



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

## **REQUEST FOR APPLICATIONS**

Fiscal Year 2027  
Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider  
(Short name: 90- Day Emergency Shelter and Low Barrier Case Management)  
RFA #ESLBCM-FSA-Youth 90-Day Emergency Shelter-001-27

|                                         |                      |
|-----------------------------------------|----------------------|
| <b>Announcement Date:</b>               | June 12, 2026        |
| <b>RFA Release Date:</b>                | June 12, 2026        |
| <b>Pre-application Conference Date:</b> | June 22, 2026        |
| <b>Application Submission Deadline:</b> | July 10, 2026 5:00PM |

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

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

## EXECUTIVE SUMMARY

The District of Columbia (District), Department of Human Services (DHS) Family Services Administration (FSA) hereinafter referred to as the “DHS/FSA” or “Grantor, is soliciting proposals (also referred to as “applications”) from applicants (or “prospective Grantees”) for Fiscal Year (FY 2027) for the provision of one 90-Day Emergency Shelter Provider (hereby referred to as “Emergency Shelter”) and for the provision of one Low Barrier Case Management Services Provider (hereby referred to as Low Barrier Services) for youth ages 18-24 in the District of Columbia per the requirements of the End Youth Homelessness Amendment Act of 2014, D.C. Law 20-155 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq*), and the Comprehensive Plan to End Youth Homelessness (CPEYH), Solid Foundations DC: Strategic Plan to Prevent and End Youth Homelessness.

[https://ich.dc.gov/sites/default/files/dc/sites/ich/page\\_content/attachments/Solid%20Foundations%20DC%20\\_web%201.5.pdf](https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20_web%201.5.pdf)

**Funding Opportunity Title:** Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider

**Funding Opportunity Number:** RFA #ESLBCM-FSA-Youth 90-Day Emergency Shelter-001-27

**Deadline for Applications:** July 10, 2026 at 5:00pm EST.

**Total Estimated Number of Awards:** Two

**Total Anticipated Program Award Funding:** Up to \$2,200,000.00

**Award Ceiling:** \$2,100,000.00

**Award Floor:** \$100,000.00

| Category Name                                | Total Amount          | Expected # of Awards |
|----------------------------------------------|-----------------------|----------------------|
| Youth 90 Day Emergency Shelter               | \$2,100,000.00        | 1                    |
| Low Barrier Case Management                  | \$ 100,000.00         | 1                    |
| <b>Total Estimated Program Award Funding</b> | <b>\$2,200,000.00</b> |                      |

**Period of Performance:** January 1, 2027, through September 30, 2027.

**Length of Award:** One base year with up to 4 option years, subject to funding availability

**Eligible Applicants:** Non-profit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations; Faith-based, organizations; and Private Enterprises

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

## NOTICE

### PRE-APPLICATION CONFERENCE

ATTENDANCE IS MANDATORY

Fiscal Year 2027  
Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider  
(Short name: 90- Day Emergency Shelter and Low Barrier Case Management)  
RFA #ESLBCM-FSA-Youth 90-Day Emergency Shelter-001-27

**When:** June 22, 2026

**Where:** via Microsoft Teams  
The Link will be provided upon registration

**Time:** 1:30pm EST

**Contact Person:** Keisha Jefferson  
Family Services Administration (FSA)  
Department of Human Services  
64 New York Ave. NE, 6th Fl.  
Washington, DC 20002  
Keisha.jefferson@dc.gov

Please RSVP to attend the Pre-Application Conference by 5:00pm, Wednesday, June 17, 2026.

You may RSVP by completing the registration form here: [Youth 90 Day Emergency Shelter and Low Barriers Case Management Services Pre-Application Conference \(smartsheet.com\)](https://smartsheet.com) Prospective Grantees planning to attend the Pre-Application Conference via Microsoft Teams must submit a registration form. Once the registration form is received, the registrant will receive a Microsoft Teams link for the conference by 5:00pm, June 18, 2026.

## CHECKLIST FOR APPLICATIONS

### Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider

- ☐ Application proposal format follows the “Application Format” listed in Section 4 of the RFA.
- ☐ Application shall be created as a PDF file, 1.5-line spacing, using 12-point type with a minimum one-inch margins, with all pages numbered. The entire Application must not exceed 15 pages (not including attachments).
- ☐ Applicant Profile [Attachment A] contains all the information requested and is attached as the Face Sheet.
- ☐ Table of Contents comes after the Applicant Profile.
- ☐ Applicant Summary (must not exceed 2 pages) and Project Narrative (must not exceed 5 pages). Note: Attachments and appendices do not count toward the page limit.
- ☐ Program Budget and Budget Narrative Justification are complete and comply with the budget form. The line-item budget narrative justification describes the categories of items proposed. [Attachment F]
- ☐ Proposed Work Plan [Attachment D] is complete and complies with the work plan form.
- ☐ Proposed Staffing Plan [Attachment E] is complete.
- ☐ Collaboration Commitment Form(s) [Attachment H] are complete.
- ☐ Definitions [Attachment G]
- ☐ Confidentiality and Non-Disclosure Agreement [Attachment I]
- ☐ Appendix 1: Certifications and Assurances listed in Attachments B and C are signed.
- ☐ Appendix 2: Articles of Incorporation, if applicable.
- ☐ Appendix 3: Bylaws, if applicable.
- ☐ Appendix 4: IRS letter of non-profit corporation status, if applicable.
- ☐ Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- ☐ Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- ☐ Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
- ☐ Appendix 8: Proposed organizational chart.
- ☐ Appendix 9: Memoranda of Understanding from key community partners documenting their specific support for the delivery of services for the Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider grant.
- ☐ Appendix 10: Proposed staff resumes.
- ☐ Appendix 11: Proposed staff job descriptions.
- ☐ Appendix 12: Signed letter stating that the applicant will market the initiatives as a DHS/FSA Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider grant.
- ☐ Appendix 13: District of Columbia Business License.
- ☐ Appendix 14: Annual report or other documentation of a history of supporting and providing housing focused and trauma informed outreach to unsheltered individuals residing on the street or in locations not fit for human habitation.
- ☐ Appendix 15: Certificates of Good Standing.
  - ☐ Appendix 16: A proposed schedule of monthly group topics and planned times for programming should be submitted with the grant application
- ☐ Application is submitted electronically. Organization, RFA number, and project name must be clearly identified using the DHS/FSA Receipt Form [Attachment D].

☐ Applicant submitted the required attachments

The application must be submitted no later than 5:00pm EST., Eastern Standard Time (EST) by the deadline date of July 10, 2026, to DHS/FSA, c/o Keisha Jefferson, at [Keisha.jefferson@dc.gov](mailto:Keisha.jefferson@dc.gov). Applications accepted after 5:00pm EST. will not be forwarded to the Review Panel for funding consideration.



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DC

DEPARTMENT of  
HUMAN SERVICES

## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

As outlined in Solid Foundations DC, the District's strategic plan to prevent and end youth homelessness, the District is working to expand the continuum of support and services for unaccompanied youth experiencing homelessness. According to the 2026 Point in Time (PIT) count, 333 unaccompanied Transition Aged Youth (TAY) were reported of which 38% of TAY counted identify as LGBTQ+.

The District recognizes that youth ages 18-24 experiencing homelessness need early intervention, access to basic needs, when appropriate reunification with family or diversion services, and at times, connection to housing resources in the homelessness continuum. Under this solicitation, the District will continue its investment in one 90-Day Emergency Shelter (ES) Provider and one Low Barrier Case Management Services (LBCM) Provider.

Prospective Grantees services will include, but are not limited to, coordination with homeless outreach teams, Homeless Shelter Hotline, and youth serving providers to identify youth experiencing homelessness, assessment and case management services to facilitate rapid housing placement, participation in the District's Youth Coordinated Assessment Housing Placement (Y-CAHP) system, documenting shelter center services in the Homeless Management Information System (HMIS); provision of showers, meals, on-site counseling, as well as mental and physical health services, employment identification and housing location supports, participation in the District's Interagency Council on Homelessness (ICH) Youth Committee, Continuum of Care (CoC), and DHS sponsored training as appropriate.

The goal of the ES and LBCM is to provide homeless youth with: 1) a safe, inclusive, and accessible space infused with supportive services in a comfortable and respectful environment 2) assessments to facilitate rapid connections and reconnection to housing 3) access to basic needs including showers and meals 4) assistance with obtaining identification documents and income supports 5) physical, mental, and sexual health resources, 5) workforce development activities and connections to employment 7) housing navigation supports (outside of the continuum of care).

Through this solicitation, DHS is looking to the following:

- **90-Day Emergency Shelter:** 54 beds
  - i. 24 beds must be dedicated to LGBTQ+ youth
- **Low Barrier Case Management Services:** Provide services for up to 20 youth.
  - i. 12 male identifying youth
  - ii. 8 female identifying youth

The Prospective Grantee must demonstrate a youth development approach and cultural competency, language accessibility, and a system for reporting bullying and harassment in accordance with the HSRA (D.C. Official Code § 4-754.21(18)).



## 1.2 Eligible Organizations/Entities

Non-profit community organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations, faith-based organizations, such as churches, synagogues, mosques, or religiously based social service affiliates of such organizations, and private enterprises located in the District that have demonstrated experience working with and serving unaccompanied youth ages 18- 24 years and under experiencing homelessness or housing instability are encouraged to apply. Applications are also encouraged from collaborating community-based and faith-based organizations.

On the same basis as any other applicants, religious organizations are eligible to participate as long as the services funded by this grant are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, in accordance with United States Executive Order 13279 of December 12, 2002.

Eligible Prospective Grantees are expected to demonstrate their experience working with homeless individuals. In addition to having the appropriate staff qualifications and experience performing services similar in size and scope to the requirements of this grant, eligible Prospective Grantees shall elaborate on their intent and ability to:

- Establish effective and efficient communication channels with other Grantees, shelters, drop-in centers and day service programs, homeless service providers within the Continuum of Care, and the network's central coordinating entity;
- Provide the required services and deliverables in a manner that is culturally competent, trauma informed, and utilizes a harm-reduction approach;
- Leverage non-governmental assets and coordinate with other organizations in the homeless services Continuum of Care; and
- Offer services at scale while maintaining client confidentiality.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant always is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DHS/FSA in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of Applicant's tax-exempt status.

## 1.3 Source of Grant Funds

The source of funds for the grant is the General Fund of the District of Columbia. 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 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.

## 1.4 Match Leverage Resources

The prospective grantees receiving DHS funding are encouraged to leverage match resources under this solicitation. When submitting a proposal, the prospective grantee(s) are encouraged to indicate how they intent match the requested funding with leveraged resources.

Sources of Matched Leveraged Resources:

A. Cash: any funds that come from private, federal or local (non-DHS) public sources that support program activities.



B. In-kind: contribution of time, service, or goods made by a donor to help support the operations or services provided by your organization and real property (land or buildings) owned or leased by the provider that houses or supports program activities.

### **1.5 Award Period**

The grant is being offered from October 1, 2026, through September 30, 2027, with up to four option years, subject to funding availability.

### **1.6 Grant Awards and Amounts**

The grant funding shall be provided under two categories. Applicants may apply for funding in multiple categories.

| Category Name                        | Amount         | Expected # of Awards |
|--------------------------------------|----------------|----------------------|
| 90-Day Emergency Shelter             | \$2,100,000.00 | 1                    |
| Low Barrier Case Management Services | \$ 100,000.00  | 1                    |

### **1.7 Purpose of the Grant**

Through this RFA the District will continue its investment in youth shelters including a one 90-Day Emergency Shelter provider and Low Barrier Case Management services provider for youth experiencing housing instability. The goal ES and LBCM is to provide homeless youth with: 1) a safe, inclusive, and accessible space infused with supportive services in a comfortable and respectful environment, 2) assessments to facilitate rapid connections and reconnection to housing, 3) access to basic needs including showers and meals, 4) assistance with obtaining identification documents and income supports, 5) physical, mental, and sexual health resources, 6) workforce development activities and connections to employment, 7) housing navigation supports (outside of the continuum of care).

### **1.8 Target Population**

The Program's target population are homeless youth ages 18-24 who are economically or emotionally detached from their families. The youth also lack adequate or fixed residence, including youth who are homeless, unstably housed, living in doubled up circumstances, in, or on the street.

### **1.9 Anti-Deficiency Considerations**

The commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **1.10 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DHS/FSA at its sole discretion.

The Department will collect, and the Grantee shall remit all unexpended and/or unsubstantiated funds within ten (10) business days following conclusion of the Grant Performance Period. Unexpended grant dollars that have not been returned to the Department represent a debt to the District of Columbia.



### **1.11 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal(s) with the highest score(s) will be awarded the grant.

Specifically, grant awards will be made based on eligibility, the extent to which the proposed activities fit within the scope and available funding of the grant, the strength of the application, and the organization’s capacity and experience to achieve the grant’s goals.

### **1.12 Grant Monitoring**

In its sole discretion, DHS/FSA may use several methods to monitor the grant, including site visits and remote monitoring via review of program data, financial reports, observation of program operations, and interviews of staff and participants. During such visits, the Prospective Grantee is required to provide access to its facilities, staff, residents, and records as may be necessary for monitoring purposes.

Each grant is subject to audit.

### **1.13 General Terms and Conditions**

“Appendix: General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with all applicable terms and conditions outlined in the appendix.

### **1.14 DHS’s Authority to Make Grants**

DHS has grant-making authority under:

- Title 1, Chapter 50 of the District of Columbia Municipal Regulations; and any other applicable local and federal laws, regulations, and policies.
- *Section 30 of the Homeless Services Reform Act (HSRA) of 2005*, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-756.01(a), *et seq.*), as amended, and Mayor’s Order 2007-80 dated April 2, 2007.

