



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

REQUEST FOR APPLICATIONS

Fiscal Year 2025
Youth Extended Transitional Housing Program
(Short name: Youth Extended TH)
RFA #JA-FSA-Youth Extended TH-_001-25

Announcement Date:	March 27, 2024
RFA Release Date:	March 27, 2024
Pre-application Conference Date:	April 3, 2024
Application Submission Deadline:	April 24, 2024 5:00PM

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

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE PANEL FOR REVIEW

EXECUTIVE SUMMARY

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA), hereinafter referred to as the “DHS/FSA” or “Grantor,” is soliciting proposals (also referred to as “applications”) from applicants (or “prospective Grantees”) for Fiscal Year (FY 2025) for the provision of Youth Extended Transitional Housing Program for Youth (herby referred to as “Youth Extended TH”).

Funding Opportunity Title: Youth Extended Transitional Housing Program
Funding Opportunity Number: RFA #JA-FSA-Youth Extended TH-_001-25
Deadline for Applications: April 24, 2024 at 5:00pm EST.

Total Estimated Number of Awards: Five
Total Estimated Program Award Funding: Up to \$4,100,000
Award Ceiling: \$1,785,000.00
Award Floor: \$420,000.00
Period of Performance: October 1, 2024, through September 30, 2025.
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 2025
Youth Extended Transitional Housing Program
(Short name: Youth Extended TH)
RFA #JA-FSA-Youth Extended TH-_001-25

When: April 3, 2024

Where: via Webex

Time: 10:00am 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 Monday, April 1, 2024.

You may RSVP by completing the registration form here: [Youth ETH Pre-Application Conference \(smartsheet.com\)](#) Prospective Grantees planning to attend the Pre-Application Conference via Webex must submit a registration form. Once the registration form is received, the registrant will receive a Webex link for the conference.

CHECKLIST FOR APPLICATIONS

Youth Extended Transitional Housing Program

- 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 of 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.
- Proposed Work Plan [Attachment E] is complete and complies with the work plan form.
- Proposed Staffing Plan [Attachment F] is complete.
- Collaboration Commitment Form(s) [Attachment I] are complete.
- 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 Extended Transitional Housing Program 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 Extended Transitional Housing Program 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 Extended Transitional Housing Program 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.
- 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 April 24, 2024, to DHS/FSA, c/o Keisha Jefferson, at Keisha.jefferson@dc.gov. Applications accepted after 5:00pm EST. will not be forwarded to the Review Panel for funding consideration.



Table of Contents

EXECUTIVE SUMMARYii
PRE-APPLICATION CONFERENCEiii
CHECKLIST FOR APPLICATIONSiv
SECTION 1. GENERAL INFORMATION 1
SECTION 2. PROGRAM SCOPE 4
SECTION 3. GENERAL PROVISIONS..... 23
SECTION 4. APPLICATION FORMAT 38
SECTION 5. REVIEW AND SCORING OF APPLICATIONS..... 43
SECTION 6. APPLICATION SUBMISSION 45
SECTION 7. LIST OF ATTACHMENTS 45



SECTION 1. GENERAL INFORMATION

1.1 Introduction

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 detailed proposals (also referred to as “applications”) from applicants (or “prospective Grantees”) for Fiscal Year (FY) 2025 to provide housing and supportive services called Youth Extended Transitional Housing Program.

As outlined in Solid Foundations, the District’s strategic plan to prevent and end youth homelessness, the District seeks to continue its investment to provide quality Extended Transitional Housing (ETH) programming for youth ages 18 to 24. ETH is a targeted housing intervention for youth ages 18-24 that have documented mental health or disabling conditions that have substantially interfered with their ability to achieve stability and permanent housing. ETH will provide up to three years of housing integrated with a full range of supportive services including mental health, substance abuse recovery support, case management, life skills, employment services, educational services, and housing navigation services. The goal of ETH programs is that after three years of support, youth will transition to permanent housing. DHS seeks to fund up to 75 ETH beds through this solicitation with 24 of the 75 beds being dedicated to LGBTQ youth.

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 individuals, with particular expertise in serving individuals ages 18 – 24 experiencing homelessness 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 Grantee(s) 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 Grantee(s) 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 while delivering high-value trauma informed care and services to consumers;
- 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 at all times 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 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 Award Period

The grant is being offered from October 1, 2024, through September 30, 2025, with up to four option years, subject to funding availability.

1.5 Purpose of the Grant

Through this RFA, DHS seeks to procure service providers to provide Extended Transitional Housing and supportive services to youth from 18-24 years experiencing homelessness. The primary objective of this project is to assist youth with achieving the goal of permanent housing within three years.

1.6 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.

1.7 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.

1.8 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.



1.9 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 Grantee is required to provide such access to its facilities, staff, residents, and records as may be necessary for monitoring purposes.

Each grant is subject to audit.

1.10 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.

1.11 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.

1.12 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

1.13 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

1.14 Notice of Intent

Organizations that anticipate applying in response to this request should send a brief letter via e-mail to Keisha Jefferson. The Notice of Intent is not mandatory, nor does it provide any specific obligation regarding the review or award process.

1.15 Pre-Application Conference

The mandatory Pre-Application Conference will be held on, **Wednesday, April 3, 2024, from 10:00am to 12:00pm**. Prospective Grantees planning to attend the Pre-Application Conference via WebEx should request the online meeting information in their RSVP to Keisha Jefferson at [Youth ETH Pre-Application Conference \(smartsheet.com\)](#).



1.16 Explanation to Prospective Grantees

Applicants are encouraged to e-mail their questions to Keisha Jefferson at Keisha.jefferson@dc.gov on or before **April 8, 2024** at 5:00pm. Questions submitted after the deadline date will not receive responses. Please allow ample time for emails to be received prior to the deadline date.

1.17 Deadline Date

The RFA will be issued on March 27, 2024. The Pre-Application Conference will be held on April 3, 2024 and the deadline for submissions of all applications is April 24, 2024, 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 April 24, 2024.

