

**Request for Applications  
RFA No. DHS-FSA-HPS-2015**



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

**RFA Title: Homeless Prevention Services**

**RFA Release Date: June 8, 2015**

**Application Submission Deadline:  
June 19, 2015 at 4:45 p.m., Eastern Standard Time (EST)**

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

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

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

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

The application must be submitted no later than 4:45 p.m., Eastern Standard Time (EST) by the deadline date of June 19, 2015, to DHS/FSA, c/o Lucille Hart, 64 New York Avenue, NE, 6th Floor, Washington, DC 20002. **Applications accepted at or after 4:46 p.m. will not be forwarded to the Review Panel for funding consideration.**

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- Appendix 1: Certification and Assurances (Attachment B and C)
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of non-profit corporation status, if applicable
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, note board titles of officers.
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- Appendix 10: Proposed staff resumes
- Appendix 11: Proposed staff job descriptions
- Appendix 12: Signed letter stating that the applicant will market the entity as a DHS/FSA homeless prevention services initiative and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for homeless prevention services.
- Appendix 13: District of Columbia Business License
- Appendix 14: Annual report or other documentation of a history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless.
- Appendix 15: Certificate of Good Standing

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

**Homeless Prevention Services RFA No. DHS-FSA-HPS-2015**

**Section I: AUTHORITY FOR THE GRANT**

The Director of the District of Columbia Department of Human Services has the authority to make grants pursuant to D.C. Code § 4-756.01 of the “Homeless Services Reform Act of 2005”, as amended, effective October 22, 2005, D.C. Law 16-296.

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

This Request for Application (RFA) invites interested and eligible applicants to apply to establish homeless prevention services that facilitate person-centered, comprehensive, and targeted service delivery to families experiencing homelessness or at risk of chronic homelessness in the District of Columbia. In recent years, the District of Columbia has experienced a significant increase in the number of families seeking homeless services. In response to the complex needs of families, the Department of Human Services (DHS) has worked to help families remain in their communities through flexible supports to mediate conflicts and divert families from the need for shelter. Families experiencing homelessness or at imminent risk of homelessness seek services at the Virginia William Family Resource Center (VWFRC), the city’s central resource center for families experiencing housing instability. Currently, families served by the VWFRC who have exhausted all their resources within their community and have no safe place to stay are provided shelter through the city’s emergency shelter locations. DHS is committed to reducing the high demand for emergency shelter at the front door and increasing family well-being by using national best practices around prevention resources to help families stay in their communities.

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

- Mediation services (family, landlord-tenant, etc.)
- Financial assistance
- Budgeting and financial management (asset building),
- Comprehensive case management, and
- Rental and utility assistance.

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

Under this RFA, the following definitions are applicable:

1. "Adult" means any individual who has reached the age of majority under District law as defined in § 46-101; or qualifies as an emancipated minor under District law.
2. "Appropriate permanent housing" means permanent housing that does not jeopardize the health, safety, or welfare of its occupants, meets the District's building code requirements, and is affordable for the client.
3. "Appropriately trained and qualified" means having received specialized training designed to teach the skills necessary to successfully perform one's job and to work compassionately with individuals and families experiencing homelessness or at imminent risk of becoming homeless.
4. "Crisis intervention" means assistance to prevent individuals and families from becoming homeless, which may include, but need not be limited to, cash assistance for security deposits, rent or mortgage payments, utility assistance, credit counseling, mediation with landlords, and supportive services.
5. "Culturally competent" means the ability of a provider to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the provider can respond to the individual needs of each client.
6. "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.
7. "Homeless" means lacking a fixed, regular residence that provides safe housing, and lacking the financial means to acquire such a residence immediately, including any individual or family who is fleeing, or attempting to flee domestic violence, and who has no other residence and lacks the resources or support networks to obtain safe housing; or having a primary nighttime residence that is a supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
8. "Housing first" means a program that provides clients with immediate access to independent permanent housing and supportive services without prerequisites for sobriety or participation in psychiatric treatment. Clients in housing first oriented programs may choose the frequency and type of services they receive and refusal



of services will have no consequence for their access to housing or on continuation of their housing and supportive services.