### **1.15 Contact Person**

For further information, please contact:

Keisha Jefferson  
Family Services Administration (FSA)  
Department of Human Services  
64 New York Ave. NE, 6th Fl.  
Washington, DC 20002  
Keisha.jefferson@dc.gov

### **1.16 Updates**

To receive updates and/or addenda to this RFA, or other related information, applicants are advised to immediately email the following information to Keisha Jefferson, Grants Management Specialist at Keisha.jefferson@dc.gov:

- Name of applicant organization
- Contact person
- Telephone
- E-mail address



### 1.17 Pre-Application Conference

The mandatory Pre-Application Conference will be held on **June 22, 2026, from 1:30pm to 3:30pm.**

Prospective Grantees planning to attend the Pre-Application Conference via Microsoft Teams should request the online meeting information in their RSVP to Keisha Jefferson at [90 Day Emergency Services and Low Barrier Case Management Services Pre-Application Conference \(smartsheet.com\)](#). The link for the Pre-Application Conference will be emailed **by 5:00pm on June 18, 2026, EST.**

### 1.18 Explanation to Prospective Grantees

Applicants are encouraged to e-mail their questions to Keisha Jefferson at [Keisha.jefferson@dc.gov](mailto:Keisha.jefferson@dc.gov) on or before **June 24, 2026, at 5:00pm EST.** Questions submitted after the deadline date will not receive responses. Please allow ample time for emails to be received prior to the deadline date.

### 1.19 Description of Application Sections

The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their objectives and plans for services. **If applicants are applying for more than one grant award, applicants must submit a separate narrative for each category of service proposed (to include specific experience, staffing model, service model, and budget proposal).** It is important that applications reflect continuity among the goals and objectives, program design, and work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

### 1.20 Deadline Date

The RFA will be issued on **June 12, 2026.** The Pre-Application Conference will be held on **June 22, 2026** and the deadline for submissions of all applications is **July 10, 2026, at 5:00pm EST..** Applications must be received by the deadline. Applications that are received by the deadline date will receive an acknowledgment. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00pm EST. on July 10, 2026.**

## SECTION 2. PROGRAM SCOPE



## 2.1 APPLICABLE DOCUMENTS

The documents listed below are incorporated by reference and are applicable to this RFA. Prospective Grantees are responsible for adhering to all relevant requirements and guidance therein.

| Item No. | Document Type     | Title                                                                                                                                                                                                                                                                                                                                                                    | Date |
|----------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1        | D.C. Law          | Homeless Services Reform Act of 2005, as amended<br>D.C. Official Code § 4-751.01 et seq.<br><a href="https://www.dccouncil.gov/library/legislation/4-751-01-definitions/">§ 4-751.01. Definitions.   D.C. Law Library (dccouncil.gov)</a>                                                                                                                               | 2017 |
| 2        | D.C.              | Homeless Services Reform Act Rule<br><a href="https://www.dc.gov/homeless-services-reform-act-of-2005">The Homeless Services Reform Act of 2005   ich (dc.gov)</a>                                                                                                                                                                                                       | 2005 |
| 3        | District Document | Homeward DC 2.0: ICH Strategic Plan, 2020-2025<br><a href="https://www.ichdc.org/homeward-dc-2-0-ich-strategic-plan-fy2021-fy2025">Homeward DC 2.0: ICH Strategic Plan FY2021 - FY2025   ich</a>                                                                                                                                                                         | 2020 |
| 5        | District Document | District of Columbia Coordinated Assessment and Housing Placement System Policy and Procedures Manual (January 2019)<br><a href="https://community-partnership.org/wp-content/uploads/2026/02/DC-CAHP-Manual_updated-fall-2025-2.pdf">https://community-partnership.org/wp-content/uploads/2026/02/DC-CAHP-Manual_updated-fall-2025-2.pdf</a>                            | 2019 |
| 6        | Federal Document  | Housing First Checklist: A Practical Tool for Assessing Housing First in Practice<br><a href="https://www.usich.gov/housing-first-checklist-assessing-projects-and-systems-for-a-housing-first-orientation/">Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation   United States Interagency Council on Homelessness (usich.gov)</a> | 2015 |
| 7        | Federal Document  | HMIS Data Standards<br><a href="https://www.hudexchange.info/resources/documents/HMIS-Guides-and-Tools/">HMIS Guides and Tools - HUD Exchange</a>                                                                                                                                                                                                                        | 2015 |



|    |                   |                                                                                                                                                                                                                                                                                                                                        |      |
|----|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 8  | District Document | Mayor's Order 2023--131 Sexual Harassment Policy Guidance and Procedures<br><a href="#">Mayor's Order 2023-131   mayormb</a>                                                                                                                                                                                                           | 2023 |
| 9  | D.C. Law          | Language Access Act<br>D.C. Official Code §2-1931 et seq.<br><a href="https://code.dccouncil.us/dc/council/code/titles/2/chapters/19/subchapters/II/">https://code.dccouncil.us/dc/council/code/titles/2/chapters/19/subchapters/II/</a>                                                                                               | 2004 |
| 10 | District Document | District of Columbia Department of Behavioral Health Provision of Assertive Community Treatment to Adult MHRS Consumers; Policy No. 340.6<br><a href="https://dbh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/TL130.pdf">https://dbh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/TL130.pdf</a> | 2014 |

## 2.2 DHS Responsibilities

DHS shall be responsible for the following in supporting prospective grantees to fulfill the requirements of this solicitation:

- A. Execute the prospective grantee selection and award process.
- B. Host kick off meeting with the Prospective Grantee to review requirements, answer questions and ensure common expectations for moving forward.
- C. Assign a Grant Administrator and Program Manager, who shall be the financial and programmatic liaisons for Grantees during the term of this grant agreement.
- D. Provide Grantees with written policies, standards, and best practices that shall guide the provision of services and performance expectations.
- E. Provide Grantees with timely feedback on questions, requests, and grant agreement deliverables.
- F. Provide or facilitate access to training on District homeless services system protocol and other relevant District-wide or Department-specific requirements.
- G. Provide oversight of Grantees compliance and performance, meet regularly with Prospective Grantee, Grant Administrator or Program Manager to review performance, discuss opportunities for improvement, and provide technical assistance support as needed.



- H. Provide technical assistance to providers to help ensure grant requirements are met and programs operate with a high level of quality and are responsive to youth needs.
- I. Disperse funds to the Grantees.
- J. Execute the monitoring and oversight of the Grantees.

## **2.3 Prospective Grantee Responsibilities**

The prospective grantee shall articulate in their application how they plan to address/fulfill the general requirements listed below, including development of separate staffing plans and budgets for each component.

### **2.3.1 General Requirements**

- A. Weekly Occupancy Report (WOR) must be completed weekly to reflect vacancies and occupancy rates- without the use of waitlists or beds being preassigned to clients for ES only.
- B. Assess the eligibility of youth for services within the Continuum of Care (CoC) through completion of required Transition Age Youth Vulnerability index (TAY-VI-SPDAT), housing resources outside of the CoC, diversion resources, and assist youth with accessing these services through referrals, applications, as needed or required.
- C. Connect youth with housing providers in the CoC following CAHP meetings to ensure youth are aware of resources and actions required to complete move-in. The actions include but are not limited to warm handoff meetings, and updates entered via Smartsheet to track progress.
- D. Comply with the CAHP Policy and Procedures and Appendices for Unaccompanied Youth.
- E. Attend all Youth CAHP match meetings as scheduled by The Community Partnership (TCP) to represent the ES and LBCMS program.
- F. Complete assessments using the District CoC adopted assessment tool Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT), Transition Age Youth-Vulnerability Index - Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT) and/or Full-Service Prioritization Decision Assistance Tool (SPDAT) for all program participants.
- G. Comply with all related Federal and local confidentiality laws.
- H. Comply with all provisions of the HSRA and corresponding regulations.
- I. Be registered as a company in good standing with the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) and appropriately incorporated and licensed.
- J. Utilize HMIS related to ES and LBCM operations to capture client level data on persons served under the program. This database will be used throughout the period of performance to track entries/exits and performance measures.



- K.** ES and LBCM must enter client data on the same day of entry into DC HMIS. The Grantee must abide by The Community Partnership's (TCP's) current DC Standard Policies and Operating Procedures (DC SOP) which outlines the use of the DC HMIS as well as staff and training requirements.
- L.** Submit Unusual Incident Reports within 24 hours of the incident and Complaints Correspondence to DHS Office of Performance Review Monitoring and Investigation (OPRMI) via QuickBase to facilitate reporting and resolution of all unusual incidents.
- M.** Assisting in conducting the District's annual Point-in-Time (PIT) count and Homeless Youth Census (HYC) survey's required per the HSRA, D.C. Official Code § 4-753.01(i).
- N.** Utilize a harm reduction approach in working with youth served by the ES and LBCM program. Harm reduction, or harm minimization, refers to a range of intentional practices and public health policies designed to lessen the negative social and/or physical consequences associated with various behaviors, both legal and illegal.
- O.** Utilize a culturally competent youth development approach to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility; Conduct intake and administer the program in a culturally sensitive manner taking into the account the needs and vulnerabilities of homeless and unstably housed youth.
- P.** Assign youth to beds based on gender identity in the ES.
- Q.** Language Line: Use Language Line services to provide translation services when clients require services in languages other than English. Provide all program related documents to clients in their primary languages for purposes of achieving full compliance with the Language Access Act of 2004.
- R.** Ensure ES program location is easily accessible by public transportation and is compliant Americans with Disability Act (ADA) including provisions for youth in wheelchairs or with other physical mobility challenges.
- S.** Collaborate with the Grant Administrator and DHS monitoring team, providing information as requested.
- T.** Establish and submit for approval to DHS a weekly ES and LBCM Case Management schedule.
- U.** Partner with Homeless Shelter Hotline for on demand transportation requests as needed.
- V.** Participate in all required DHS trainings (outlined under Staff Requirements) and DHS provider meetings. These trainings courses are required for all staff assigned to the ES and LBCM including but not limited to roles such as Program Managers, Case Managers, House Monitors, and Youth Engagement Specialists.



- W. ES should assign a staff member to attend Interagency Council on Homelessness meetings, to be specific, Front Door Services Workgroup, Emergency Response and Shelter Operations (ERSO) Committee, Youth Workgroup/Committee, and the Strategic Planning Committee.

## **2.4 Shelter Operational Requirements**

See Section 2.4.1 for 90-Day Emergency Shelter Operational Requirements.

See Section 2.4.2 for Low Barrier Case Management Services Operational Requirements.

The Prospective Grantee shall be required at a minimum to meet the following Operational Requirements.

### **2.4.1 90-Day Emergency Shelter**

#### **A. Hours of Operation**

Shall operate 365 days per year, 7 days a week, including holidays and weekends.

#### **B. Bathrooms/Showers**

Provide clients with access to bathrooms that meet the ratio of 1:10 (1 bathroom per 10 clients) and at least one bathroom must be ADA accessible. Restrooms must be gender neutral and restroom must include unused basic toiletry essentials (i.e. soap, tissue, paper towels, toothpaste, toothbrush, etc.,) as well as provide laundered full-size towels.

#### **C. Laundry**

Provide clients with access to on-site laundry facilities. Laundry services shall include washers and dryers, detergents, and reliable hot and cold water. The ES must have at least four washers and four dryers. ES must establish a policy regarding laundry utilization that is described in writing and posted.

#### **D. Transportation Assistance**

Offer transportation assistance and/or services to clients who are working or searching for employment or housing. Such services could include tokens, SmarTrip cards, Bikeshare accounts, donated bikes, etc. Grantee shall have a policy around how to coordinate transportation assistance with the Homeless Shelter Hotline.

#### **E. Food Services**

Provide 3 meals a day and snacks items in the dining area on-site. The grantee shall ensure all staff distributing and handling food have all necessary trainings/certifications, including compliance with all District and federal rules and regulations (See Title 25-A of the District of Columbia Municipal Regulations, 59 D.C. REG. 13690) The grantee shall maintain zero (0) core violation (s) or repeat violations from the most recent D.C. Health Inspection Report in order to continue offering the meal program to the ES youth.

#### **F. Staffing at a minimum**

The ES program must always be staffed by a minimum of two employees (one Supervisory level and one direct service level), although more staff is encouraged.

#### **G. Inclement weather**



The grantee must follow extreme weather alerts, maintaining opening posture to accommodate unhoused individuals via DHS instruction.

### **2.4.2 Low Barrier Case Management Services**

The Prospective Grantee shall be required at a minimum to meet the following Operational Requirements.

#### **A. Hours of Case Management Services**

LBCM hours of operation Monday through Friday, 1:00pm to 9:00pm.

#### **B. Staffing at a minimum**

Must always provide one case management staff to twenty (1:20) LBCM youth (12 male and 8 female). Case manager to provide services onsite between two adult LBCM sites, meeting with clients daily.

#### **C. Transportation Assistance:** Offer transportation assistance and/or services to clients who are working or searching for employment or housing. Such services could include tokens, SmarTrip cards, Bike Share accounts, donated bikes, etc. Grantee shall have a policy around how transportation assistance is provided.

### **2.5 Shelter Programmatic Requirements**

Sec Section 2.5.1 for 90-Day Emergency Shelter Programmatic Requirements.

Sec Section 2.5.2 for Low Barrier Case Management Services Programmatic Requirements.

The Prospective Grantee shall be required at a minimum to meet the following Programmatic Requirements.

#### **2.5.1 90-Day Emergency Shelter**

##### **A. DHS holds the right to make necessary changes and assign clients in crisis to ES for immediate (same day) accommodation.**

##### **B. Case Management**

Provide case management services focused on crisis management, shelter diversion, housing connection, support with employment, and group sessions. This function will be supported by proper and timely assessments (TAY-VI-SPDAT). Case management should also include an active effort at connecting clients to employment and education resources- that are tracked and can be monitored in HMIS documentation.