SECTION 2. PROGRAM SCOPE

2.1 Overview

Through this RFA, 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 detailed proposals (also referred to as “applications”) from applicants (or “prospective Grantees”) for Fiscal Year (FY) 2025 to provide supportive services at Youth Extended Transitional Housing Program.

As outlined in Solid Foundations, the District’s strategic plan to prevent and end youth homelessness, the District seeks to continue its investment to provide quality Extended Transitional Housing (ETH) programming. for youth ages 18 to 24. ETH is a targeted housing intervention for youth ages 18-24 that have documented mental health or disabling conditions that have substantially interfered with their ability to achieve stability and permanent housing. ETH will provide up to three years of housing integrated with a full range of supportive services including mental health, substance abuse recovery support, case management, life skills, employment services, educational services, and housing navigation services. The goal of ETH programs is that after three years of support, youth will transition to permanent housing. DHS seeks to fund up to 75 ETH beds through this solicitation with 24 beds being dedicated to LGBTQ youth.

The grantee’s services will include, but are not limited to housing, supportive services such as case management, mental health and substance abuse intervention and recovery support, medication compliance support, harm reduction, income maintenance and benefit enrollment, sexual health, emotional wellness and life skills skill development, physical health, disability support services, work readiness and employment services, independent living skills, financial management skills, and supports to identify, obtain, and sustain permanent housing. Additionally, grantees will be required to coordinate with District’s behavioral health system, disability services system, substance abuse prevention and recovery system, and other providers of youth homeless services to exchange homeless youth related information. Grantees must participate in the District’s youth Coordinated Assessment Housing Placement (CAHP) system, including conducting assessments, and filling vacancies via the CAHP system, utilizing the Homeless Management Information System (HMIS) to capture client related data; ability to refer, serve, and/or address the needs of the target population; and participation in the District’s Interagency Council on Homelessness (ICH), Continuum of Care (CoC), and DHS sponsored training as appropriate.



The goal of the ETH Program is to provide youth ages 18-24 with up to 36 months with safe and stable housing coupled with behavioral health, substance abuse prevention, intervention, and recovery support, life skills, employment and education supports that help youth obtain and maintain stability, increase their independent living skills, increase job readiness skills, increase financial resources through employment or income supports, so that at the end of 36 months, youth transition to permanent housing and not return to homelessness.

The legal requirements for services to be provided in this housing program are contained in the *Homeless Services Reform Act of 2005*, and the *Youth Bullying Prevention Act of 2012*, and the *McKinney-Vento Homeless Assistance Act As Amended by S.896 HEARTH Act of 2009*.

2.2 Location of Units

The housing proposed under this solicitation must be in a singular property (site based); scattered site Extended Transitional Housing is not eligible. All ETH housing funded through this solicitation must be located in the District of Columbia. These units may be privately owned or leased by the applicant. The selected property must have at least one private bedroom for each proposed youth that will be served by this program. A valid certificate of occupancy for residential housing and current business license from the appropriate DC government agency is required. The prospective grantee must have 24-hour staffing at the ETH program.

2.3 Housing Stabilization and Supportive Services

Once the youth has been matched to the prospective grantee's ETH program and has moved into the program, the grantee is responsible for providing comprehensive case management, mental health and substance abuse intervention and recovery support, medication compliance support, harm reduction, income maintenance and benefit enrollment, sexual health, emotional wellness and life skills skill development, physical health, disability support services, work readiness and employment services, independent living skills, financial management skills, and supports to identify, obtain, and sustain permanent housing. Additionally, grantees will be required to coordinate with District's behavioral health system, disability services system, substance abuse prevention and recovery system,



APPLICABLE DOCUMENTS

Item No.	Document Type	Title	Date
1	D.C. Law	Homeless Services Reform Act of 2005, as amended D.C. Official Code § 4-751.01 et seq. § 4-751.01. Definitions. D.C. Law Library (dccouncil.gov)	2007
2	D.C.	Homeless Services Reform Act Rule The Homeless Services Reform Act of 2005 ich (dc.gov)	2005
3	District Document	Homeward DC 2.0: ICH Strategic Plan, 2020-2025 Homeward DC 2.0: ICH Strategic Plan FY2021 - FY2025 ich	2020
4	District Document	Extended Transitional Housing Program Rules	Updated Annually
5	District Document	District of Columbia Coordinated Assessment and Housing Placement System Policy and Procedures Manual (January 2019) CAHPDC - District of Columbia Coordinated Assessment and Housing Placement	2019
6	Federal Document	Housing First Checklist: A Practical Tool for Assessing Housing First in Practice Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation United States Interagency Council on Homelessness (usich.gov)	2015
7	Federal Document	HMIS Data Standards HMIS Guides and Tools - HUD Exchange	2015



8	District Document	Mayor’s Order 2017-313 Sexual Harassment Policy Guidance and Procedures https://mayor.dc.gov/sexualharassment	2017
9	D.C. Law	Language Access Act D.C. Official Code §2-1931 et seq. https://code.dccouncil.us/dc/council/code/titles/2/chapters/19/subchapters/II/	2004
10	District Document	District of Columbia Department of Behavioral Health Provision of Assertive Community Treatment to Adult MHRS Consumers; Policy No. 340.6 https://dbh.dc.gov/sites/default/files/dc/sites/dmh/publication/attachments/TL130.pdf	2014
11	District Document	Service Prioritization Decision Assistance Tool (SPDAT) SPDAT-v4.0-Manual.pdf (cceh.org)	2018

2.4 DHS Responsibilities

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

- A) Execute the Grantee selection and award process.
- B) Host kick-off meeting with the Grantee to review requirements, answer questions, and ensure common expectations for moving ahead.
- 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 draft deliverables.
- F) Provide or facilitate access to training on District homeless services system protocol and other relevant District-wide or Department-specific requirements.
- G) Provider oversight of Grantee compliance and performance, meeting regularly with Grantee Program Managers 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 program operate with a high level of quality and are responsive to youth needs.
- I) Assign clients to the Grantee through the District of Columbia CAHP system.



