018, 4:30 pm. Applications arriving via messenger/courier services after the posted deadline of 4:30 pm, will not be considered for funding. Application packages must be delivered to and received by a Family Services Administration staff member and not left at the security desk or other location by the courier service.

## SECTION V REVIEW AND SCORING OF APPLICATIONS

### **Review Panel**

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

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

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

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population. In addition, information will be provided that describes how the program will encourage the proposed target population to take the steps necessary to choose positive lifestyle methods. For example, a significant goal such as participation in healthy practices, has clearly defined steps to be achieved. The proposal also clearly specifies how it will help the target population and describes how it will follow through with referrals to other agencies ensuring that they receive the intended service and are making progress. **(20 points)**
3. The proposal clearly delineates the following: (1) target population (s) to be assisted through the model project; (2) the area(s) of service assistance to be delivered; and, (3) specifies, via evidence of prior experience, the location of the proposed activities. **(10 points)**

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

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population. **(10 Points)**
  - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
  - If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(15 Points)**
  - Applicant has identified and has demonstrated an understanding of issues affecting the target population.



- Letters of support from community-based organizations and/or advocacy groups are provided.
- Recommends, coordinates and ensures implementation of special education projects, as they relate to the enhancement of clean, safe and healthy habits.

**Criterion C Sound Fiscal Management and Reasonable Budget (Total 30 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. This is one-time funding, so the applicant must also articulate a plan for maintaining services beyond the period of grant funding. **(15 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(15 Points)**

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

1. Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 Points)**

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

## **SECTION VI APPLICATION FORMAT**

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

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

The maximum number of pages for the total application cannot exceed 23 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

### **Description of Application Sections**

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

#### **Applicant Profile**

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

#### **Table of Contents**

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

#### **Application Summary**

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

#### **Project Narrative**

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

- Specific, measurable program objectives for the service area of the application;

- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

### **Program Budget and Budget Narrative**

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

- **SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.
- **FRINGE BENEFITS:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- **CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.
- **OCCUPANCY:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area
- **TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
- **SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.
- **CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over \$300.
- **COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities
- **OTHER DIRECT COST:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.

- **INDIRECT COST / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the DHHS or another cognizant Federal agency.

### **Certifications and Assurances**

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

### **Appendices**

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

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

## **SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications</b>
<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>Original Receipt</b>
<b>Attachment E</b>	<b>Work Plan</b>
<b>Attachment F</b>	<b>Staffing Plan</b>
<b>Attachment G</b>	<b>Budget</b>
<b>Attachment H</b>	<b>Definitions</b>
<b>Attachment I</b>	<b>Collaboration Commitment Form</b>
<b>Attachment J</b>	<b>Confidentiality Statement</b>

**Attachment A**

**FY 2019 SHORT TERM FAMILY HOUSING HEALTH SERVICES**

**APPLICANT PROFILE**

**Place this form on the front of the application.**

**Applicant's Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

**Small Business** \_\_\_\_\_ **Non-Profit Organization** \_\_\_\_\_ **Other** \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:**

**Total Funds Requested:**     \$ \_\_\_\_\_

## Attachment B



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



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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 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 applicant certifies that:

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

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

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

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

**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, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

**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 on-going 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 Research and Analysis, 441 4<sup>th</sup> Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**



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**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)**

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

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees 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:**

**DC Department of Human Services, Community Services Block Grant,  
64 New York Avenue, N.E., Sixth Floor, Washington, DC 20002  
Attn: Tunde Eboda, State CSBG Administrator.**

---

**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**

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**5. Signature**

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**6. Date**



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application 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 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 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 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**
- 9. 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.**
- 10. 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.**
- 11. 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.**
- 12. It will comply with the provisions of 28 CFR 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.**
- 13. 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.

14. 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.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. 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.

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**SIGNATURE & TITLE**

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**DATE**

**Attachment D**

**DEPARTMENT OF HUMAN SERVICES  
COMMUNITY SERVICES BLOCK GRANT  
64 NEW YORK AVENUE, NE, 6<sup>TH</sup> FLOOR  
WASHINGTON, DC 20002  
ATTENTION: PRISCILLA BURNETT  
(202) 671-4398**

**SUBMISSION RECEIPT**

**FY 2019 Short Term Family Housing Health Services  
RFA # CSBG0104-19**

THE COMMUNITY SERVICES BLOCK GRANT OFFICE IS  
IN RECEIPT OF A PROPOSAL FROM:

---

(Contact Name/ Please Print Clearly)

---

(Organization Name)

---

(Address, City, State, Zip Code)

---

(Phone/ Fax)

---

(Amount Requested)

**CSBG USE ONLY:**

**Please Indicate Time:**

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ / 2018

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

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:30 P.M.**



**Staffing Plan**

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

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



**Attachment G**

*FY 2019 Short Term Family Housing Health Services*

**BUDGET**

**Agency:**

**Date of Submission:**

**Service Area:**

**Project Manager:**

**Budget:**

**Telephone #:**

<b>CATEGORY</b>	<b>ADMINISTRATION</b>	<b>PROGRAM SERVICE</b>	<b>TOTAL</b>
<b>SALARIES AND WAGES</b>			
<b>FRINGE BENEFITS</b>			
<b>CONSULTANTS / EXPERTS</b>			
<b>OCCUPANCY</b>			
<b>TRAVEL AND TRANSPORTATION</b>			
<b>SUPPLIES &amp; MINOR EQUIPMENT</b>			
<b>CAPITAL EQUIPMENT &amp; OUTLAYS</b>			
<b>CLIENT COSTS</b>			
<b>COMMUNICATIONS</b>			
<b>OTHER DIRECT COST</b>			
<b>INDIRECT COST / OVERHEAD</b>			
<b>TOTAL</b>			

**MAY BE SINGLE-SPACED**

**Attachment H**

**FY 2019 Short Term Family Housing Health Services**

**DEFINITIONS**

- A. **Adequate nighttime residence”** A housing accommodation that is not likely to jeopardize the health, safety, or welfare of its occupants.
- B. **Adult** Any individual who:
1. Has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or
  2. Qualifies as an emancipated minor under District law.
- C. **Apartment style housing unit**
1. Separate cooking facilities and other basic necessities to enable families to prepare and consume meals;
  2. Bathroom facilities for the use of the family; and
  3. Separate sleeping quarters for adults and children.
- D. **At-Risk Population** Those persons who are in imminent danger of homelessness.
- E. **ACEDS -** Automated Client Eligibility Determination System for Temporary Assistance to Needy Families (TANF) benefits.
- F. **Client** An individual or family seeking, receiving, or having eligibility for publicly funded services within the Continuum of Care.
- G. **Continuum of Care** An evolving and comprehensive system of services for individuals and families who are homeless or at risk of becoming homeless designed to serve clients based on their individual level of need. The Continuum of Care may include, but is not limited to: crisis intervention, outreach and assessment services, hypothermia services, shelter, transitional housing, permanent supportive housing referral services, and other supportive services.
- H. **Department** The District of Columbia Department of Human Services or any successor organizational unit (in whole or in part).
- I. **Drop-In Centers** Part of a system that offers day services as well as 24-hour services including shelter, food, clothing, and referrals to other services; these locations may also function as assessment centers where individual and family housing and service needs are determined.
- J. **Emergency Shelter** Short-term centers providing overnight shelter with appropriate supportive services for homeless individuals and families; these centers aim at stabilizing individuals and families for a period of no more than three months.
- K. **Homeless** A person or persons who lack a regular and adequate night time residence and a person or persons who have a primary night time residence that is:

- a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including congregate shelters and transitional housing for persons who are mentally ill);
  - b. An institution that provides a temporary residence for individuals or families scheduled to be subsequently housed;
  - c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for individuals or families; or
  - d. The individual's or family's permanent residence from which he, she, or they are barred from entry or occupancy due to the likelihood of violence.
  
- L. **Homeless Family**
  - 1. A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and/or statements reasonably tend to demonstrate that they intend to remain together as a family unit; or
  - 2. A pregnant woman in her third trimester.
  
- M. **Homeless Person**
  - 1. An individual lacking a fixed, regular, and adequate nighttime residence or the financial ability to immediately acquire one; or
  - 2. An individual having a primary nighttime residence that is a supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
  - 3. An individual living in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
  
- N. **Hypothermia shelter**

A public or private building that the District shall make available whenever the actual or forecasted temperature, including the wind chill factor, falls below 32 degrees Fahrenheit, in order to provide 24-hour shelter to individuals and/or families who are homeless and cannot access other shelter.
  
- O. **Outreach and Assessment**

Those processes that determine whether an individual or family is homeless, needs assistance to avoid becoming homeless, or needs other assistance; they ensure that identified individuals and families receive appropriate housing and supportive services.
  