##### **C. Referrals**

Provide referrals and connections to necessary services including physical health, mental health and substance use support. This effort can be supported through networking with collaborating agencies, including Department of Behavioral Health (DBH).

##### **D. Program Rules**

Organizations participating in this program are expected to comply fully with all established program rules and requirements, in close coordination with the Department of Human Service (DHS). Program rules must be followed consistently and will be strictly enforced. Organizations are responsible for maintaining compliance throughout the period of performance, communicating proactively with DHS, and implementing all activities in alignment with program expectations, and applicable policies



**E. Language Line**

Use Language Line services to provide translation services when clients require services in languages other than English. Provide all program related documents to clients in their primary languages. for purposes of achieving full compliance with the Language Access Act of 2004.

**F. Vital Records and Income Supports**

Assist customers with obtaining vital documents and benefits for which they are eligible. This includes but is not limited to: government issued I.D, birth certificate, social security card, etc. Additionally, as clients are eligible for Medicaid, SSI, or other government benefits, assist the clients in the process of submitting the required documentation and provide support throughout the eligibility determination process.

**2.5.2 Low Barrier Case Management Services Programmatic Requirements**

The Prospective Grantee shall be required at a minimum to meet the following Programmatic Requirements.

**A. Case Management**

Provide case management services on site at adult LBCM sites focused on crisis management, shelter diversion, housing connection, and support with employment. This function will be supported by proper and timely assessments (TAY-VI-SPDATs). Case management must also include an active effort at connecting clients to employment and education resources- that are tracked and can be monitored in HMIS documentation. Case manager must meet daily with clients at both adult LBCM sites. Case Manager must participate in CAHP biweekly meetings and DHS monthly Provider Resource Group.

**B. Referrals**

Provide referrals and connections to necessary services including mental health and substance use support. This effort can be supported through networking with collaborating agencies, including DBH.

**C. Program Rules**

Organizations participating in this program are expected to comply fully with all established program rules and requirements, in close coordination with the Department of Human Service (DHS). Program rules must be followed consistently and will be strictly enforced. Organizations are responsible for maintaining compliance throughout the period of performance, communicating proactively with DHS, and implementing all activities in alignment with program expectations, and applicable policies

**D. Language Line**

Use Language Line services to provide translation services when clients require services in languages other than English. Provide all program related documents to clients in their primary languages. for purposes of achieving full compliance with the Language Access Act of 2004.

**E. Vital Records and Income Supports**



Assist customers with obtaining vital documents and benefits for which they are eligible. This includes but is not limited to: government issued I.D, birth certificate, social security card, etc. Additionally, as clients are eligible for Medicaid, SSI, or other government benefits, assist the clients in the process of submitting the required documentation and provide support throughout the eligibility determination process.

### **2.5.3 Case Management**

#### **90-Day Emergency Shelter and Low Barrier Case Management Performance Standards Requirements**

The Prospective Grantee shall be required at a minimum to meet the following Case Management Requirements for ES and LBCM.

Grantees will be required to provide case management services to clients in the shelter program. Case Management is a dynamic and comprehensive process that assesses, plans, implements, coordinates, monitors, and evaluates services to help individual clients achieve goals and outcomes. Case management works in partnership with clients to facilitate the achievement of clients' goals inclusive of wellness, autonomy, employment, and self-sufficiency through advocacy, assessment, planning, communication, education, resource management, and service facilitation. Based on the needs and goals of the client, and in collaboration with the service providers, the case management process links clients with appropriate providers and resources, while ensuring that the care provided is safe, effective, client-centered, timely, efficient, and equitable.

The primary goals of case management services are to stabilize clients before or after they have experienced homelessness, identify and connect clients to supportive services, reduce barriers to ensure client utilization of services to help clients achieve stability improve skills, increase income, and ultimately obtain independent housing and no longer experience homelessness. Ensure case management services are provided by a qualified case manager. Case management staff should encourage youth to participate in programming at the shelters.

#### **A. Case Management:**

##### **1. Initial Contact**

All clients presenting to the shelters must have an active HMIS profile to effectively track service engagements and account for all clients presenting daily.

- i. If the client does not have a HMIS profile at visit 1, the grantee must create the profile and enter service engagements.
- ii. If the client has a HMIS profile, the grantee must enter the service engagements for the day.

##### **2. Assessment**

Grantee must use the Service \*Prioritization Decision Assistance Tool (Transition Aged Youth-Vulnerability Index -SPDAT, Vulnerability Index-SPDAT, Full SPDAT) as a case management tool to greater understand housing needs, conducting a formal update as major lifechanging events occur.

##### **3. Case Plan**

Within 7 days of consistent shelter visits, the grantee shall collaborate with client to develop Case Plans utilizing assessment data. The Case Plan shall be based on the client's assessed needs, goals, strengths, and interests.



- iii. Case Planning includes but is not limited to case management, mental health treatment, personal documents, legal, economic, health, diversion, education, employment, other (government benefits) financial management/stability, housing, and social development/interpersonal relations
- iv. All case plans shall include short and long-term goals for the client. They should have an identified date goal was set, goal description, targeted date, overall status, parties responsible and projected follow up dates as needed.
- v. Case managers shall meet with clients-at a minimum weekly to accomplish each goal and the status/documentation should reflect in HMIS, 48 hours following the session.
  - Case plan notes (specifically under case plan tab in HMIS) must be documented monthly to track progress.
  - The Case notes tab in HMIS should reflect case notes that are not goal related but may bring awareness to other needs for the client.
- vi. Case plans must be updated at least every 90 days.
- vii. Case management services must be offered on-site.
  - On-Site Services are offered at the facility via indoors or outdoors yet on the premises.
  - Off-Site Services includes physical in-person support at appointments, apartment viewings, housing briefings, warm handoff meetings, and family reunification meetings.
  - Case management group sessions (ES only)

**B. Mental Health and Substance Use Services:** The grantee shall partner with the Department of Behavioral Health, specifically Core Service Agencies (CSAs), the Intensive Care Coordination Team (ICC), and other District Community Based Behavioral Health Service Providers to refer clients to behavioral health and substance use services. These services shall include, access to treatment, crisis intervention, therapy, support groups, counseling services (individual and group counseling and family intervention), psychiatric and psychological evaluations.

**C. Medical and dental services:** shall include, but not limited to, the following: refer clients to hospitals, clinics, and/or medical and dental schools, who offer light-touch medical and dental services, STD and STI testing, and safe sex educational workshops to participants.

## 2.6 Shelter Facility Requirements

See Section 2.6.1 for 90-Day Emergency Shelter Facility Requirements.

See Section 2.6.2 for Low Barrier Case Management Services Requirements.

The Prospective Grantee shall be required at a minimum to meet the following Facility Requirements.

### 2.6.1 90-Day Emergency Shelter

#### Security Services:

- A. The Grantee is required to ensure that all relevant staff are trained and possess a working knowledge of the building's security system, and provide the required support services for continued, optimal operation that ensures the safety of facility residents, staff, and visitors.



- B.** The Grantee is required to always maintain at least one (1) staff person on-site, typically Supervisory level staff, that is equipped with a sufficient level of training and working knowledge of the building's security system to operate the system. This includes having knowledge of the Continuity of Operations Plan (COOP) to ensure all staff, volunteers and guests are safely removed from the site, if an emergency occurs.
- C.** The Grantee shall provide twenty-four (24)-hour security patrols on-site, which always includes a minimum of two (2) security guards on-site. The recommendation for security under this Agreement is that the Grantee provide at least two (2) Special Police Officers (SPO) or (1) SPO and (1) unarmed Security Guard for each shift.
- D.** The Grantee shall possess all licenses and certifications to perform security services and has the sole burden for ensuring that all required licenses and permits related to security and related services are obtained and renewed as required by law. The Grantee shall submit all licenses and certifications to the DHS/FSA Grant Administrator upon receiving the Award, and at each time of clearance submission and in accordance with annual renewal requirements. The Grantee shall verify and comply with all federal and District requirements.
- E.** The Grantee shall develop a comprehensive Security Guard Post Assignment Record (Post Orders) for the site that is designed to adequately staff the Grantee's facility and provide standard service requirements. The Post Orders shall define the number of guards, specific duties, hours of operation, and training requirements. The Grantee shall ensure that the security guards shall adhere to the requirements provided by the established Post Orders. The Grantee shall ensure that the security guard post is not left unattended during its operation, unless provided with an exception by the DHS/FSA Grant Administrator.

The following requirements, if applicable, shall be specifically included in the Post Orders.

  - i. The Post Orders shall require security staff to stay awake, walking (performing security rounds) around the building's interior on all floors and areas, along with the parameter of the building and on post during their entire shift.
  - ii. The Post Orders shall require security staff to stay awake, walking (performing security rounds) around the building's interior on all floors and areas, along with the parameter of the building and on post during their entire shift.
  - iii. The security staff shall not engage in any personal relations with the residents including but not limited to: giving or receiving money, food, or other personal items; entering resident's units, unless there is an emergency; engaging in romantic relations or entanglements with the residents; and transporting the residents off campus for any reason. The Grantee shall require any staff that violate these requirements to be subject to immediate dismissal upon investigation if any of these offences are alleged by a resident, concierge staff or other case management staff.
- F.** The Grantee shall include security training to its list of trainings required under this Agreement.
- G.** The Grantee shall ensure that security guards perform the necessary security-related duties and obligations that are applicable to the assigned post. The Grantee is required to ensure that each security guard post includes a Post Orders.



- H.** The Grantee shall ensure that each security guard post assignment includes, but is not limited to the following duties and responsibilities:
- i. Access control;
  - ii. Visitor processing;
  - iii. Communications and dispatching;
  - iv. Patrol operations; and
  - v. Emergency and event response.
- I.** The Grantee is required to include a shift briefing that occurs during each security shift change.
- J.** The Grantee shall develop and submit a Code of Conduct policy for all security staff. The policy shall require staff to be professional towards residents during shift hours.
- K.** The Grantee shall ensure security guards are mentally alert and physically ready to operate and enforce the access/egress control. The Grantee shall ensure security is aware of access/egress location and shall be and use of the nearest first aid kit, fire extinguisher, fire alarm, emergency exit, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the Post Orders.
- L.** The Grantee shall require all security guards to manage and control access to the post area by observing, detecting, and reporting violations of post regulations as directed by Post Orders. The Grantee shall require security guards to provide and maintain complete and effective surveillance, inspection, and protection of all internal and perimeter areas within the designated parameters and limits of the assigned facility. The Grantee shall ensure required security equipment includes hand wands. Equipment such as metal detectors and x-ray machine may be required by the Grantee.
- M. Location of Shelter**
- i. All Prospective Grantees funded through this solicitation must be located in the District of Columbia. The ES may be in locations that are privately owned or leased by the applicant. A valid certificate of occupancy and a current business license from the appropriate DC government agency is required. DHS seeks to fund 54 shelter beds.
  - ii. The District-based site shall be fully operational (fully staffed, furnished, and stocked with supplies no later than 90 days from the date of award).

**X. Space Requirements**

DHS recommends a building with a minimum of 11,000 square ft including 25% for Circulation. The Prospective Grantee shall be required at a minimum to meet the following Space Recommendations.

| Space Requirements        | Square Footage Recommendations | Quantity      |
|---------------------------|--------------------------------|---------------|
| Intake/Security/ Frontage | 500                            | 1             |
| Dormitory                 | 4000-5000                      | 1             |
| Bathroom                  | 450                            | 4-5 bathrooms |



|                               |      |                       |
|-------------------------------|------|-----------------------|
| Toilet, Shower, Dressing area |      |                       |
| Multi-Purpose Room            | 1200 | 1                     |
| Kitchen/Pantry                | 200  | 1                     |
| Laundry Room                  | 250  | 4 washers<br>4 dryers |
| Offices                       | 600  | 5                     |
| Staff Restrooms               | 300  | 1                     |
| Computer Lab                  | 150  | 1                     |

#### **N. Storage**

Provide clients with an opportunity to safely and temporarily store their personal belongings while participating in the ES. Such storage should be limited in space (e.g. dresser or storage containers), shall only be provided for uncontaminated and non-perishable items, and is available only when the youth is physically in the shelter. Grantee(s) are responsible for screening all items for potential contamination (e.g. bed bugs, lice, etc.) and for weapons or prohibited items using their security personnel

#### **O. Sanitation**

Maintain a facility that is clean, hygienic, secure, and facilitates a welcoming, positive, dignified, safe, and protective environment for each individual and their belongings. This includes, but is not limited to, site control, maintenance, repair, utilities, security and other relevant occupancy-related services. Grantee must have regular and scheduled extermination as well as emergency extermination process. Grantee must proactively treat for common pests such as bedbugs.

#### **D. Bathrooms/Showers**

Provide clients with access to bathrooms that meet the ratio of 1:10 (1 bathroom per 10 clients) and at least one bathroom must be ADA accessible. Restrooms must be gender neutral and Restroom must include unused basic toiletry essentials (i.e. soap, tissue, paper towels, toothpaste, toothbrush, etc.) as well as provide laundered full-size towels.

#### **P. Maintenance**

Supplies and services routinely needed for maintenance and operation of the facility and vehicles, such as spare tires, jumper cables, security, janitorial services, trash pick-up, laundry, or linens, shall be provided by the Grantee.

#### **Q. Americans with Disability Act ( ADA) Accessibility**

The Grantee shall ensure that all facilities offered for the provision of services under this grant are accessible to persons with mobility limitations, consistent with the Title II of the Americans with Disabilities Act of 1990, effective July 16, 1990 (Pub. L. No. 101-336; 42 U.S.C. §§ 12101, et seq.), as amended, and Section 504 of the Rehabilitation Act of 1973, effective September 16, 1973 (Pub. L. No. 95-602; 29 U.S.C. §§ 701, et seq.), as amended, which is incorporated by reference in this Grant Agreement.