J) Disperse funds to the Grantee.

2.5 Grantee Responsibilities

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

A. General Requirements

Grantees shall, at minimum:

- Accept all matches for vacancies (both initial and at turnover) from the District's CAHP system, in accordance with CAHP system procedures and according to the maximum client capacity amount proposed in the solicitation.
- Comply with the Coordinated Assessment and Housing Placement (CAHP) Policy and Procedures and Appendices for Unaccompanied Youth.
- Attend all Youth CAHP match meetings as scheduled by The Community Partnership (TCP) to represent the ETH program.
- Comply with all related Federal and local confidentiality laws.
- Comply with all provisions of the Homeless Services Reform Act (HSRA) and corresponding regulations.
- 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.
- Provide staffing 24-hours a day for 365 days per year at the ETH program.
- Submit proposed program rules that detail responsibilities and rights of the client and provider for DHS review and approval prior to operating the ETH program.
- Participate in all required DHS trainings annually (outlined under Staff Requirement). These trainings are required for all staff assigned to the Grantee's DHS funded program including but not limited to roles such as Program Managers, Case Managers, House Monitors, and Housing Specialists.
- Utilize HMIS and all other designated data applications related to ETH 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.
- All client data must be entered in DC HMIS within 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.
- Comply with the UIR procedure as prescribed by the DHS Office of Performance Review Monitoring and Investigation (OPRMI) Correspondence Unusual Incident Report (UIR) and Complaints Quickbase to facilitate reporting and resolution of all unusual incidents



- Utilize a harm reduction approach in working with youth served by the ETH 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.
- 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.
- Ensure ETH program is safe space for youth that provide dignified and quality housing environment.
- Collaborate with the Grant Administrator and DHS monitoring team, providing information as requested.

B. Case Management Requirements

Grantees will be required to provide case management services to clients in the ETH 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 throughout the continuum of health and human services, while ensuring that the care provided is safe, effective, client-centered, timely, efficient, and equitable.

Case Management: The primary goals of case management services are to stabilize clients 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 permanent housing and no longer experience homelessness. In addition to direct case management, ETH programs must provide supportive services that are detailed further in Section C.

Case Management through ETH Programs must consist of the following:

- **Initial Contact:** Within three days of receiving the referral from DHS via CAHP, the grantee must contact the referring entity to schedule the client's intake and move-in date. If after proactive outreach, engagement, and documentation of efforts within a two week period, a provider determines that client placement cannot be accomplished, the provider may work with DHS and the CAHP team to have the referral be deemed as inactive, and another youth referred. At least three outreach attempts must be made during the two-week period and must be documented in HMIS. Successful outreach is achieved when the client's move in date has been scheduled.
- **Assessment:** Within two weeks of program entry, the grantee must complete an assessment of each individual client's strengths, needs, challenges, interests, and resources, through an assessment tool that addresses various dimensions of an individual's functioning including but



not limited to education, employment, physical health, behavioral health, substance abuse, social and familial relationships.

Grantee must use the Service *Prioritization Decision Assistance Tool (FullSPDAT) as a case management tool, conducting a formal update at least twice in the first year, and at least annually thereafter.

- **Case Plan:** Within 30 days of program entry, utilizing the assessment data, develop an individualized Case Plan for each client in the ETH Program. The Case Plan must be developed in collaboration with the client. The Case Plan shall be based on the client's assessed needs, goals, strengths, and resources.
 - i. Once a client is accepted into the ETH program, as a part of the case management planning, the Grantee shall provide support to help client obtain vital records as well as income supports 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 to submit the required documentation and provide support throughout the eligibility determination process.
 - ii. The Case Plan shall include short and long-term goals for the client, including action steps, target dates, and responsible parties. ETH providers must provide directly or through partnership services that address the full range of client needs including but not limited to: behavioral health services including mental health and substance abuse intervention and recovery, physical and sexual health, crisis intervention, psychiatric evaluations and medication management; dental care; legal assistance; housing assistance; employment and education; life skills and independent living, housing navigation and permanent housing search and any other services needed by the client. Case management plans should also support and assist clients with maintaining compliance with the ETH program rules.
 - iii. As a part of case management, ETH programs will help clients be assessed for behavioral health supports and services and enroll in Core Service agencies or other ongoing mental health and substance abuse services that provide therapeutic supports, medication management, psychological assessments, etc. as well as set goals for participation and services and follow-up to support clients engagement and utilization of such supports. If clients miss session or refuse to participate, case management will work with the behavioral health provider to reconnect and restart services with clients. ETH programs will be creative in case management to provide incentives for participation and engagement with behavioral health services.
 - iv. As a part of case management, ETH program will help clients develop education and employment goals that help them increase their education or obtain employment while in the ETH program. ETH programs must consistently work with each client on increasing their earned income throughout the duration of the program. Therefore, ETH programs must support clients in completing an education and/or employment assessment to help identify career interests and steps to achieving the desired career path. As a part of case planning, ETH programs should help clients to develop progressive education and employment goals throughout their participation in the ETH program. ETH programs should provide support such as transportation assistance as part of case planning to assist young people who are actively looking for work, attending school, or have received employment but have not received their first paycheck.