9. "Imminent risk of becoming homeless" means the likelihood that an individual's or family's circumstances will cause the individual or family to become homeless in the absence of prompt intervention.
10. "Provider" means an individual or entity within the CoC that operates a program.
11. "Resident of the District" means an individual or family who is not receiving locally administered public assistance from a jurisdiction other than the District; is living in the District voluntarily and not for a temporary purpose and who has no intention of presently moving from the District.
12. "Permanent Supportive Housing" means a housing unit with a long-term subsidy and the availability of long-term wrap-around supportive services.
13. "Supportive services" means services addressing tenancy issues, financial literacy, employment, physical health, mental health, alcohol and other substance abuse recovery, child care, transportation, case management, and other health and social service needs, which, if unmet, may be barriers to obtaining or maintaining permanent housing.
14. "Target Population" means "unsheltered" homeless individuals and/or families sleeping on streets, abandoned building, camping out in parks, places unsuitable for human habitation or other "sheltered" in low barrier shelters.

### **Section III: ELIGIBILITY REQUIREMENTS**

#### **A. Qualified Organizations**

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

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

#### **B. Administrative Criteria**

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

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.
2. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
3. Narrative for Section VIII.C.: 2-Program Narrative, 3-Proposed Project Plans, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications **must not exceed 12 pages**. Note: Attachments and appendices do not count toward the page limit.
4. The Program Budget and Budget Narrative are complete and comply with the Budget forms listed as Attachment D of the RFA. The line item budget narrative describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
5. The Certifications and Assurances listed in Attachments B and C are signed.
6. See Section VIII.C.1.f. for a list of appendices.
7. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, and project name using the DHS/FSA Receipt (Attachment E). **Unsealed and unidentified applications will not be accepted.**
8. The applicant submits the required six (6) copies of their proposal. Of the six (6) copies, one (1) copy must be stamped "original."
9. The application is submitted no later than 4:45 p.m., Eastern Standard Time (EST) by the deadline date of June 19, 2015 to DHS/FSA c/o Lucille Hart, 64 New York Avenue NE, 6<sup>th</sup> Floor, Washington, DC 20002.

### **C. Insurance**

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

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.

3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
5. All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia. The policies of insurance shall provide for at least thirty (30) days written notice to DHS/FSA prior to their termination or material alteration.

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

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

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

DHS/FSA announces the availability of grant funds for Fiscal Year 2015 (FY2015) to fund three (3) grants to organizations to provide homeless prevention services, within the District of Columbia.

For further information, please contact:

Allison Tucker  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6th Floor  
Washington, DC 20002  
(202) 698-4140  
Allison.Tucker@dc.gov

A total of \$1,500,000 will be available to fund three (3) homeless prevention grants. The grant will be for a period of one (1) year from date of award. The grant may be continued for up to four (4) additional years based on documented project success and availability of funding. Grant recipients will be expected to begin project implementation

within thirty (30) days of award and DHS/FSA approval of the Year 1 Work Plan and Budget and Budget Narrative Justification.

## **Section V: SCOPE OF WORK**

Each applicant proposing to provide homeless prevention services must have the capacity co-locate DHS/FSA staff on site and to provide these services in any of the Wards and neighborhoods of the District of Columbia as needed, with a special emphasis on service delivery in Wards 7 and 8. The provider organization must have the flexibility to provide these services after hours, especially during the hypothermia season from November 1<sup>st</sup> through March 31<sup>st</sup>.

### **Core Components of Homeless Prevention Services**

Applicants are expected to address and provide evidence supporting their expertise in homeless prevention services that encompass the following core components and address the diverse characteristics and service needs of the populations to be served. Prevention services should assist families to prevent the eviction process, remain in or obtain permanent housing and provide comprehensive supportive services, including case management, to families experiencing homelessness or have a demonstrated housing crisis. Successful applicants will provide evidence in the Program Narrative of their strengths, knowledge, and experiences in each of the following core areas.