### **2.6.2 Low Barrier Case Management Services**

The Prospective Grantee shall be required at a minimum to meet the following Facility Requirements.



- A.** The Grantee is required to ensure that all relevant staff are trained in building operations to ensure the safety of residents, staff, and visitors.
- B.** The Grantee is required to maintain at least one (1) staff person on-site for case management services. This includes having knowledge of the Continuity of Operations Plan (COOP) to ensure all staff, volunteers and guests are safely removed from the site, if an emergency occurs.
- C.** The Grantee shall comply with security services and protocol at LBCM sites

## **2.7 Deliverables**

DHS will require the deliverables below be submitted to the Grant Administrator and/or Programs upon award.

A summary of all deliverables and deadlines are included in the tables below.



| No. | Deliverables                                                    | Quantity                          | Format and Method of Delivery | Due Date                                                                           | Deliver To                            |
|-----|-----------------------------------------------------------------|-----------------------------------|-------------------------------|------------------------------------------------------------------------------------|---------------------------------------|
| 1   | Program Budget/Budget Narrative                                 | 1                                 | Written Report (electronic)   | 2 weeks post award; to be renewed annually                                         | Grant Administrator                   |
| 2   | Onboarding & Staff Training Plan                                | 1                                 | Written (electronic)          | 6 weeks post award; updates as applicable.                                         | Grant Administrator                   |
| 3   | Executed Memorandums of Understanding/subgrants (as applicable) | 1                                 | PDF Copies                    | 6 weeks post award; to be updated as applicable                                    | Grant Administrator                   |
| 4   | Quality Assurance Plan                                          | 1                                 | Written (electronic)          | 8 weeks post award; to be updated as needed                                        | Grant Administrator                   |
| 5   | Written Protocols                                               | 1                                 | Written (electronic)          | 8 weeks post award, with final being submitted 2 weeks after receiving DHS comment | Grant Administrator and Program Staff |
| 6   | Monthly Staff Training Report                                   | 12                                | Electronic                    | By the 10 <sup>th</sup> of the next month                                          | Program Staff                         |
| 7   | Invoices                                                        | 12                                | Electronic                    | By the 15 <sup>th</sup> of the next month                                          | Grant Administrator                   |
| 8   | Staff Suitability Screening                                     | Per staff                         | Written Report (electronic)   | Prior to hiring staff                                                              | Grant Administrator                   |
| 9   | Continuity of Operations Plan                                   | 1                                 | Written (electronic)          | 4 weeks post award; to be updated as applicable                                    | Grant Administrator                   |
| 10  | Monthly Progress Report                                         | 12                                | Electronic                    | By the 10 <sup>th</sup> of the month                                               | Program Staff                         |
| 11  | Unusual Incident Report                                         | as needed                         | Electronic                    | Within 24 hours                                                                    | Grant Administrator and Program Staff |
| 12  | HMIS Data Entries                                               | Within 48 hours of client contact | Electronic                    | Within 48 hours of client contact                                                  | Program Staff                         |



|     |                                                   |           |                       |                                            |                                       |
|-----|---------------------------------------------------|-----------|-----------------------|--------------------------------------------|---------------------------------------|
| 13. | Non-Fraternization Document                       | 1         | Written or Electronic | 30 days post award; to be renewed annually | Grant Administrator                   |
| 14. | Certificate of Insurance (including cyber policy) | 1         | Written or Electronic | 30 days post award; to be renewed annually | Grant Administrator                   |
| 15. | Business License                                  | 1         | Written or Electronic | 2 weeks post award; to be renewed annually | Grant Administrator                   |
| 16. | Certificate of Occupancy                          | 1         | Written or Electronic | 2 weeks post award; to be renewed annually | Grant Administrator                   |
| 17. | Program Rules                                     | 1         | Written or Electronic | 2 weeks post award; to be renewed annually | Grant Administrator and Program Staff |
| 18  | Security Licenses and Certifications              | Per staff | Written or Electronic | 2 weeks post award; to be renewed annually | Grants Administrator                  |

### **2.8.1 Continuity of Operations Plan**

The Grantee shall submit a Continuity of Operations (COOP) plan annually or upon request to DHS for approval. The Grantee shall ensure the COOP plan is updated annually or as needed to account for operational or staffing changes. All updates or changes to the COOP plan shall be submitted to the Grant Administrator for approval.

The COOP plan shall have established policies and guidance to ensure essential functions of the program continued in the event of man-made, natural, or technological emergency disruption or the threat of disruption to normal operations.

The COOP plan shall detail at a minimum: organizational chart; staffing plan listing essential staff, including their contact information and backup contact information; sub-contractors; necessary supplies; identify and rank critical mission function; identify chains or delegation of authority and how decisions

will be made; list external resources necessary to accomplish the above critical functions; list necessary supplies to shelter in place for five (5) days for staff and residents; identify back-up locations or plans for serving clients if location is closed; identify critical records, hard and electronic copies, such as: payroll, insurance, legal, personnel files, lease agreements, accounts payable, identify computer inventory, software, and technology needs to accomplish, alternate facilities (if applicable), logistical support services,



infrastructure systems with contact information, e.g.: water, electrical power, heating, and air conditioning to ensure the continued operations of services contracted.

### **2.8.2 Anti-Fraternization Policy**

The Grantee shall develop and submit to the Grant Administrator within thirty (30) days of award, and implementation a non-fraternization policy for all staff and providers, including janitorial and security staff. The non-fraternization policy shall prohibit personal relationships or social interactions with residents of the shelter site that go beyond the scope of professional duties, including communicating with residents about non-job-related issues, exchanging gifts, spending inappropriate or excessive amount of time with residents, or taking steps to be alone with a resident.

## **2.9 Staffing Requirements**

- A. Grantee(s) shall employ staff to meet the specifications of the shelter program and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties which they have been assigned. All professional staff shall maintain appropriate credentials.
- B. Grantee(s) shall maintain complete written job descriptions covering all positions funded through the grant, which must be available upon request. The job descriptions shall include education, experience, and/or licensing/certification criteria, descriptions of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for the shelter program, the Grantee(s) shall obtain written documentation of work experience and personal references.
- C. If volunteers or interns are used on this project, Grantee(s) shall maintain a personnel file for each volunteer that shall contain documentation of the volunteer's home address and email address or phone number, professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which contribute toward the success of this project. All volunteers and interns, whether directly hired by the grantee or placed by a third-party entity, must have completed the required DHS background checks.
- D. Grantee(s) shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.
- E. Grantees are expected to make every effort possible to be fully staffed within 30 days of grant award.
- F. Grantees shall provide the Department with the names and resumes for all paid personnel, including subcontractors, who will have responsibility for performing work under this grant. Grantees shall maintain documentation that the personnel possess adequate qualifications, certifications, and training to perform the duties to which personnel is assigned and hold current licenses and/or certification, as applicable.
- G. Following approval of the Staffing Plan by DHS, the Grantee shall submit any changes in staffing patterns in advance and in writing to the GA for approval. Staffing patterns include the number and types, or categories of staff assigned to carry out functions of this SOW. A change in staffing patterns includes, but is not limited to, organization restructuring, key personnel turnover, or staff augmentation. Upon request, the Provider shall submit to the GA a monthly schedule that contains all positions required under this SOW with the names of the staff members who are filling the positions per shift for the month.



- H. The Grantee shall also notify DHS in writing within 24 hours of key personnel termination or receipt of resignation. The Grantee shall submit a service delivery coverage plan within 72 hours following key personnel separation along with an anticipated date of replacement and make every attempt possible to fill vacant key personnel positions within 60 days of vacancy.
- I. The Grantee shall submit a service delivery coverage plan within 72 hours of awareness departure or pending departure of key personnel with anticipated date of replacement. The plan shall designate a point of contact for coverage of duties of departing person.
- J. The Grantee shall be required to develop and submit a plan to the GA with organizational structure, organizational charts, position descriptions, and staffing qualifications.
- K. The District reserves the right to demand a change in or remove any staff provided by the Grantee or the sub-grantees based on unsatisfactory performance at no additional cost to the District.
- L. The Grantee shall provide and maintain staff documents in a locked file with access by senior management staff and DHS monitors.
- M. The Grantee shall maintain a complete written job description covering all positions funded through the Agreement, 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, a description of duties and responsibilities, hours of work, salary range, and performance evaluation criteria.
- N. The Grantee shall maintain a personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment criminal record background checks, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, the Grantee's action with respect to the allegations and the date and reason if terminated from employment. All these personnel materials shall be made available to the DHS/FSA Grant administrator upon request.

## **A. Staffing Structure**

### **90-Day Emergency Shelter**

The key personnel specified in this RFA are essential to the work being performed here under.

90-Day Emergency Shelter Prospective Grantees shall ensure qualified professional staff is available to provide training, technical assistance, financial management, quality assurance, oversight, and monitoring for all provided services. At a minimum, the Provider's key personnel shall include:

### **Program Manager**

The Program Manager must have at a minimum, a master's degree in the Human Services, Health Care, or Social Work field, or be a Licensed Clinical Social worker (LCSW) or a Licensed Professional Counselor (LPC) in DC and meet the additional requirements listed. They must have professional knowledge of the theories, principles, techniques, and practices of social service delivery systems. They must have a minimum of four (4) years professional supervisory and/or managerial experience in the human services and/or social service delivery systems. They must have a minimum of four (4) years of professional homeless services experience. This person will be responsible for day-to-day program operations, staff supervision, facility management, liaison with organizational executive leadership and DHS, and QA for HMIS data compliance.



### **Clinical Coordinator**

A Clinical Coordinator must be a Master's Level Licensed Social Worker, Counselor, or Psychologist with at least 5 years of experience including 3 years in a supervisory role in a clinical or behavioral health setting. The Clinical Coordinator will provide clinical supervision and oversight to the service provided to youth as well as direct behavioral health services to ES clients. Regarding clinical supervision, this person is responsible for conducting at least bi-weekly direct supervision with case management staff to ensure appropriate treatment planning, intervention, and client progress. Regarding clinical services, this person is responsible for facilitating therapeutic groups as well as psychoeducational groups and individualized therapeutic to ES clients. The Clinical Coordinator will also collaborate with Core Service or other Behavioral Health providers to ensure ES clients receive mental health and substance abuse services timely and as appropriate including assessments and reassessments, and medication management services.

### **Case Managers**

All Case Managers must meet minimum qualification standards. The minimum qualifications for Case Managers are a bachelor's degree in social work, Psychology, Sociology, Counseling, or related service/science or health care related disciplines and two (2) years of experience providing case management services. Case Management staff should have experience working with clients with behavioral health and substance abuse backgrounds. Where necessary and appropriate, with pre-approval by DHS, a Case Manager without a bachelor's degree can meet minimum qualifications by substituting at least four (4) years of work experience in a social service and/or human service field in the area of case management. Certification and/or licensure in relevant discipline (e.g., certified addictions counselor) may also substitute for educational requirements. Case Managers should have experience in assisting clients with applying to benefit programs such as Supplemental Food Assistance Program, Social Security Benefits, and Medicaid. Both education and work experience can be substituted if an individual has received a Peer Case Management Certification through DHS's Peer Case Management Institute. Grantees are strongly encouraged to employ at least one Bilingual Case Manager and ensure that culturally competent and linguistically appropriate services are provided to clients.

### **Youth Engagement Specialist (YES)**

All Youth Engagement Specialists must meet minimum qualification standards. The minimum qualification for Youth Engagement Specialists is a High School Diploma and 5 years of experience working with the target population in a residential or community setting. Knowledge of youth development principles, conflict resolution, effective communication, and de-escalation is critical.

The ES program should have at minimum (1) 100% FTE designated as the Program Manager, (1) 100% FTE dedicated as the Clinical Coordinator and at least (1) 100% FTE Case Manager for every 12 ES clients. (Ratio 1:12)

The ES program should provide a staffing pattern that provides a combination of YES and other supportive staff.

### **Low Barrier Case Management Services**

The key personnel specified in this RFA are essential to the work being performed here under.

### **Case Manager**

The Case Manager must meet minimum qualification standards. The minimum qualifications for the Case Manager are a bachelor's degree in social work, Psychology, Sociology, Counseling, or related service/science or healthcare related disciplines and two (2) year of experience providing case management services. Case Management staff should have experience working with clients with behavioral health and



substance abuse backgrounds. Where necessary and appropriate, with pre-approval by DHS, a Case Manager without a bachelor's degree can meet minimum qualifications by substituting at least four (4) years of work experience in a social service and/or human service field in the area of case management. Certification and/or licensure in relevant discipline (e.g., certified addictions counselor) may also substitute for educational requirements. The Case Manager should have experience in assisting clients with applying to benefit programs such as Supplemental Food Assistance Program, Social Security Benefits, and Medicaid. Both education and work experience can be substituted if an individual has received a Peer Case Management Certification through DHS's Peer Case Management Institute.

Case Manager must receive supervision from supervisory personnel.

Both education and work experience can be substituted if an individual has received a Peer Case Management Certification through DHS's Peer Case Management Institute.

Grantees are strongly encouraged to employ a Bilingual Case Manager and ensure that culturally competent and linguistically appropriate services are provided to clients.