- v. As a part of case management plan, ETH programs will help clients create goals and participate in activities focused on maintaining and improving the client's personal health and wellness. Areas of emphasis include Nutrition, Physical Activity and Exercise, Personal Hygiene, Sexual Health, Medication Education and Management, Stress Management, Coping skills, Mental Health, Healthy relationships, Trauma & Triggers, and Substance Abuse Education, Prevention, Intervention, and Recovery Support.
- vi. As a part of case management, ETH programs will help clients create goals and participate in activities focused on financial planning and management. This includes educating clients on budgeting and helping clients track expenses and encouraging participation in savings through an escrow or back account. As clients achieve employment goals, the ETH Case Manager must provide progressive financial literacy education that helps clients begin to save incrementally for transition to permanent housing.
- vii. After the establishment of the Case Plan, the ETH Case Manager must meet with the clients at least once a month specifically about the goals and action items listed in their Case Plan. Additionally:
 - Case Notes specific to the case plan progress must be documented monthly.
 - Case Plans must be updated at least every 90 days.
 - Case Plans must be documented in HMIS.
- **Ongoing Case Management:** Case management is a mandatory service in ETH and therefore case management must be provided to every client. Clients should receive face to face (in-person) case management sessions weekly throughout their duration in the program. During case management session, the case manager shall:
 - i. Provide information and make referrals to needed services including but not limited to public benefits enrollment, health care, physical and behavioral health, and other support needed to achieve Case Plan goals.
 - ii. Following up on referrals to reduce barriers to accessing the referred service. Supports may include providing transportation, advocating with other service providers to ensure access, accompanying clients to appointments, monitoring the effectiveness of supportive services, and helping the client to change providers if desired.
 - iii. Ensure clients are enrolled in, receiving, or are engaged in ongoing financial benefits that they are eligible for including TANF, SSI, and other income supports.
 - iv. Identify and provide resources to help clients enroll in school or work-related programming.
 - v. Identify and provide resources to help clients obtain physical, mental, and behavioral health resources.
 - vi. Help clients connect to other services and support in the community that can help support a healthy lifestyle and positive and lasting connections including natural community resources like recreation and spiritual resources.
 - vii. Identify barriers to success in the ETH program and/or to achieving greater self-sufficiency and work in partnership with the client to remove these barriers.
 - viii. Assist in identifying permanent housing resources and assisting the clients to transition to permanent housing outside of the homeless services system unless the resident has been identified as needing permanent supportive housing due to a documented chronic disability.
- **Case Load Ratio and Client Contact Standards**
 - i. ETH Programs must have one case manager per twelve clients.



- ii. Grantee(s) shall ensure clients receive face to face (in-person) case management sessions weekly throughout their duration in the program. Case Management Sessions are specific to the goals outlined in the client's case plan. Case Management sessions should be goal oriented and outcome driven.
- iii. Case Managers should be available to help clients meet goals and to ensure continuity and effectiveness of service delivery. Case Management Sessions shall be scheduled by the Case Manager and the client at a mutually agreeable time that does not conflict with a client's work schedule, health care appointments, school events, or other appointments.
- iv. Grantees must continue to attempt to engage clients in case management who fail to make weekly sessions. Grantees are expected to work diligently to accommodate the schedules of the clients so that weekly face to face case management occurs.
- v. Grantee(s) shall ensure that all client notes of engagement activities, client contacts, and clinical notation are recorded in clients electronic records within forty-eight (48) hours of service delivery in HMIS.
- vi. Case Plans must be updated at least once a month for each goal in the case file in HMIS.
- vii. All contact with clients must be documented in the case notes or case plan portion of the client file in HMIS within 48 hours of occurrence.
- viii. If the relationship between a client and his or her Case Manager deteriorates such that the two can no longer reasonably work together, the client may request assignment of a new Case Manager, and the Grantee(s) must transfer the client to a new Case Manager.

C. Supportive Services Requirements

ETH Programs must provide the services below through group and individual activities. These services must be provided to all clients in addition to case management services.

Safe Housing and Community Support: Provide safe and affirming housing that is an inclusive, diverse, and welcoming space for clients aged 18-24 who are experiencing significant barriers to self-sufficiency and permanent housing including current behavioral health or physical challenges. Provide high quality living accommodations, including an individual bedroom for each client as well as communal spaces. Create opportunities for youth to learn how to live together in shared housing as well as become a positive and engaged member of a community.

ETH Programs must provide safe and affirming housing that is welcoming to youth experiencing homelessness as well as significant barriers to self-sufficiency and permanent housing. Housing should provide an individualized bedroom for each client served as well as individualized or shared bathrooms. Housing space must also include communal spaces for group programming, youth recreation, and youth visitors. ETH housing must also have on-site and confidential office space for case management and clinical services.

Behavioral Health Services: Provide on-site behavioral health services at the ETH program including but not limited to individual therapy, group therapy, crisis support, psychoeducational support groups, mindfulness and emotional regulation, and substance abuse intervention and recovery support, and harm reduction. Through documented partnership with Core Service Agencies and/or other mental health organizations that accept public health insurance, provide psychiatric evaluations and reassessments, medication management, substance abuse treatment, and other behavioral health services.



ETH Programs must have on-site behavioral health services that provide ongoing behavioral health support and crisis intervention services. These services must be provided both through the ETH provider directly as well as through partnership with Core Service Agencies and/or private agencies. ETH programs must partner with agencies able to accept public health insurance to allow for continuity of services for ETH customers. ETH programs must provide psychoeducational groups as well as one-on-one services on emotional regulation, mindfulness, harm reduction strategies, and mental and emotional health. Directly or through partnership with a mental health provider, ETH program must provide psychiatric assessments and medication management services. Additionally, ETH program must have substance abuse prevention, intervention, and recovery support including relapse prevention efforts, harm reduction, etc.

Benefits Enrollment & Income Maintenance Support & Budgeting: Assist clients in obtaining government issued identification and vital documents. Assist customers in identifying and enrolling in eligible income supports such as SNAP, SSI, and other income related benefits. Assist customers in enrolling in public health insurance as well as recertifications of benefits. Troubleshoot issues with enrollment or benefit delays and provide technical assistance, advocacy and support, until these issues are resolved. Help clients create budgets and learn basic financial management skills.

ETH Programs must assist clients in obtaining government issued identification such as a drivers license or non-driver identification, as well as vital documents such as birth certificates, social security card, insurance cards, etc. ETH must help clients identify income supports such as SNAP, SSI, Unemployment, Medicaid, and other financial or health benefits for which they may be entitled. ETH must help clients' complete applications, meet with eligibility counselors, and other activities necessary to facilitate the enrollment in public benefits program. As benefit timeline require recertification, ETH programs will help client to complete the process. ETH program will help clients create budgets and learn financial management skills and techniques to maximize the use of their resources.