- P. **Permanent Housing/Fully Independent Living**

Permanent sites of various kinds (Single Room Occupancy units, apartments, group homes, public housing, etc.) where people are expected to maintain themselves independently.
  
- Q. **Permanent Supportive Housing**

A structured facility that provides the adequate supportive services essential to meet the long term housing needs of homeless individuals and families; services are provided for a specified period of time based on assessed need.

R.	<b>Prevention</b>	Those processes that assist persons in crisis while creating new resources and service methodologies that reduce the incidence of crisis situations
S.	<b>Provider</b>	An individual, firm, partnership, corporation, or other organization selected by the applicant to provide shelter and/or supportive services to homeless persons.
T.	<b>Public assistance</b>	Government-funded payments in money or the provision of medical care, remedial care, shelter, and other goods or services to and for the benefit of needy persons.
U.	<b>Resident of the District</b>	An Individual or family who is living in the District of Columbia voluntarily, not for a temporary purpose, and has no current intention of moving from the District. The term “resident of the District” shall be interpreted and applied in accordance with section 4-205.03 of the D.C. Code.
V.	<b>Self-sufficiency</b>	A functional and economic state based on the provision of services that results in less dependency on governmental support systems while at the same time, maintaining permanent housing and employment.
W.	<b>Service Plan</b>	A written plan, developed and agreed upon by both the provider and the client, consisting of time-specific goals and objectives designed to promote self-sufficiency and attainment of permanent housing; these goals and objectives are based on the client’s individually assessed needs, desires, strengths, resources, and limitations.
X.	<b>Severe weather conditions</b>	Refers to outdoors weather conditions whenever the actual or forecasted temperature, including the wind chill factor, falls below 32 degrees Fahrenheit.
Y.	<b>SRO</b>	Single Room Occupancy unit.
Z.	<b>Supportive housing</b>	Transitional housing and permanent supportive housing.
AA.	<b>Supportive Services</b>	Any service reasonably related to the provision of temporary housing for homeless persons and/or families and to the efforts to assist homeless individuals and families to move into permanent housing; these may include, but should not be limited to: counseling, psychiatric assistance, employment assessment and counseling, educational classes, substance abuse programs, day-time activity program, job training, and child care.
BB.	<b>Temporary shelter</b>	<ol style="list-style-type: none"> <li>1. An overnight or 24-hour housing accommodation, other than a severe weather shelter, for individuals who are homeless provided directly by, or through contract or grant, with the District of Columbia, for the purpose of providing shelter and supportive services; or</li> <li>2. A 24-hour apartment-style housing accommodation, other than a severe weather shelter, for families who are homeless provided</li> </ol>

directly by, or through contract or grant, with the District of Columbia, for the purpose of providing shelter and supportive services; or

3. A 24-hour non-apartment-style housing accommodation, other than a severe weather shelter, for families who are homeless provided directly by, or through contract or grant, with the District of Columbia, for the purpose of providing shelter for up to 90 days while awaiting transfer to either an apartment-style temporary shelter or supportive housing.

**CC. Transitional housing**

A 24-hour housing accommodation, provided directly by, or through contract or grant with, the District of Columbia that provides rehabilitative and supportive services designed to prepare individuals and families for self-sufficient living and where an individual or family may reside for up to 2 years.

**Attachment i**

**CSBG Prevention of Homelessness among Low-Income Individuals and Families**

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**Collaboration Commitment Form**

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

Collaborating Organization(s):

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

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

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

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

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

Authorized Representative(s)

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

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

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

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

**MAY BE SINGLE-SPACED**

**Attachment J**

**FY 2019 Short Term Family Housing Health Services**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as STFH project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any STFH project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

---

**Name of Organization**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
COMMUNITY SERVICES BLOCK GRANT**

**LIVING WAGE ACT OF 2006 CERTIFICATION**

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**CERTIFICATION:**

The Living Wage Act of 2006; D.C. Official Code §§ 2-220.01 – 2-220.11 provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employee wages at no less than the current living wage rate. Effective January 1, 2018, the living wage rate is \$14.20 per hour. Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate. “Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

Exemptions – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
6. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
2. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
3. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
7. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;
4. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25



hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

5. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
6. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68 A Stat. 163; 26. U.S.C. §501(c)(3));
7. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and
8. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

*Please check the appropriate box:*

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

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I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$14.20 per hour.

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (Title I, D.C. Law No. 16-118 {D.C. Official Code 2-220.01-.11}) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code §§ 32-1301 *et. seq.*) .

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**SIGNATURE:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date