The LBCM *program* must have at least (1) 100% FTE designated as the Case Manager for every 20 LBCM clients. (Ratio 1:20)

### **B. Staff Suitability Screening**

The Grantee shall ensure that its staff and/or volunteers are in compliance with DHS/FSA's Suitability Screening for Service Provider Employees & Volunteers Serving Clients of the DC Department of Human Services (Suitability Screening Policy); the Child and Youth, Safety and Health Omnibus Amendment Act (Omnibus Act) 15 of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official §§ 1-620.31, et seq. and 4-1501, et seq.), as amended, and any other substantially similar succeeding legislation and attendant regulations. The Grantee must maintain all compliance records which includes but is not limited to the Suitability Screening Policy documentation and Omnibus Act documentation for applicable staff, volunteers, subcontractors, sub-grantees, interns, and any other individuals working under this Agreement, and DHS may request these records at any time.

The Grantee shall ensure all clearance documentation is valid throughout the entirety of the period of performance for this Agreement, including any renewal(s). If the Grantee fails to adhere to the District's Suitability Screening Policy and other related regulations, the Grantee is prohibited from performing services under this Agreement. The Grantee shall provide annual clearance renewals prior to its expiration, or the Grantee will be in violation of the terms of this Agreement.

The Grantee shall report to the DHS/FSA Grant Administrator within three (3) business days all applicable post-screening criminal convictions, felony charges, and suspension or revocation of a driver's license (if applicable to the position).

The Grantee must ensure all staff background clearances must be valid throughout the entirety of this Agreement, including during subsequent Grant Award renewals. If the Grantee's staff or contractor employed under this Agreement does not meet the guidelines above, they are prohibited from performing any Program services. The Grantee is responsible for all clearance renewals prior to their expiration.

### **C. Staff Training Requirements**

The Grantee shall provide orientation sessions for each staff member and volunteer covering administrative procedures, program goals, policies and practices to be adhered to under this award.

Grantee(s) shall identify a staff member to serve as the Americans Disabilities Act (ADA) liaison to



ensure all requisite ADA requirements are met, training occurs where appropriate and updates are communicated to the larger staff.

Prospective Grantee shall ensure that all staff funded by the award completes DHS required trainings.

The following training courses are required by DHS through TCP:

- i. Coordinated Assessment and Housing Placement (CAHP) System
- ii. VI-SPDAT, TAY-VI-SPDAT, Full SPDAT and/or Full F-SPDAT –
- iii. Unusual Incident Reporting Training
- iv. Homeless Services Reform Act (2005) Regulation Overview
- v. Language Access Act of 2004
- vi. Reasonable Accommodations and Titles 11 and 111 of the Americans with Disabilities Act of 1990 (ADA)
- vii. Suicide Risk Assessment & Prevention
- viii. Non-Violent Crisis Intervention
- ix. Non-Coercive Approaches to Conflict Management
- x. Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- xi. Boundaries and Confidentiality
- xii. Mandated Reporting for Children and Adult Seniors
- xiii. Homeless Management Information System (HMIS 100, 103, 107)
- xiv. Cultural Competency and Sensitivity (including LGBTQ+ Cultural Competency)
- xv. Landlord-Tenant Rights and Responsibilities
- xvi. Landlord-Tenant Mitigation
- xvii. Domestic Violence
- xviii. Emergency Preparedness
- xix. Fair Housing
- xx. Housing Quality Standards
- xxi. Narcan for Low Barrier Shelter (LBS) and Hypothermia Shelters
- xxii. Trauma Informed Care

The following trainings courses can be completed through an outside training vendor after informing DHS of chosen vendor:

- xxiii. Sexual Harassment
- xxiv. Security Training (for security vendor)
- xxv. CPR First Aid
- xxvi. Housing Based Case Management

## 2.10 EQUIPMENT

### Property Purchased with District Funds

The Grantee shall, within sixty (60) days of execution of this grant award, provide the Grant Administrator with an inventory of all equipment and supplies purchased with grant funds, with a purchase price of three hundred (\$300) or more per item.

For all property subsequently purchased or acquired, the Grantee shall maintain an inventory showing: (a) purchase price; (b) grant number; (c) name of item; (d) manufacturer's name; (e) serial and/or model number (if applicable); (f) acquisition document reference or data; (g) guarantee or warranty lapse date; (h)



location; (i) unit price; (j) additional costs (if any) for transportation, installation, or taxes (each as a separate item).

The Grantee shall maintain a current inventory of all property, equipment, and supplies, and DHS shall have the right to inspect and reclaim all or part of such items upon expiration of the grant.

## **SECTION 3. GENERAL PROVISIONS**

### **3.1 Cultural Competency**

In applying for this Grant, prospective Grantee(s) shall demonstrate their understanding of the nature/needs of the unsheltered population. Experience working with these unsheltered individuals will be considered, as well as the Grantee(s)' articulated plan to administer culturally competent and culturally sensitive services for unsheltered individuals ages 18-24, to include LGBTQ+ individuals.

### **3.2 Grant Management and Administration**

Prospective Grantees under this RFA shall:

- A.** Participate freely with the Grant Administrator, providing information as requested.
- B.** Ensure that youth who access shelter services or interact with shelter staff either on-site or in the community have access to additional sources of services and support, as appropriate.
- C.** Develop a Quality Assurance (QA) Plan designed to monitor and evaluate activities of staff performing services under this RFA, including staff working as part of a team to provide services that are related to a resident's service plan.
- D.** Provide data monthly to DHS/FSA in accordance with the reporting requirements included in the Grant Agreement.
- E.** Provide data in accordance with the reporting requirements detailed in Section 3.4 in a manner conducive to detailed independent verification. All reporting requirements shall be carried out in accordance with the DHS/FSA's policies and procedures and report templates, including any subsequent amendments. The Grantee(s) shall comply with relevant privacy and confidentiality standards, HIPAA, and any electronic formatting specifications.
- F.** Prepare documentation and participate in an Annual Performance Evaluation and Audit.
- G.** Attend meetings to obtain updates from DHS, participate in continuous improvement discussions, and provide or explain additional information regarding reports submitted. The Grantee(s) shall be required to send appropriate management staff to attend such meetings as required by DHS/FSA.
- H.** Obtain approval from DHS/FSA for any informational materials prior to printing to ensure that appropriate citations are included, and the focus of the materials meet the public information and education needs for which they are designed to address. Where appropriate, Grantee(s) must translate its program information into the languages of the target populations that it serves or, at a minimum, into the four of the six languages required by the Language Access Act. These languages include Amharic, Chinese, French, Korean, Spanish, and Vietnamese.
- I.** Provide information such as positive outcome stories, information about special events, issues/concerns, etc., to the DHS/FSA Grant Administrator, as needed or upon request.
- J.** In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the Grantee(s) shall ensure the delivery of services are free from discrimination on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities,



matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, and place of residence or business. In addition, Grantee(s) shall ensure the delivery of services is free from workplace sexual harassment of residents and staff. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

- K.** Utilize a culturally competent youth development approach to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility; Conduct intake and administer the program in a culturally sensitive manner taking into the account the needs and vulnerabilities of homeless and unstably housed youth. Use Language Line services to provide translation services when clients require services in languages other than English
- L.** Utilize a harm reduction approach in working with youth served by the youth program. Harm reduction, or harm minimization, refers to a range of intentional practices and public health policies designed to lessen the negative social and/or physical consequences associated with various behaviors, both legal and illegal.

### **3.3 Confidentiality of Records**

The Grantee must demonstrate an ability to maintain the confidentiality of participant information and to report the information specified below to the DHS/FSA. Specifically, the grantee must agree to and abide by the following conditions:

**A.** The Grantee shall ensure that all records and information concerning: victims and potential victims of domestic violence; presence of a communicable disease or non-communicable disease such as HIV/AIDS, mental illness or 21 treatment for mental illness, and substance or alcohol abuse, is to be held strictly confidential and shall not be divulged to unauthorized persons, in accordance with the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005 (D.C. Official Code §§ 4-754.11(a)(7) and 4-754.21(12)); and any other applicable District and federal confidentiality laws. The Grantee must demonstrate an ability to maintain the confidentiality of clients' information and to report the information specified below to the DHS. Specifically, the Grantee must agree to and abide by the following conditions:

- 1. Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents of existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons;
- 2. No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented; and
- 3. Volunteers must also sign a confidentiality agreement prior to participation in the Grantee's Program.

**B.** The Grantee shall keep accurate records of the program and the ongoing progress of the Grantee's activities. The Grantee shall provide the DHS/FSA Grant Administrator, and other authorized representatives of DHS and District government, such access to programs and financial records as may be necessary for monitoring purposes, with exemption to confidentiality requirements. To ensure confidentiality and security, records should be kept in a locked file controlled by the Grantee's senior staff. The Grantee's shall retain all records for at least three (3) years following the final close-out of the Agreement. The Grantee shall retain all records for at least three (3) years following the final close-out of the Agreement.



### **3.4 Reporting Requirements**

#### **A. Client Level Data Collection**

The Grantee(s) shall use the HMIS to document demographic information, client services, and other case management information. The Grantee must abide by The Community Partnership's (TCP's) current DC Standard Policies and Operating Procedures (DC SOP) which outlines the use of the DC HMIS as well as staff and training requirements. All client data must be entered in DC HMIS within forty-eight (48) hours of services performed. The Grantee must abide by The Community Partnership's (TCP's) current DC Standard Policies and Operating Procedures (DC SOP) which outlines the use of the DC HMIS as well as staff and training requirements.

Grantee(s) will be responsible for using DC HMIS to track outcomes, utilization rates, and turn-aways of youth who seek or receive services in the grant housing program and analyze results of the data collection. Data collection includes but is not limited to: the number of program entry and exit for each youth who present at the housing program covered by this RFA; if applicable, the number of CAHP assessments conducted on youth who present for service to the housing program covered by this RFA; referrals and services provided to clients (e.g. food, clothing, hygiene products, transportation, etc.); and youth turned away from service. Grantee shall enter service engagements and daily notes into HMIS to track services received at the facility.

**HMIS Data Completion Threshold:** The HMIS Data Completion Threshold refers to the level of HMIS data completion required of the Grantee. The Grantee must maintain HMIS records for each person served by the program. All HMIS records must be at least ninety percent (90%) complete.

#### **B. Programmatic Reporting**

Grantee shall submit a monthly report to the Grant Administrator, no later than the 10th day after the end of each month for which the report is submitted via DHS QuickBase Reporting System or another mechanism based on DHS instruction. The monthly report submitted by the Grantee shall include information regarding programmatic milestones including number of youth served, collaboration and partnerships with the other organizations, program enhancements, job development and case management activities, challenges encountered, advocacy issues, actions taken, success stories, trainings attended, outreach activities, Status of work plan, summary of QA plan and activities, plans for upcoming months, the results of the evaluation services under the QA program, and additional information at DHS request including but not limited to special populations services; status of new initiative; program outcome data; and follow-up on reported programmatic challenges or concerns as identified by DHS or the Grantee.

#### **C. 90-Day Emergency Shelter Performance and Utilization Metrics**

The Grantee shall be responsible for collecting and tracking client level data at least monthly based on the following metrics:

- i. Number of clients served in ES daily
- ii. Types of services provided monthly
- iii. % of youth connected to housing programs
- iv. % of youth who receive active CM services



- v. Percentage of youth who gain employment (fulltime, parttime, or temporary) within the program period.
- vi. Percentage of youth who make measurable progress or complete an educational credential (GED, diploma, certification, or training completion).

#### **90-Day Emergency Shelter Performance and Utilization Standards**

- i. Up to 54 customers should be served at ES daily. Customers utilization of the ES is tracked in their individual HMIS profile through the entry report.
- ii. At least 80% of clients will receive supportive services including meals, showers, clothing, assistance with vital documents, case management services, group activities, and connections to external resources (mental health services, substance abuse services, employment, training). Services are tracked in HMIS through service code entries.
- iii. At least 80% of youth should be matched to housing programs.
- iv. At least 80% of youth should receive active case management services.
- v. At least 60% of enrolled youth will obtain employment within 6 months of engagement in services.
- vi. At least 60% of enrolled youth will demonstrate measurable academic progress or complete a credential within 12 months.

#### **D. Low Barrier Case Management Services Performance and Utilization Metrics**

The Grantee shall be responsible for collecting and tracking client level data at least monthly based on the following metrics:

- i. Number of clients served daily
- ii. Types of services provided daily
- iii. % of youth connected to housing programs
- iv. % of youth who receive active case management services.
- v. Percentage of enrolled youth who obtain employment, increase earned income, or participate in workforce development activities.
- vi. Percentage of enrolled youth who enroll in, remain engaged in, or complete an educational program.

#### **Low Barrier Case Management Performance and Utilization Standards**

The grantee shall be responsible for the following Performance and Utilization Standards Outcomes:

- i. Up to 12 male and 8 female clients should be served at LBCM daily. Client's utilization of services for the LBCM is tracked in their individual HMIS profile through the entry report.
- ii. At least 80% of clients will receive supportive services including meals, showers, clothing, assistance with vital documents, case management services, group activities, and connections to external resources (mental health services, substance abuse services, employment, training). Services are tracked in HMIS through service code entries.
- iii. At least 80% of youth will be matched to housing programs
- iv. At least 80% of youth received active CM services.
- v. At least 50% of youth enrolled in employment services will obtain unsubsidized employment or increase employment income or complete a workforce training, apprenticeship, internship, or job readiness program.
- vi. At least 60% of youth receiving education services will enroll in secondary education, GED, post-secondary education, vocational training, or certification programs.



#### **E. Closeout Report**

The Grantee shall submit to DHS a final report no later than 30 days after expiration of the Grant Agreement. The final report shall summarize all data collection, data analysis, findings, and recommendations. DHS shall provide a template for this report.