Health & Wellness Education: Provide health and wellness activities and education including but not limited to exercise programs, nutritional education, mindfulness training, and more. Provide sexual health information and education utilizing a "sex positive" and harm reduction approach that helps clients stay healthy, reduce risk of STI transmission, domestic violence, and increase the use of safer sex practices, family planning and reproductive choice. Additional education should help clients learn about the characteristics of healthy relationships as well as those that can be harmful. should include healthy relationships education.

- **Health and Wellness Education:** ETH programs should provide a variety of opportunities for youth to learn information, skills, and develop resources to help them achieve and maintain a healthy lifestyle. ETH programs should facilitate group activities that provide information and experience in the area listed here including: Nutrition, Physical Activity and Exercise, Personal Hygiene, Sexual Health, Medication Education and Management, Stress Management, Coping skills, Healthy Relationships, Trauma & Triggers, and Substance Abuse Education, Prevention, and Intervention. Partnerships with community organizations are encouraged so that ETH providers can offer as many services and activities on-site that help youth prioritize their health and wellbeing and learn ways to maintain and improve it.

Education & Employment Supports: Assist clients in gaining work readiness skills that help prepare them for employment. Facilitate resume search, interview preparation, job search, and reduce barriers to employment including transportation services. Work closely with the Department of Employment



Services, community-based adult education and work force programs, as well as the DC Reengagement Center with the goal of helping individuals achieve employment or supportive employment. Provide job coaching and support to help clients maintain employment.

- ETH programs should provide a variety of opportunities for youth to be exposed to career paths and the required education and work experience to achieve these goals. Additionally, ETH programs should provide information, skill development, and resources to help youth obtain educational credentials and/or employment. ETH program should provide group activities that provide information and experience in the area including but not limited to: High School Diploma or GED education, Post-Secondary Education including vocational training and college, internships or paid work experience, job readiness training including employment soft skills, and job search assistance. ETH programs should actively partner with Department of Employment Services and DC Department of Disability Services.

Independent Living & Life Skills: Facilitate a variety of activities to help clients build their independent living and life skills that will help them successfully self-regulate, co-habitat with others, and live independently after the completion of the ETH program including but not limited to cooking, problem solving strategies, emotional regulation, enhanced self-awareness, conflict resolution, and self-advocacy.

- **Life Skills:** ETH programs should provide a variety of opportunities for youth to learn essential skills necessary to live independently successfully after exiting the ETH program. ETH providers will coordinate regular and consistent life skills groups that teach clients skills needed to live successfully in community once they exit the ETH programs. Life skills that ETH providers should offer include but are not limited to: cooking, cleaning, conflict resolution, effective communication, effective strategies for shared living arrangements, problem solving, interpersonal relationships, empathy, and advocacy skills.

Service Connections & Other Supportive Services: In addition to the services listed, clients may need a range of other services and support to meet their individual needs. Grantees should develop and utilize community partnerships to help provide these additional services. Additionally, grantees should have knowledge of services and programs offered through other DC government agencies and connect clients to these resources as well as help reduce barriers to ongoing participation. In particular, grantees should identify program and services that can continue to support clients once they have exited the ETH program.

ETH program must review clients needs, identify resources that are available in the community and not through the ETH provider, educate clients about availability, and facilitate enrollment and/or engagement in supportive services. ETH programs must inform and educate clients about community resources offered through the District of Columbia government as well as community-based providers, faith institutions, and private organizations that can augment or enhance services provided through the ETH provider. includes connecting clients to various DC agencies including Department of Behavioral Health, Department of Disability Services, Department of Health, Department of Employment Services, Public and Charter Schools, University of District of Columbia and community-based services that help them achieve greater stability and long-term success. ETH programs should help facilitate transportation to services, assist with enrollment, assist clients with resources to assist with utilization, as well as help resolve barriers to participation. ETH program should also provide education to clients about these program to increase the clients ability to self-advocate and locate resources as needed when



the ETH program ends. ETH programs should ensure that services offered to clients through outside agencies are tracked and information shared (with client consent) as part of the case management process. ETH programs should particularly identify services and supports that can continue to provide support to the client once the exit ETH. ETH programs should also develop partnerships with external providers that can offer additional services on-site

Family Reunification and Support: ETH Programs should explore with all clients the possibility of reconnection and/or reunification with family members as way to develop and enhance lifelong natural support systems. ETH providers must implement interventions that are designed to educate families on the importance of maintaining connections and acceptance and the harmful impact of rejection and isolation on all young people and in particular LGBTQ identifying youth. ETH providers should promote and encourage opportunities to rebuild connections with family in a supportive and safe environment that fosters potential for reestablishment of connections of support.

As part of the intake and assessment process, ETH providers must identify the family or origin including caregivers that provided support for the client during their developmental years (0-18), siblings, extended family members, and family friends. ETH providers should work closely with the client to understand the family dynamics that led to disconnection from the natural support system and explore possibility for reunification with counseling, support, or other interventions that can address the underlying issues. ETH providers should offer resources that can provide assistance with repairing relationships including family counseling, therapy, support group, etc. ETH programs should encourage and help facilitate family visits and other opportunities to rebuild trust and relationships between the client and family of origin. ETH programs must explore with the client and family of origin the possibility for reunification in preparation for the clients exit from the ETH program at 36 months.

D. Assistance with Obtainment of Permanent Housing Requirements

Successful Exit: The ultimate goal of the ETH program is to help clients successfully exit the homelessness system to permanent and stable housing through improving their skills, supports, and resources so that after 36 months of housing plus supportive services, clients are able to obtain permanent housing outside of the homelessness system, Starting no later than Month 29 of a clients' enrollment into the ETH program, the grantee shall assist the clients to search for permanent housing to facilitate program exit no later than 36 months. Grantees should assist clients in transitioning to permanent housing, with the vast majority transitioning to permanent housing outside of the homeless services system. Upon exit, ETH clients have adequate skills and resources to sustain permanent housing and not return to homelessness system.