#### **1. Cultural Competence**

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

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

#### **2. Outreach and Education**

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

- Establish partnerships with DHS, the ICH, and other community service providers and other related organizations to develop referral pipelines.
- Conduct engagement and relationship building activities for the purpose of providing immediate support, intervention and referral/connections to services for the target population.
- Conduct assessments using the FSPDAT and other DHS approved assessment tools.
- Conduct safety and crisis assessments.
- Mental health screening and linkage to mental health services (as needed).
- Assist in accessing emergency medical services and/or linkages to primary medical care.
- Assist in obtaining income support assistance such as Supplemental Security Income benefits, temporary assistance to needy families, and food stamps.
- Provide assistance in obtaining identification and/or other documentation.

### **3. Homeless Prevention and Intervention**

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

- Provide utility and rental assistance or refer eligible families to community-based service providers for appropriate utility and rental assistance.
- Provide comprehensive case management and mediation services to include family mediation and landlord-tenant mediation.
- Make financial assistance payments to promote housing stability, mitigate obstacles to retaining or obtaining employment, or address an unmet household need that may result in eviction or family displacement.

- Provide support services or make referrals to support services that are designed to stabilize households in permanent, habitable housing including services related to substance abuse and mental health, domestic violence, budgeting, education, employment, and parenting.
- Provide monthly program reports that track the number of clients being served, the number of completed assessments, the number and type of service referrals made, and the number of individuals stably housed and the type of housing received.

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

## **Section VI: PAYMENTS TO GRANTEE**

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

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

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

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

A pre-application conference is scheduled for:

Wednesday, June 10, 2015  
1:00 p.m. – 3:00 p.m., EST  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002

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

Applications are due no later than 4:45 p.m., Eastern Standard Time (EST), by the deadline of June 19, 2015, to DHS/FSA, c/o Lucille Hart, 64 New York Avenue, NE, 6th Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications accepted at or after 4:46 p.m. will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of June 19, 2015 at 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DHS/FSA. Applications must be ready for receipt by DHS/FSA.

## **C. Application Requirements**

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

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

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

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

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

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

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

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

Appendix 8: Proposed Organizational Chart

- Appendix 9: Minimum of five (5) Memoranda of Understanding from key community partners documenting their specific support for the proposed homeless prevention program
- Appendix 10: Proposed staff resumes
- Appendix 11: Proposed staff job descriptions
- Appendix 12: Signed letter stating that the applicant will market the entity as a DHS/FSA homeless prevention initiative and not the parent agency by using the logo, tagline, graphic design, and other identifiers approved by DHS/FSA for homeless prevention services.
- Appendix 13: District of Columbia Business License
- Appendix 14: Annual report or other documentation of a history of providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless.
- Appendix 15: Certificate of Good Standing

## **2. Program Narrative**

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

### **a. Describe your process to establish homeless prevention services in the District of Columbia.**

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



homeless prevention services to stakeholders, partners, providers, the general public, etc.

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

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

**3. Proposed Project Plans**

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

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

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

**b. Discuss staffing and leadership development.**

1. Discuss the homeless prevention staffing plan and how the proposed program approach will enhance implementation of the Year 1 Work Plan.
2. Describe the roles and responsibilities of key staff of the proposed homeless prevention program. Provide detailed job descriptions in Appendix 11.

3. Summarize the most critical qualifications of the proposed homeless prevention program Full Time Equivalent (FTE) staff members. Include resumes of proposed staff in Appendix 10.

#### **4. Fiscal and Financial Management**

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

#### **5. Program Reporting**

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

#### **6. Applicant Qualifications**

- a. **Describe leadership capacity.**

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

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

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

#### **7. Program Budget and Budget Narrative Justification**

- a. The applicant must provide a line-item budget and budget narrative justification. The budget narrative justification should clearly state how the applicant arrived at budget figures.
- b. Attachment D is a program budget and budget narrative justification form. The following are components of a budget:

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

## **Section VIII: EVALUATION PROCESS**

- a. All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund an application rests solely with the DHS Director. The anticipated award date is July 1, 2015.