#### **F. Unusual Incident Reporting**

The Provider shall report unusual incidents through the DHS unusual incident database, available online at <https://dhs.dc.gov/page/unusual-incidents>, immediately, or as soon as safely possible after the occurrence of the incident, but no later than twenty four (24) hours after its occurrence, to the Office of Program Review, Monitoring and Investigation (OPRMI) and any other appropriate DHS- designated offices (to be provided within thirty (30) days of HCA award). The requirement for the Provider to submit an unusual incident to DHS no later than twenty-four (24) hours after the incident occurs includes all unusual incidents, even when the incident occurs on a holiday or a day the District government is closed for operation. Specific reporting protocol shall be provided to Grantees upon grant award.

### **3.5 Payment Provisions**

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

DHS will not reimburse the Grantee for any work undertaken before DHS notifies the recipient of the final award of the grant.

If the prospective Grantee(s) seeks advance payment, it must request such payment in its proposal and explain why an advance payment is being requested. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under this RFA, the availability, amount and frequency thereof as detailed in the Grant Agreement. Grantee(s) may reasonably expect to receive an initial advance payment of up to 25% of the funded amount upon having an executed Grant Agreement.

For the remaining funding, DHS will reimburse the Grantee only for expenditures incurred to perform work under the Grant Agreement. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under the grant agreement, the availability, amount, and frequency thereof will be detailed in the grant agreement.

The Grantee shall return to DHS any funds relating to the Grant paid to the Grantee more than the Eligible Costs of services and/or Budget provided under this Agreement (including advance payments as described in the Grant Agreement within ten (10) business days of completion of the Grant or upon notification of DHS in writing. If the Grantee fails to return excess funds, DHS may deduct the appropriate amount from subsequent payments due to the Grantee. DHS also reserves the right to recover such funds by any other legal means necessary.

DHS operates in the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include all required supporting documentation.



Reimbursements will be mailed to the address on file for the grantee. DHS may make electronic payments in lieu of mailing checks. DHS generally pays grant invoices 30 days after the Grantee submits them through the E-Invoicing portal.

### 3.6 Certifications and Assurances

The Grantee(s) shall complete and return the Certifications [Attachment B] and Assurances [Attachment C] with the application submission. If an applicant is not incorporated, a representative from the incorporated collaborating organization must sign the Certifications and Assurances.

### 3.7 Insurance

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

#### A. GENERAL REQUIREMENTS

The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Manager (GA) giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the GA.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

#### B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations aggregate, and \$1,000,000 personal and advertising injury aggregate limit.
2. The Commercial General Liability shall be further endorsed to:
  - a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2010 0413 and CG2037 04 13 (or its equivalent) to The Government of the District of Columbia



- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Any Annual Aggregate shall apply on a per location or per project basis
- e) Defense costs shall be in addition to and not erode the limits of liability

3. Automobile Liability Insurance

The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor in connection with work under this agreement, with a minimum combined single limit of \$1,000,000. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Defense costs shall be in addition to and not erode the limits of liability
- e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)
- f. Moving and Storage Companies shall be required to provide evidence of BMC91 or BMC91X filing

For Grantees providing transportation:

Grantees providing transportation must additionally comply with the following:

- a) Operators holding a restricted WMATC Certificate of Authority must have a single limit of \$1.5 million in combined (bodily injury and physical damage) coverage, or
- b) Operators holding an unrestricted WMATC Certificate of Authority must have a single limit of \$5M in combined (bodily injury and physical damage) coverage.

In addition, both types of WMATC certificate holders must have in place the following Licensing Requirements as applicable:

- a) Commercial Driver's License (CDL) with the following endorsements:
  - i) P (Passenger): All drivers MUST have a P endorsement enabling them to transport passengers (16 or more).
  - ii) S (School Bus): All drivers operating school buses (flashing lights, swing arm w/stop sign) must also have an S endorsement. Please note that driver credentials for any vehicles that are converted school buses must have S.
- b) Valid (unexpired) US Department of Transportation Medical Examiner Certification ("Medical Card").

For Grantees using District Government-Owned Vehicles:

Agencies that provide Grantees with District Government-owned or leased motor vehicles are responsible for ensuring that such vehicles are used only for the performance under this Grant. Grantee and its subcontractors are prohibited from using such vehicles for home-to-



work transportation unless specifically provided for under the terms of the Grant and approved in writing by the GA or otherwise provided by law. Grantee shall obtain automobile liability insurance with a minimum combined single limit of \$1,000,000 to cover bodily injury and property damage to protect the Grantee and the District Government against third-party claims arising from the use of District Government-owned vehicles. The Commercial Auto Liability Policy shall be endorsed to include:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds; and
- c. A waiver of subrogation in favor of The Government of the District of Columbia.

In the event of loss, destruction, or damage to any government-owned vehicles used in the performance of contract, Grantee shall be liable for full cost of repair or replacement of lost, destroyed, or damaged vehicle.

4. Workers' Compensation Insurance

The Grantee shall provide evidence satisfactory to the GA of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

5. Employer's Liability Insurance

The Grantee shall provide evidence satisfactory to the GA of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
- c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.

6. Cyber (Media Liability and Network Security/Privacy) Liability Insurance

The grantee shall provide covering acts, errors, omissions, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$1,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Grantee on behalf of The Government of the District of Columbia in the



event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

7. Professional Liability Insurance (Errors & Omissions)

The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

8. Commercial Umbrella or Excess Liability

The Grantee shall provide evidence satisfactory to the GA of commercial umbrella with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate. Coverage must excess of required commercial general liability, commercial auto liability, and employers' liability. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

9. Crime Insurance (3rd Party Indemnity)

The Grantee shall provide a Crime policy including 3<sup>rd</sup> party fidelity to cover the dishonest acts of Contractors, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit of \$100,000 per occurrence.

10. Sexual/Physical Abuse & Molestation

The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional, or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand-alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So called "silent" coverage or "shared" limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the Office of Risk Management for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS



Any and all subcontractors engaged by Grantee for work under this Grant shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements for the subcontractor than the ones outlined in the Grant, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor to the GA. The GA will promptly provide in writing to the Grantee with a decision regarding the insurance requirements applicable to the subcontractor. When requested by the GA, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

**D. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

**E. DURATION**

The Contractor shall carry all required insurance until all grant work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this grant and two years for non-construction related contracts.

**F. LIABILITY**

These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the contractor's liability under this grant.

**G. CONTRACTOR'S PROPERTY**

Grantee and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding, and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.

**H. MEASURE OF PAYMENT**

The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all the costs of insurance and bonds in the contract price.

**I. NOTIFICATION**

The Grantee shall ensure that all policies provide that the GA shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no long complying with the above requirements. The Grantee shall provide the GA with ten (10) days' prior written notice in the event of non-payment of premium. The Grantee will also provide the GA with an updated Certificate of Insurance should its insurance coverages renew during the Grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term



by giving Grantee at least 30 days' notice of the change. Grantee must comply, at your expense, and deliver to the GA evidence of compliance before the change becomes effective.

**J. CERTIFICATES OF INSURANCE**

The Grantee must send to GA, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding Grant number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia  
And mailed to the attention of:**

**Keisha Jefferson/Department of Human Services/FSA-Operations  
64 New York Avenue, N.E. Washington, D.C. 20002  
202-246-0331  
Keisha.jefferson@dc.gov**

The GA may request, and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the Grant, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the GA prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the GA on an annual basis as the coverage is renewed (or replaced).

**K. DISCLOSURE OF INFORMATION**

The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this Grant.

**L. CARRIER RATINGS**

All Grantee's and its subcontractors' insurance required in connection with this Grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.

**M. WARRANTIES**

When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). GA should collect, review for accuracy, and maintain all warranties for goods and services.



It is DHS' expectation that the Grantee's budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

### **3.8 Audits and Accounting**

The Grantee shall maintain an accounting system that:

- A. Conforms to generally accepted accounting principles.
- B. Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and
- C. Allows for the identification and review of documents supporting an accounting entry.

The Grantee shall assist, and shall require that its contractors, subcontractors, and subgrantees assist, in the inspection and provision of financial records relevant to the Grant, including financial statements and tax returns.

At any time before final payment on this Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, and for three (3) years thereafter, the District shall have the right to audit the Grantee, its contractors, subcontractors, or subgrantees.

If a federal agency undertakes an audit of the Grantee in connection with the Grant, the Grantee shall make available to DHS all information that the audit requires, including information from its contractors, subcontractors, subgrantees, and, as practicable, Grantees.

The Grantee shall, upon DHS request, repay to DHS a reimbursed expenditure that DHS has disallowed after an audit.

### **3.9 Non-discrimination in the Delivery of Services**

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intra-family offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, et seq.), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

### **3.10 Conflicts of Interest**

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, the Grantee(s) or a person participating in an administrative decision regarding a project is likely to profit or otherwise receive undue benefit from the decision or his or her immediate family member is likely to profit or otherwise receive undue benefit from the decision.



### **3.11 Records and Recordkeeping**

Grantee(s) shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee(s) shall provide DHS/FSA such access to programs and financial records as may be necessary for monitoring purposes. The Grantee(s) shall provide DHS/FSA such access to programs and financial records as may be necessary for monitoring purposes.

Grantee(s) are expected to keep records of overall activities, evaluations of services, and files on all staff engaged in services provided under the prospective Grant Agreement. To ensure confidentiality and security, the Grantee(s) shall keep records in a locked file controlled by appropriate staff and available to the Grant Administrator upon request. The Grantee(s) shall retain records for at least three (3) years following the final close-out of the grant.

### **3.12 Client Grievances & Feedback**

The Grantee(s) shall establish a process for residents to file grievances within thirty (30) days of the award and shall ensure the grievance box forms are posted prominently in common areas. The Grantee(s) shall monitor, maintain a log, and follow-up on grievances received within 72 hours.

The Grantee(s) shall include a procedure for soliciting resident feedback for the purpose of continuous programmatic improvement. The procedures for soliciting resident feedback platforms may include, but are not limited to, town hall meetings attended by program supervisors/senior management, a locked comment box only accessible by program supervisors/senior management, or a periodic customer service survey (survey administration shall ensure that residents are provided the opportunity to respond based on their length of stay). Clients shall have the right to provide feedback directly or anonymously without retaliation from staff.

### **3.13 Grant Termination**

Under DC Code 1-328.15a, a grant agreement for a District (local)-funded grant awarded on a competitive basis may only be terminated before the end of a grant agreement if:

The grantee fails to comply with the terms or conditions of the grant agreement or applicable laws; or  
DHS and grantee mutually determine that the continuation of the grant agreement would not produce beneficial results commensurate with the further expenditure of funds.

For an agency to initiate the termination of a grant because the grantee has failed to comply with the grant agreement or applicable law, the agency must provide a show-cause notice to the grantee. The show-cause notice must include:

- A. A statement that the agency intends to terminate the grant;
- B. A description of the agency's reason(s) for the proposed termination;
- C. The effective date for termination;
- D. A statement that the grantee has the opportunity to show cause why the grant should not be terminated by responding w within 10 business days and including any facts bearing on the intended termination.

DHS/FSA may exercise an option to renew the grant for up to four additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and funds are available.

Should a Grantee intend to discontinue the provision of services prior to the conclusion of the grant period, the Grantee must notify the DHS/FSA in a written statement at least sixty days prior to the abatement of services.



### **3.14 Rights to Data**

All data produced in the performance of this grant shall be the sole property of the District of Columbia. The Grantee shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

### **3.15 Compliance with Tax Obligations**

Prior to execution of a grant agreement an applicant must follow tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

### **3.16 Award Process**

DHS/FSA will make the funds available through a competitive process to identify organizations interested in offering and administering the Youth 90-Day Emergency Shelter and Low Barrier Case Management Services Provider. Applications that meet all eligibility and application requirements will be evaluated, scored, and rated by a DHS/FSA designated review panel.

The final decision to fund applicants rests solely with DHS/FSA. After reviewing the recommendations of the review panel and any other relevant information, DHS/FSA shall decide which applicant(s) to fund.

## **SECTION 4. APPLICATION FORMAT**

### **4.1 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. Excluding attachments and appendices, the Application **must not exceed 15 pages**.

### **4.2 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.*

### **4.3 Table of Contents (Maximum 1 page)**

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

### **4.4 Applicant Summary (Maximum 2 pages)**

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. Prospective Grantees should indicate in this section if they will be applying for the Shelter and use the Project Narrative section to add more detailed information regarding expertise and program design as it relates to these specialty programs.

### **4.5 Project Narrative (Maximum 12 pages)**

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:



**A. Program Design (40 Points)**

- **40 Points:** The program design must detail all proposed activities and a work/project plan that demonstrates timely implementation. All proposed activities must be linked to the accomplishment of project objectives and must be consistent with the Program Scope.

The Program Design must specifically address how youth will be expeditiously connected to housing resources (ensuring a brief and nonrecurring presence at Shelter), address possible family reunification, identify housing resources for long-term housing solutions, complete all necessary assessments to support youth with matriculation through youth housing continuum (CAHP); increase behavioral health supports and services; obtain employment and/or increase earned income and income supports/benefits; and support youth with educational or training opportunities to contribute to overall stability.

**B. Organizational Capability and Relevant Experience (30 pts)**

- **10 Points:** The applicant must detail and demonstrate its knowledge, experience, and expertise in creating and maintaining shelter for the target population. Additionally, the applicant must detail and demonstrate its knowledge, experience, and expertise in providing homeless services for youth per the goals of the Solid Foundations of 2019 and this RFA. Knowledge, experience, and expertise should, at minimum, include:
  - Documented community ties, documented collaborations with youth providers, 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;
  - The organization must demonstrate prior experience evaluating homeless shelter services and presenting clear, evidence based findings. This includes the ability to conduct structured assessments of program operations, service delivery, client outcomes, and compliance with standards related to safety, case management, data quality, and overall shelter performance.
  - This should also include end results after the specific recommendations were provided.