- **Housing Navigation & Permanent Housing Search:** Starting no later than Month 29, ETH programs shall assist the clients in searching for permanent housing outside of the homelessness system. ETH program should provide a variety of opportunities for clients to learn how to search for permanent housing. This includes helping clients identify their targeted rental amount, identify desired locations, learn online platforms and other ways to find available housing, schedule housing tours, review rental applications, and complete applications. Housing Navigation Services should be a part of case management services provided in the ETH



program. During Housing Navigation, all forms of housing should be explored with clients including subsidized, shared, inclusionary zoning, and other DC based affordable housing options. Housing Navigation Services should be offered individually as a part of case management as well as in group activities. ETH programs must explore with clients opportunities for co-habitation options, facilitate such exploratory “roommate” conversations between clients who will be exiting the programs around the same time, and work through case management services to help client develop skills that can help facilitate positive roommate and co-habitation experiences. ETH providers should provide clients with financial assistance with no less than three rental application fees to support their housing search and application process. ETH providers should work with the DC homeless adult system proactively to determine if Permanent Supportive Housing is needed.

ETH programs are encouraged to develop partnerships with local landlord to help create opportunities for clients’ transition to affordable permanent housing after completion of the ETH program.

- **A client is stably housed in permanent housing if they meet one of the following criteria:**
 - i. The client has a housing unit supported by a long-term housing voucher, including PSH, TAH, CFSA Family Unification, DBH, or Section 8;
 - ii. The client’s household wages, earned and unearned, are enough to afford the rent at 50 percent (50%) Rent Burden or less. HUD defines "rent burdened" as spending more than 30 percent of income on housing and "severely rent burdened" as more than 50 percent (50%);
 - iii. The client has moved in with family or friends and has a written or verbal commitment that they can live at that location for at least a year;
 - iv. The client has entered into a shared housing agreement where the youth will be able to live the housing for at least a year paying 50 percent (50%) Rent Burden or less; OR
 - v. The client has moved to a new affordable unit with rent at 50 percent (50%) Rent Burden or less.

E. Housing Requirements

The Grantee will be required, at minimum, to provide the following:

- Provide a minimum of eight (8) and a maximum of thirty-four (34) Extended Transitional Housing beds to serve youth aged 18-24 years old currently experiencing homelessness.
- Have and maintain evidence of compliance with District of Columbia regulations regarding residential housing including but not limited to appropriate Certificates of Occupancy, Business Licenses, etc.;
- Provide high quality housing that meets the Housing Quality Standards (HQS) that align with and meet District of Columbia Building Code Regulations;
- Offer routine services including extermination, common area cleaning, fire and safety inspections, etc. to maintain high quality living accommodations;



2.6 Deliverables

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

No.	Deliverables	Quantity	Format and Method of Delivery	Due Date
1	Program Budget/Budget Narrative	Annual	Written Report (electronic)	2 weeks post award; to be renewed annually
2	Onboarding & Staff Training Plan	Once	Written (electronic)	6 weeks post award; updates as applicable.
3	Executed Memorandums of Understanding/subgrants (as applicable)	Once	PDF Copies	6 weeks post award; to be updated as applicable
4	Quality Assurance Plan	Once	Written (electronic)	8 weeks post award; to be updated as needed
5	Written Protocols	Once	Written (electronic)	8 weeks post award, with final being submitted 2 weeks after receiving DHS comment
6	Monthly Staff Training Report	12	Electronic	By the 10 th of the next month
7	Invoices	12	Electronic	By the 15 th of the next month
8	Staff Background Check Clearances	Annual	Written Report (electronic)	Prior to hiring staff
9	Continuity of Operations Plan	Once	Written (electronic)	4 weeks post award; to be updated as applicable
10	Monthly Progress Report	Monthly	Electronic	By the 10 th of the month
11	Unusual Incident Report	Within 24 hours of occurrence	Electronic	Within 24 hours
12	HMIS Data Entries	Within 48 hours of client contact	Electronic	Within 48 hours of client contact
13.	Non-Fraternization Document	Annual	Written or Electronic	30 days post award; to be renewed annually

2.7 Staffing Requirements

A. Staffing Structure

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

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 quality assurance 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 ETH 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 ETH clients. The Clinical Coordinator will also collaborate with Core Service or other Behavioral Health providers to ensure ETH clients are receiving 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) 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. Case Managers should have experience in assisting clients with applying to benefit programs such as Supplemental Food Assistance Program, Social Security Benefits, and Medicaid.

Grantees must employ at least one Bilingual Case Manager and ensure that culturally competent and linguistically appropriate services are provided to clients.

Education & Employment Specialist: All Employment Specialists must meet minimum qualification



standards. The minimum qualifications for employment specialists are a bachelor's degree in human resources, business administration, social work, psychology, sociology, counseling, or related service/science disciplines and one (1) year of experience involving engagement with and conducting appropriate connections of individuals, especially those experiencing homelessness, to employment or employment training services, conducting interview and resume preparation, or building relationships with employers for the purposes of hiring individuals. Knowledge of employment hiring practices, employment training resources, interviewing and resume building skills, the Continuum of Care for individuals experiencing homeless, as well as experience working with employers to secure employment for others is preferred. This role would also help youth review educational credentials and develop a pathway to achieve at a minimum a High School Diploma or GED, as well as explore industry recognized credentials and/or higher education as appropriate. Knowledge of DC government resources to support adult learners is critical in this position. Where necessary and appropriate, an employment specialist without a bachelor's degree can meet minimum qualifications by substituting at least three (3) years of work experience in a social service and/or human service field, or experience involving engagement with employment hiring practices, employment training resources, interviewing and resume building skills, as well as experience working with employers to secure employment for others. Certification and/or licensure in relevant disciplines (e.g., certified addictions counselor) may also substitute for educational requirements. Individuals with lived experience are encouraged to apply.