## **Section IX: SCORING OF APPLICATIONS**

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

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

- a. The applicant's Year 1 Work Plan is complete, addresses the core functions within the scope of work and provides a realistic implementation schedule. (Points: 20)

- b. The applicant discusses the practical experience it will apply in planning and implementing homeless prevention services. (Points: 20)

**Criterion 2. Organizational Structure (Total of 20 points)**

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

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

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

**Criterion 4. Fiscal Management (Total of 5 points)**

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

**Criterion 5. Reporting (Total of 5 points)**

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

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

- a. The applicant discusses relevant history and experience with providing services to individuals and families experiencing homelessness or at imminent risk of becoming homeless. (Points: 5)

- b. The applicant identifies the strengths and weaknesses of providing homeless prevention services and presents action plans to overcome these weaknesses. (Points: 5)
- c. The applicant presents evidence of a well-established infrastructure that includes a Board of Directors, written policies and procedures, and bylaws (if applicable). (Points: 5)

**Section X: SELECTION PROCESS**

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

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

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

**Section XI: AUDITS AND DISALLOWANCES**

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

**Section XII: ATTACHMENTS TO THE RFA**

- Attachment A Applicant Profile
- Attachment B Department of Human Services Statement of Certification
- Attachment C Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters and Requirements for a Drug Free Workplace
- Attachment D Program Budget and Budget Narrative Justification Form

Attachment E     DHS/FSA Receipt

Attachment F     Proposed Work Plan



## ATTACHMENT B

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES



#### Department of Human Services Statement of Certification

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



necessary to perform the grant. In this connection, Agencies may report their experience with a Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website.

- K. That the Grantee has a satisfactory record of integrity and business ethics;
- L. That the Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- M. That the Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Grantee meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

\_\_\_\_\_   
 Grantee Name

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_   
 Street Address

\_\_\_\_\_   
 Application Number and / or Project Name

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

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

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

## ATTACHMENT C

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES



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

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

##### **1. Lobbying**

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

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

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

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

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

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

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

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Grantee's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
  - 7. Abide by the terms of the statement; and
  - 8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Human Services at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each effected grant.
  - 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
    - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
    - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).

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

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

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

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

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

\_\_\_\_\_  
Grantee Name

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

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

\_\_\_\_\_  
Application Number and / or Project Name

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

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

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

**ATTACHMENT D**

Program Budget and Budget Narrative Justification

Sub-grantee: [Name]

Budget Period One:

Funding Source

Service Area Name: Homeless Prevention Services

**BUDGET CATEGORY**

<b>PERSONNEL – Salaries and Wages</b>	<b>POSITION</b>	<b>PROGRAM SERVICES</b>	<b>TOTAL</b>	<b>NARRATIVE JUSTIFICATION</b>
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
[Employee Name]		\$	\$	Represents 1 FTE, a full-time \$ ____ Salary @ \$XX/hr. x 2080 hrs.
Subtotal Salaries		\$	\$	
Fringe Benefits		\$	\$	
Total Personnel & Fringe Benefits		\$	\$	
Occupancy		\$	\$	
Travel and Transportation		\$	\$	
Supplies & Minor Equipment		\$	\$	
Capital Equipment and Outlays		\$	\$	<b>NOT APPLICABLE FOR THIS GRANT</b>
Client Costs		\$	\$	
Communications		\$	\$	
Other Direct Cost		\$	\$	
Subtotal Direct Costs		\$	\$	
Indirect/Overhead (10% Limit)		\$	\$	
<b>Total</b>		\$	\$	

**ATTACHMENT E**

**DHS/FSA RECEIPT**

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

**RFA No. DHS-FSA-HPS-2015**  
The DC DEPARTMENT OF HUMAN SERVICES IS IN RECEIPT OF

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

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

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

\_\_\_\_\_  
**(Telephone/Facsimile/Email)**

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

\_\_\_\_\_  
**(Geographic Designation: Wards \_\_ \_\_)**

\_\_\_\_\_  
**(Amount Requested)**

**DHS/FSA USE ONLY:**

**Please Indicate Time:**

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

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ /2015

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

**ATTACHMENT F**

**PROPOSED WORK PLAN**

**RFA No. DHS-FSA-HPS-2015**

District of Columbia Department of Human Services

Family Services Administration

Homeless Prevention Grant

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_ Total Request: \_\_\_\_\_

Wards: \_\_ \_\_

<b>Homeless Prevention Services Goal:</b>			
<b>Measurable Strategies</b>			
<b>Strategy #1:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
<b>Strategy #2:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
<b>Strategy #3:</b>			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

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