*In reviewing the elements of the paragraph above, DHS will consider:*

- The knowledge and experience of the proposed project director and/or staff, including the day-to-day program manager, consultants and/or contractors in planning and managing the proposed activities. The Grantee will be evaluated in terms of recent, relevant and successful experience of staff in undertaking comparable activities.
- The review panel will give additional consideration to providers who are currently funded under a DHS youth grant.
- How proven linkages to the community will prove beneficial in this undertaking.
- **10 Points:** The Applicant must detail and demonstrate its ability to provide services with cultural competency and a youth development and harm reduction approach. At minimum, the Applicant must:
  - Identify and demonstrate an understanding of issues affecting the target population;
  - Detail approaches to service delivery including staffing, service delivery model, facility lay-out, etc. that detail how the shelter program will be culturally competent



- practices, utilize best practices in youth development and harm reduction; ensure that services provided; and
- Provide references from partners through letters of support from community-based organizations and/or advocacy groups including mandatory documented partnership with a behavioral health agency that accepts public insurance (Medicaid).
- **10 Points:** The Applicant must include a staffing plan. The staffing plan shall detail how the application will hire or maintain current staff that possess the qualification as detailed in section 2.8 Staffing Requirements. The Applicant must identify the qualifications of key shelter program staff, as well as the leadership team. The applicant must demonstrate an ability to provide quality case management, behavioral health services, clinical supervision, and program oversight, as well as QA. The plan, at minimum, must include details on succession of key positions and recruitment strategies.

#### C. Sound Fiscal Management and Reasonable Budget (Total 20 Points)

- **10 Points:** The Applicant shall provide details on its financial standing and ability to manage resources. The Applicant shall identify resources outside of this grant agreement that will be applied and/or leveraged towards services under this grant. Additionally, the applicant shall provide details on how funds under this grant will be managed, tracked, and reconciled monthly. The Applicant may also identify how it shall facilitate public/private collaborations to ensure that services funded under this grant will be coordinated with other services provided throughout the District, and that the District's investments are used to leverage additional investments/donations to the maximum extent possible to address the needs of the homeless youth population... The Applicant must provide evidence of sound fiscal management and financial stability. Examples of evidence include audited financial statements.
- **10 Points:** The applicant shall submit a detailed, line itemized budget that demonstrates how funds will be applied to meet the requirements.

A standard budget form is provided in Attachment F. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain justification for each category listed in the budget.

The narrative should clearly state how the applicant arrived at the budget figures.

**Personnel:** 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.

**Supplies:** List of proposed supplies (office and shelter), equipment and educational materials.

**Other:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions, and postage.

**Negotiated Indirect Cost Rate Agreement (NICRA):** Applicants seeking reimbursement for indirect cost must provide documentation of their current federally negotiated indirect cost rate agreement. Indirect costs will be reimbursed at the approved rate and in accordance with



applicable federal regulations and award terms. Organizations without a current NICRA may utilize the 10% de minimis indirect cost rate where permitted under 2 CFR200.414(f).

**D. Overall Feasibility of the Project (Total 10 Points)**

- **5 Points:** The Applicant must demonstrate how its organization, including its leadership, will support the services under this RFA. This should include, at minimum, how these services align with the organization's mission, goals, strategic objectives, and/or day-to-day operations and services. The Applicant must also demonstrate that it has obtained key stakeholder approval and support for providing services under this RFA. Provide 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. Examples of approval could include a letter of intent signed by all current, governing board members
- **5 Points:** Clear, properly labeled, and complete files allow reviewers to quickly understand your proposal, verify eligibility, and assess your program's impact. Submitting an organized package not only reflects professionalism and attention to detail but also helps prevent delays or the need for resubmission ultimately strengthens your application's chances for success.

Applicants must submit a complete application package organized in the following order:

**Attachment A Applicant Profile**

**Attachment B Certifications**

**Attachment C Assurances**

**Attachment D Work Plan**

**Attachment E Staffing Plan**

**Attachment F Budget (separate attachment)**

**Attachment G Definitions**

**Attachment H Collaboration Commitment Form**

**Attachment I Confidentiality Statement**

Applications should be submitted in the order listed above. Failure to provide all required components may result in the application being deemed incomplete and ineligible for review.

**4.6 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. Code § 2-222.01 et seq.**

1. Unless otherwise provided by law, nonprofit organizations shall be compensated for indirect costs incurred in the provision of goods or performance of services under this Grant pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to be compensated for indirect costs:

(1) As calculated using a de minimis rate of 10% of all direct costs under this Grant;



- (2) By negotiating a new percentage indirect cost rate with the D.C. Department of Human Services (DHS);
  - (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however nonprofit organizations may request to renegotiate indirect cost rates pursuant to subsection (c) of this section; or
  - (4) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant. D.C. Official Code §2-222.02(a).
2. If this Grant is funded with federal funding or by a federal agency, indirect costs shall be compensated consistent with the requirements for pass-through entities in 2 C.F.R. § 332(a)(4), or any successor regulations. D.C. Official Code §2-222.02(b).
3. The Grantee shall pay indirect costs to any nonprofit organization or subgrantee at the same rate as the nonprofit organization would receive as a grantee with the District. D.C. Official Code §2-222.02(c).

#### **4.7 Appendices**

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

- 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.
- Planned job descriptions.
- IRS letter of non-profit corporation status, if applicable; or
- Form 990, Return of Organization Exempt from Income Tax, if applicable.
- Audited financial statement.
- Memorandum of Agreement from any entity teaming with the Prime to fulfill requirements under this grant award
- Signed letter stating that the applicant will market the entity as a DHS/FSA Project and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for the Project.
- District of Columbia Business License; and
- Certificate of Good Standing.



## SECTION 5. REVIEW AND SCORING OF APPLICATIONS

### 5.1 Review Panel

This is a competitive grant. The review panel will be composed of qualified, professional individuals who have been selected for their unique experiences in homelessness, healthcare, and human services planning and service delivery. The review panel will review, score, and rank applicant proposals for each component. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/FSA shall make final funding determinations.

### 5.2 Evaluation Factors

The reviewers score each proposal in accordance with the criteria and the points available as detailed below:

#### Executive Summary (1-2 pages, not scored)

- ☐ Applicants should briefly describe:
  - The applicant organization (age, size, mission, core programs),
  - The component(s) the applicant is(are) is applying for,
  - Whether the applicant is applying as a solo entity or as part of a team (and in the latter instance, identifying the Prime)
  - The applicant's vision for the programming, including how it fits into the District's larger Homeward DC strategy.
  - The 2-3 unique attributes or qualifications that the applicant believes positions its organization ahead of other applicants about fulfilling the requirements of the solicitation.
- ☐ The Executive Summary shall not be scored but shall be used to orient the review panel to the applicant's proposal.

#### Evaluation Criteria

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the review committee. A total maximum of 100 points is possible points. Only applicants who score at least 80 points will be in the competitive range for grant awards.

Interviews, questions and/or site visits may be scheduled or sent to clarify proposals. Negotiations with qualified applicants with respect to program size, location, or cost may precede contract award decisions.



| Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Maximum Points |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Program Design</b> - Successful applicants will clearly identify, articulate, and detail how all elements will be executed                                                                                                                                                                                                                                                                                                                                                               | 40             |
| <b>Organizational Capability and Relevant Experience</b> – The applicant must detail and demonstrate its knowledge, experience, and expertise in creating and maintaining shelter programs or providing case management services for the target population. Additionally, the applicant must detail and demonstrate its knowledge, experience, and expertise in providing homeless services for youth per the requirements of the End Youth Homelessness Amendment Act of 2014 and this RFA | 30             |
| <b>Sound Fiscal Management and Reasonable Budget</b> – The Applicant shall provide details on its financial standing and ability to manage resources. The Applicant shall identify resources outside of this grant agreement that will be applied and/or leveraged towards services under this grant. The applicant shall submit a detailed, line itemized budget that demonstrates how funds will be applied to meet the requirements.                                                     | 20             |
| <b>Overall Feasibility of the Project</b> - Applicant shall submit documentation to ensure proper cost controls.                                                                                                                                                                                                                                                                                                                                                                            | 10             |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>100</b>     |

#### **Bonus Points-Site Control**

Applicants that demonstrate established site control for the proposed 90-day Emergency Shelter location(s) will receive additional evaluation points. Site control may be demonstrated through ownership, a lease agreement, a memorandum of understanding, or other legally binding documentation showing the applicant's right to use the property for the proposed project. Documentation of site control must be included with the application at the time of submission to be eligible for bonus points.

#### **Bonus Scoring**

Up to **10 bonus points** will be awarded to applicants that provide documentation demonstrating established site control for the proposed shelter location(s). The strength and readiness of the site control documentation may be considered in awarding points.

#### **5.3 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/FSA. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/FSA shall decide which applicants to award and at what funding levels.

### **SECTION 6. APPLICATION SUBMISSION REQUIREMENTS**

#### **6.1 Submission Date and Time**

To be considered for funding, applications must be received no later than 5:00pm EST. on July 10, 2026. All applications will be recorded upon receipt. Applications received after 5:00pm EST. on July 10, 2026



will not be considered for funding. Supplements, deletions, or changes to the application will not be accepted after submission.

## **LATE APPLICATIONS WILL NOT BE ACCEPTED**

### **SECTION 7. LIST OF ATTACHMENTS**

**Attachment A Applicant Profile**

**Attachment B Certifications**

**Attachment C Assurances**

**Attachment D Work Plan**

**Attachment E Staffing Plan**

**Attachment F Budget (separate attachment)**

**Attachment G Definitions**

**Attachment H Collaboration Commitment Form**

**Attachment I Confidentiality Statement**



**Attachment A – Applicant Profile**

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

**YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT  
SERVICES PROVIDER**

**RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

**Applicant Name:** \_\_\_\_\_

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

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

**Ward(s):** \_\_\_\_\_

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

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

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

**DUNS Number:** \_\_\_\_\_

**Program Descriptions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget (Total funds requested):** \_\_\_\_\_

**DC**DEPARTMENT *of*  
HUMAN SERVICES**Attachment B - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drugfree- Workplace Requirements****GOVERNMENT OF THE DISTRICT OF COLUMBIA****Office of the Chief Financial Officer****Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements**

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

**1. Lobbying**

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

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

**2. Debarment, Suspension, and Other Responsibility Matters**

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



- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

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

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The applicant's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;



(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted

employees must provide notice, including position title to: Office of Risk Management, 441 4<sup>th</sup> Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and 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).

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 C.F.R. Part 67, subpart F, for grantees as defined at 28 C.F.R. Part 83:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

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

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

1. Grantee Name and Address

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2. Application Number and/or Project Name

---

---

3. Federal Tax Identification No.

---



4. Typed Name and Title of Authorized Representative

---

5. Signature

6. Date

---



**DC**

DEPARTMENT of  
HUMAN SERVICES

## **Attachment C - Assurances**

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

#### **YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT SERVICES PROVIDER**

##### **RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21,

A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements, 28 C.F.R. Part 66, Common Rule, that governs the application, acceptance and use of Federal funds for this federally assisted project.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. §§ 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 87 Stat. 975). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. § §569a-1, *et seq.*) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature & Title

**Attachment D – Work Plan**

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

**YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT SERVICES PROVIDER  
RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

*Note: Begin proposed work plan at award date*

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

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

DEPARTMENT *of*  
HUMAN SERVICES[illegible]



**Attachment E – Staffing Plan**

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

**YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT SERVICES  
PROVIDER**

**RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

| <b>Name</b> | <b>Job Title as listed<br/>on the Job<br/>Description</b> | <b># of<br/>hours<br/>per<br/>week</b> | <b>Suitability<br/>Screening<br/>Level</b> | <b>Hourly<br/>Rate<br/>of Pay</b> | <b>Annual<br/>Salary</b> | <b>% of<br/>Salary<br/>Charged</b> | <b>Amount<br/>Charged to<br/>Grant</b> |
|-------------|-----------------------------------------------------------|----------------------------------------|--------------------------------------------|-----------------------------------|--------------------------|------------------------------------|----------------------------------------|
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |
|             |                                                           |                                        |                                            |                                   |                          |                                    |                                        |

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

**Attachment F - Budget**

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

**YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT SERVICES PROVIDER  
RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

Below is an example of a high-level budget. In submitting the budget with the application package, Grantee(s) must also break out all expenses into the services they support (e.g. supportive services, security, etc.).

|                              |                    |                         |              |
|------------------------------|--------------------|-------------------------|--------------|
| <b>Agency:</b>               |                    | <b>Program Year:</b>    |              |
| <b>Service Area:</b>         |                    | <b>Project Manager:</b> |              |
| <b>Budget:</b>               |                    | <b>Telephone Number</b> |              |
| <b>CATEGORY</b>              | <b>GRANT FUNDS</b> | <b>MATCHING FUNDS</b>   | <b>TOTAL</b> |
| <b>Personnel</b>             |                    |                         |              |
| <b>Fringe Benefits</b>       |                    |                         |              |
| <b>Travel</b>                |                    |                         |              |
| <b>Equipment</b>             |                    |                         |              |
| <b>Supplies</b>              |                    |                         |              |
| <b>Contractual</b>           |                    |                         |              |
| <b>Other (specify)</b>       |                    |                         |              |
| <b>Subtotal Direct Costs</b> |                    |                         |              |
| <b>Indirect/Overhead</b>     |                    |                         |              |



DC

DEPARTMENT *of*  
HUMAN SERVICES

|       |  |  |  |
|-------|--|--|--|
| Total |  |  |  |
|-------|--|--|--|

## **Attachment G – Definitions**

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

#### **YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT SERVICES PROVIDER**

**RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

#### **Assessment**

A clinical evaluation performed by a qualified group or individual of the resident's physical, mental, behavioral, social, and emotional health. It takes into account the resident's perception of self and ability to function socially at home and in the community, and relevant historical data as it impacts the quality of the resident's life.