Housing Navigations Specialist: All Housing Navigation Specialists must meet minimum qualification standards. The minimum qualifications for Housing Navigation Specialists are a bachelor's degree in human resources, business administration, social work, psychology, sociology, counseling, or related service/science disciplines and one (1) year of experience working with individuals experiencing homelessness, locate and move into permanent housing including landlord engagement, housing search assistance with completing rental applications, identifying funding for move-in assistance, etc. This includes helping clients identify their targeted rental amount, identify desired locations, learn online platforms and other ways to find available housing, schedule housing tours, review rental applications, and complete applications including subsidized, shared, inclusionary zoning, and other DC based affordable housing options.

Youth Engagement Specialist: 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.

All ETH programs must have at least a 50% FTE designated as the Program Manager, 50% Employment Specialist, and a 50% Housing Navigator. All ETH programs must have at least 100% FTE dedicated as the Clinical Coordinator and at least one 100% FTE Case Manager for every 12 ETH clients.

Each ETH program should have staff that is on-site 24-hours a day to meet the needs of the clients. Staffing patterns may vary depending on the needs and structure of the program but at least one staff must be always on-site at the ETH program.

Grantee(s) shall employ staff to meet the specifications of the ETH 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.

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 ETH program, the Grantee(s) shall obtain written documentation of work experience and personal references.

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.

Grantee(s) shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.

Grantees are expected to make every effort possible to be fully staffed within 30 days of grant award. 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.

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.

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.

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.

The Grantee shall be required to develop and submit a plan to the GA with organizational structure, organizational charts, position descriptions, and staffing qualifications.

The District reserves the right to demand a change in or removal of any staff provided by the Grantee or the sub-grantees based on unsatisfactory performance at no additional cost to the District.

B. Staff Background Clearances



The Grantee shall obtain background check documents for all employees, including subcontracted staff or any volunteers with direct contact with program participants. All documents must be current (within two years of submission date). All documents shall be sent to Grant Administrator (GA) and all staff shall be fully cleared by the GA prior to beginning work or having contact with participants. This screening is required due to the suitability screening requirement. Applicants for all compensated positions and candidates for unsupervised volunteer positions shall complete the required criminal background screenings before any such applicant or candidate may be offered a compensated position or an unsupervised volunteer position. No service Provider employee is authorized to begin working with participants until cleared by the GA.

Background check documentation includes but is not limited to:

- a. A current government issued photo ID (e.g., driver's license, state ID, or passport)
- b. Federal Bureau of Investigations (FBI) fingerprint background check
- c. Metropolitan Police Department (MPD) background check
- d. National Sex Offender (NSO) Registry
- e. Drug Test Results
- f. Tuberculosis Test Results

Grantee shall ensure criminal background checks are conducted in accordance with the policies and procedures of the MPD and FBI.

All clearances must be valid throughout the entirety of the grant period. If a staff member of the Grantee assigned to the grant does not meet the guidelines above, this person cannot be funded through the award.

Grantee shall ensure all staff clearance documentation is renewed every two years, and as needed or requested by the District.

Grantee shall ensure all employees are not adversely affected by alcohol, illegal drugs, or legal drug use during work hours. The Grantee shall ensure that, always, employees carry out the work duties in a safe manner.

Mandatory drug testing shall be utilized to ensure that each applicant, appointee, unsupervised volunteer, are not under the influence of drugs or alcohol while working with the Districts vulnerable population. The Grantee shall ensure each employee in a safety sensitive position is subject to random drug testing and shall execute consent to the testing listed in this RFA. Applicants are tested for the presence of drugs only. The Grantee shall have an active drug free workplace policy.

The mandatory drug test is used to determine the presence of the following illegal drugs/controlled substances including, but not limited, to the following:

- a. cocaine;
- b. opiates;
- c. marijuana;
- d. amphetamines, phencyclidine;
- e. codeine; derivatives;
- f. methamphetamines; and



g. other synthetic drugs.

Upon award, the Grant Administrator will review the Grantee's records and procedures as needed to ensure that applicable drug testing is occurring, as required.

C. Staff Recordkeeping

The Grantee shall provide and maintain staff documents in a locked file with access by senior management staff and DHS monitors.

The Grantee shall maintain a written job description for each position funded through the grant that must be included in the grantee's files and be available for inspection on request by the GA. The job description shall include:

- Education, experience, and/or licensing/certification criteria,
- A description of duties and responsibilities,
- Hours of work, and
- Performance evaluation criteria.

The Grantee shall maintain an individual personnel file for employee working under the grant which will contain:

- The application for employment,
- Professional and personal references,
- Applicable credentials/certifications,
- Personnel actions including time records,
- Pre-employment Background Checks documentation to include:
 - Federal Bureau of Investigation (FBI) Background Clearance
 - Metropolitan Police Department (MDA) Background Clearance
 - State of Residency Background Clearance (if applicable)
 - Child Protection and Sex Offender Registry Checks
 - Drug and Alcohol Screenings
- Documentation of all training history,
- Documentation of a current Tuberculosis Test,
- An annual evaluation for the current or preceding year,
- Notation of any allegations of professional or other misconduct,
 - The grantee's action with respect to these allegations, and
 - The date and reason for the grantee's actions if staff member is terminated.

The Grantee shall provide and maintain staff documents in a locked file with access by senior management staff and DHS monitors. The Grantee shall make available all personnel materials to the GA upon request.

D. Staff Training Requirements

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



Grantee(s) shall identify a staff member to serve as the American Disabilities Act (ADA) liaison to ensure all requisite ADA requirements are met, training occurs where appropriate and updates are communicated to the larger staff.