#### **At risk of chronic homelessness**

Means an individual or a family with a head of household who:

- a)** Is homeless and living in a place not meant for human habitation or in a shelter;
- b)** Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in § 21-1201(3)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; and
- c)** Does not have sufficient resources or support networks, such as family, friends, and faith-based or other social networks are immediately available to assist them in obtaining independent housing.

#### **Case Management**

A set of services and interventions focused on assisting the residents in the PSHP to obtain and retain independent housing, move towards the greatest degree of resident-driven goals, based on the preferences outlined in their Individualized Service Plan (ISP). These services include coordination of and assisting residents to access financial assistance, tenancy support, social services, health care services, and other resources available in the community.

#### **Case Note**

A chronological record of the delivery of services and support provided to head of households and their dependent and/or minor children. Case notes also provide the necessary documentation to support claims to funding sources, and provide a single place for case managers, social workers, supervisors and colleagues, state and federal auditors and others with appropriate access to read about recent case activity. They are written in Data Assessment Plan (DAP) format.

#### **Chronic Homelessness**

As defined in Housing Urban Development's (HUD) Continuum of Care Program interim rule a 24 CFR 578.3, a chronically homeless person is an individual who:

- a)** Is homeless and living in a place not meant for human habitation, a safe haven, or in a

emergency shelter;

**b)** Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and

**c)** Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

**d)** Has been residing in an institutional care facility, including a jail, substance use or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria for a chronically homeless individual, before entering that facility.

### **Collaboration**

When two or more service providers work together toward a common goal that will benefit the resident. The resident sets the goal, unless there is a safety issue that will negatively impact the resident, their family or others. comprehensive range of services for persons experiencing or at risk of experiencing homelessness.

### **Coordinated Assessment and Housing Placement (CAHP) System**

Also referred to as coordinated entry or coordinated intake. Per the HEARTH Act, HUD has required that all CoCs establish and operate a coordinated entry system. A coordinated entry system is a resident-centered process that streamlines access to the most appropriate housing intervention for each person experiencing homelessness. Within the CAHP system, residents are prioritized through a process that is data-driven and real-time. The CAHP system must be able to capture resident-specific information and communicate the data needed to facilitate a housing match/referral. In addition, the data collection and communication platform provide inputs to inform local policy and resource decisions. A coordinated entry system can be broken down into four key components: 1) Assessment, 2) Navigation and Case Conferencing, 3) Housing Referral with Choice, and 4) Data Collection and Communication.

### **Coordination**

Regular communication, information sharing, and collaboration, with case management and other staff serving the resident within and between agencies in the community. Coordination activities may include directly arranging access, reducing barriers to obtaining services, establishing linkages, and other activities recorded in case notes.

### **Culturally Competent**

Under the Homeless Services Reform Act (HSRA), refers to the ability of a Provider to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its residents so the Provider can respond to the needs of each resident.

### **Department of Behavioral Health (DBH) Community Response Team (CRT)**

Is a 24-7 multi-disciplinary direct service team, including homeless outreach, mobile crisis, and pre-arrest diversion. CRT supports adults who are experiencing emotional, psychiatric or substance use vulnerabilities to promote service engagement and overall behavioral health and wellness. These supports are provided through assessment, referral, short term care management, and follow-up. CRT also provides community education, individual and neighborhood outreach, behavioral health consultation, short term support for critical incidents, and co-response and intervention support for partner agencies and community organizations.

**De-escalation**

The use of verbal and non-violent crisis intervention techniques to decrease emotional, physical and mental stress levels of a resident in a situation before observing the need to call the Crisis Mobile Unit, assigned ACT Team, or other District agencies.

**Department**

The District of Columbia Department of Human Services (DHS) or any successor organizational unit (in whole or in part).

**Engage**

The act of interacting with a resident for the purposes of developing a helping relationship and providing case management services.

**Engagement**

The process through which a resident begins to actively participate in their ISP voluntarily.

**Exit**

When a resident is removed from the Program in accordance with program rules. Program rules require that the provider complete the Transfer or Closing summary, the Notice of Termination (not for deceased residents) or Notice of Transfer, along with completing a close out DAP note (which includes closing out the resident measurable objectives/timelines and updating the Biopsychosocial Assessment, which cannot be older than 6 months). This must be completed after reasonable efforts to engage the participant. The Provider will continue to provide case management services until the DHS Monitoring team exits the resident from HTH and completes their Exit Checklist.

**Family**

Under the HSRA, family means: A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and statements reasonably tend to demonstrate that they intend to remain together as a family unit; or a pregnant woman in her third trimester.

**Follow-Up**

Conducting an action that serves to increase the effectiveness of an initial resident action towards goal attainment via face-to-face visit, virtual platform, letter, text, email or phone call.

**Homeless**

Under HSRA, the definition is limited to an individual or family that:

- A)** Lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i)** An individual with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - ii)** An individual living in a supervised publicly or privately operated housing facility designated to provide temporary living arrangements, including shelters, Extended Transitional Housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals; or

- iii) An individual who is exiting an institution where he or she resided for 180 days or less and who resided in a shelter or place not meant for human habitation immediately before entering that institution;
  - B) Has lost or will imminently lose their primary nighttime residence, if:
    - i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance or has already been lost;
    - ii) No subsequent residence has been identified; and
    - iii) The individual lacks the resources or support networks, such as family, friends, and faith-based or other social networks, needed to obtain other permanent housing;
  - C) An unaccompanied youth, who:
    - i) Has not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    - ii) Has experienced persistent instability as measured by two moves of housing accommodations or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
    - iii) Can be expected to continue in such status for an extended period of time because of:
      - I) Chronic disabilities, chronic physical health or mental health conditions, substance addiction, or a history of domestic violence or childhood abuse (including neglect);
      - II) The presence, in the household, of a child or youth with a disability; or
      - III) Two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
  - D) Any individual or family who
    - i) Who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
    - ii) Has no other residence; and
    - iii) Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, needed to obtain other permanent housing.

### **Homeless Management Information System (HMIS)**

A software application designed to record and store resident-level information on the characteristics and service needs of people experiencing homelessness. Each CoC maintains its own HMIS, which can be tailored to meet local needs, but also must conform to HUD HMIS Data and Technical Standards.

### **Individual**

Any unaccompanied man or woman who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor Under District Law 15.

### **Individual Service Plan (ISP)**

A written agreement between the Enrollee and the District describing the results of the person-centered planning process addressing the strengths, preferences, needs and dreams as described by the resident. The plan consists of time-specific goals and objectives designed to promote resident-driven-goals and

attainment of permanent housing. These goals and objectives are based on the resident's assessed needs, desires, strengths, resources, and limitations.

**Key Personnel**

Key personnel shall include all essential staff required to implement and execute the scope of work in this RFA. Key Personnel in this RFA includes Program Managers/Directors, Case Manager Supervisors and Case Managers.

**Length of Stay**

Is the total number of nights that the persons served during the Report Period have been staying in the program, expressed as a median.

**Linkages**

When a Provider connects or joins a resident with a needed service or support. This could include, but is not limited to, communicating on behalf of the resident to the service, providing the resident contact information or completing needed applications or paperwork. The Provider must first ensure the service or support is current and viable.

**Resident**

As defined in the Homeless Services Reform Act (HSRA), a resident is an individual seeking, receiving, or eligible for services from programs offered by the District CoC. For purposes of the RFA the term 'resident' only applies to an individual.

**Program Rules**

The set of provider rules, resident rights, and complaint and appeal procedures, including those enumerated in this chapter, proposed by a particular provider for the purpose of governing the behavior and treatment of its residents and approved by the Mayor subject to § 4-754.32.

**Staff Suitability screenings**

Appointees, volunteers, and employees are subject to enhanced suitability screenings based on their position designations, which are determined by their job duties. If dictated by their duties, a position may be designated as one of the following.

**Supportive Services**

An array of medical, behavioral health, substance use, educational, social services, employment, life skills and financial services aimed at enabling housing placement, housing stability, health, wellness, community integration, resident-driven-goals, and the improved quality of life of an individual.

**Teaming**

A process that includes collaborating with stakeholders to include family members.

**Utilization Rate**

Utilization Rate is the rate at which a program's units or case management slots were occupied.

**Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT)**

The Vulnerability Index is a tool for identifying and prioritizing the homeless population for housing according to the fragility of their health. The SPDAT is an evidence-informed approach to assessing an individual's or family's acuity. The VI-SPDAT tool, across multiple components, prioritizes who

to serve next and why, while concurrently identifying the areas in the individual or family's life where support is most likely necessary in order to avoid housing instability. Co-occurring social and medical factors are the primary factors that contribute to homelessness. The VI-SPDAT was created through the merger of the Vulnerability Index, as owned and made popular by Community Solutions, and the SPDAT Pre-screen Tool, which is part of the SPDAT tool suite owned and created by Org Code Consulting, Inc.

**Warm Handoff**

The process of transferring a resident and all applicable documents (Transfer Summary, ROI, resident identification documents, etc.) from one Provider to another, and which coordinates the transfer of responsibility for the resident's ongoing care and continuing treatment and services.

**Wellness**

The act of practicing appreciable habits on a daily basis to attain elevated physical and mental health in excess of minimum standards of survival. The resident defines what these appreciable habits are how they will manifest on a daily basis.

**Attachment H – Collaboration Commitment Form**

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

**YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT  
SERVICES PROVIDER  
RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. Complete one Collaboration Commitment Form for each collaborating organization. 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.

budget costs of the collaboration in the applicant's application submission.

Collaborating Organization:

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

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

\_\_\_\_\_

Tel & Fax No.: \_\_\_\_\_

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

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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):

Name: Tel.: \_\_\_\_\_

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

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

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

**Attachment I – Confidentiality and Non-Disclosure Agreement****DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION (FSA)****YOUTH 90-DAY EMERGENCY SHELTER AND LOW BARRIER CASE MANAGEMENT  
SERVICES PROVIDER****RFA #ESLBCM-FSA-YOUTH 90-DAY EMERGENCY SHELTER-001-27**

The District of Columbia (District), Department of Human Services (DHS), is accepting applications to create a daytime services program for unaccompanied individuals experiencing homelessness. D.C. Law 20-155 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq.*). For purposes of this Confidentiality and Nondisclosure Agreement, residents of DHS and participating providers or grantees who will create and/or expand daytime services for individuals experiencing homelessness are referred to as “90- Day Emergency Shelter and Low Barrier Case Management Residents.”

I, \_\_\_\_\_, am employed by: \_\_\_\_\_  
(Name of organization)

I understand that in the course of my duties pursuant to the District of Columbia Shelter Services for Individuals Experiencing Homelessness Grant, I may receive or have access to DC Homeless residents’ personally identifiable and confidential information (protected information). I further understand that such resident protected information is highly sensitive, confidential, and/or otherwise protected from disclosure to the public. I understand that any divulgence of privileged, sensitive, and/or confidential information to unauthorized persons whether intentional or inadvertent may compromise the government and people of the District of Columbia.

Therefore, I agree that unless such actions are authorized by an Agreement and/or District or Federal law, I will not disclose, discuss, or divulge any resident protected information that I have received or accessed pursuant to my duties and participation in the District of Columbia Daytime Services for Individuals Experiencing Homelessness Grant. I further agree that I will take all reasonable affirmative steps to protect DC 90- Day Emergency Shelter and Low Barrier Case Management Residents’ protected information in my possession from unauthorized use or disclosure.

I further agree to immediately notify the following District of Columbia Daytime Services for Individuals Experiencing Homelessness Grant Privacy Point of Contact if I become aware of any unauthorized use, access, or disclosure of DC 90- Day Emergency Shelter and Low Barrier Case Management Residents’ protected information: contact the DHS Office of Program Review, Monitoring and Investigation (OPRMI) by emailing a description of the incident and circumstances to [OPRMI@dc.gov](mailto:OPRMI@dc.gov); calling the Unusual Incident Hotline at (202) 673-4464; or, Completing and submitting the online [Unusual Incident Form](#).

I understand that the unauthorized use and disclosure of privileged, sensitive, and or confidential information would be a violation of applicable District and Federal laws including, but not limited to the District of Columbia Homeless Services Reform Act of 2005 (D.C. Official Code § 4-754.11(7) and § 4-754.21(12)); the District of Columbia Self-Sufficiency Promotion Act of 1998, effective April 20, 1999 (D.C. Law 12-241; D.C. Official Code §§ 4-209.04(b) and (c)); the District of Columbia Mental Health Information Act of 1978 (D.C. Official Code § 7-1201.01 *et seq.*); the Confidentiality and Disclosure of Records on Abused and Neglected Children Act of 1979 (D.C. Official Code § 4-1303.06(a)); and any and all applicable District and federal confidentiality laws.

By signing this document, I acknowledge that I have read and agree to abide by it. I also understand that any violation of this agreement may result in civil or criminal penalties, disciplinary action, which may include discharge if I am a District employee or termination of access rights if I am not employed by the District. Furthermore, I understand that I may be prosecuted if I knowingly and intentionally use DC 90-Day Emergency Shelter and Low Barrier Case Management residents' protected information for fraudulent purposes.

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Signature & Title

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Date

## **Appendix 1: General Terms and Conditions**

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

1. Funding for an award is contingent on continued funding from the DHS/FSA grantor or funding source.
2. The RFA does not commit DHS/FSA to make an award.
3. DHS/FSA reserves the right to accept or deny any or all applications, if DHS/FSA determines it is in the best interest of DHS/FSA to do so. DHS/FSA shall notify the applicant if it rejects that applicant's proposal.
4. DHS/FSA may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS/FSA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS/FSA 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/FSA 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/FSA 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/FSA 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/FSA 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).**