Grantee shall ensure that all staff funded by the award completes the following DHS required trainings:

- Coordinated Assessment and Housing Placement (CAHP) System
- VI-SPDAT, TAY-VI-SPDAT, Full SPDAT and/or Full F-SPDAT –
- Unusual Incident Reporting Training
- Homeless Services Reform Act (2005) Regulation Overview
- Language Access Act of 2004
- Americans with Disabilities and Reasonable Accommodations-
- Suicide Risk Assessment & Prevention
- Housing Based Case Management
- Crisis Intervention and Non-Violence Intervention
- Conflict Resolution and Non-Coercive Approach to Conflict Management
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Boundaries and Confidentiality
- Creating Safe Spaces for LGBTQ Youth Experiencing Homelessness
- Mental Health Triage
- Mandated Reporter Training
- DC 100: HMIS- The Basic of Data Entry
- DC 103: HMIS – Youth Entry/Exit
- DC 107: HMIS- Data Security Yearly Update
- Sexual Harassment Training
- Cultural Competency and Sensitivity (including LGBTQ Cultural Competency)
- Landlord-Tenant Rights and Responsibilities
- CPR First Aid

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

Grantees under this RFA shall:

- 1) Participate freely with the Grant Administrator, providing information as requested.



- 2) Develop a Quality Assurance 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.
- 3) Provide data monthly to DHS/FSA in accordance with the reporting requirements included in the Grant Agreement.
- 4) 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.
- 5) Prepare documentation and participate in an Annual Performance Evaluation and Audit.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.

3.3 Confidentiality of Records

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

- A. The Grantee(s) awarded grant through this RFA must keep information concerning residents strictly confidential, and the information shall not be divulged to unauthorized persons. The Grantee(s) must demonstrate an ability to maintain the confidentiality of resident information, and Grantee(s) must adhere to all Federal and local laws related to confidentiality. Resident information must be shared with DHS upon the request of DHS staff.
- B. The Grantee(s) must ensure that all staff with access to confidential or sensitive information is aware of and trained on the relevant provisions of local and Federal laws and regulations regarding resident information and confidentiality, including statutes addressing mental health, HIV/AIDS, substance abuse, domestic violence, and minors.
- C. The Grantee(s) must establish clear policies and procedures to ensure and make residents aware of their right to privacy and confidentiality in case management service delivery and information



dissemination. The Grantee(s) must post a notice at its offices that the policies are available and make a copy available upon request by any resident. The Grantee(s) must allow any individual who provided protected personal information the right to inspect and receive a copy of the personal information collected about him/her.

- D. Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- E. No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- F. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.
- G. All records regarding children receiving services from a participant shall be subject to the confidentiality requirements.
- H. Applicants shall submit a signed confidentiality statement, provided by DHS/FSA, for each current staff person or volunteer who will be working on the Program prior to the execution of services.

This RFA requires 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 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 42 U.S. Code § 290dd-2, 42 C.F.R. § 2.11-2.12, The District of Columbia Public Assistance Act of 1982, as amended, (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005(D.C. Law 16-35; D.C. Official Code § 4-754.11(7) and any other applicable District and federal confidentiality laws. The Grantee must demonstrate an ability to maintain the confidentiality of residents' information and to report the information specified below to DHS/FSA. Specifically, the Grantee must agree to and abide by the following conditions:

- A. Any resident information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If resident records are maintained, they may not be divulged to unauthorized persons.
- B. 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.
- C. The Grantee(s) shall submit with the application a signed confidentiality statement, found in Attachment J, for each current staff person who will be working under this RFA. Each volunteer must also sign a confidentiality agreement prior to participation in a grant program covered by this RFA.

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.

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 quality assurance 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. 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 ETH program
- ii. Number of vacant and occupied beds
- iii. Length of time beds are offline
- iv. Number of clients connected to and receiving services from a Department of Behavioral Health CORE Service Provider
- v. Number of client connected to and receiving services Department of Disability Services
- vi. Number of clients connected to and receiving substance abuse services via Department of Behavioral Health
- vii. Number of clients receiving income support subsidies (SSI, SNAP, etc.)
- viii. Number of clients connected to external community-based services
- ix. Number of workshops and group activities provided by topic area
- x. Number of clients that attend groups monthly
- xi. Number of clients enrolled in education program
- xii. Number of clients employed (part-time and full-time)
- xiii. Number of clients employed for six months or more
- xiv. Number of clients who have increased their earned income
- xv. Number of clients who have obtained education credential



- xvi. Number of clients that have applied for permanent housing and status of permanent housing application
- xvii. Number clients successfully exited ETH program to permanent housing
- xviii. Number of clients returning to homelessness

DHS will also track the following System Quality Performance Measures:

- Utilization rate of ETH programs
- Data completeness for Universal Data Elements (UDE) in HMIS
- Length of Stay in ETH Programs
- Returns to homelessness for up to twenty-four months post completion of ETH program

D. 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.

E. 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 Performance Standards & Quality Assurance

- A.** DHS will utilize the following System-Wide Performance Targets to Assess the Effectiveness of ETH programs:
- The system level target for Data Completeness is that 90% of all Personally Identifiable Information (PII) and UDEs will be positively answered for persons served.
 - The system level target is that each program will have a 95% Utilization Rate for the quarter.
 - The system level target 80% of a program's leavers should be exiting to some type of permanent destination.
 - The standard is that fewer than 20% of former program participants will return within 24 months of exit.
 - The standard for ETH is that 50% of youth will increase their income from employment and 70% will increase their income from all sources.

Grantee(s) shall address issues and concerns raised by the target populations when feasible.

Grantee(s) shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.



Grantee(s) shall monitor and evaluate activities of staff performing services under the Agreement that will result from this solicitation, including staff working as part of a team to provide services that are related to a client's service plan and supported by reimbursement from Medicaid or other sources. At a minimum, the Grantee's quality assurance program shall include a review in HMIS for data completeness, timeliness, and compliance with the HMIS data standards. Also, QA shall include a review of the service quality in respect to the case management services, case planning, client goal achievement, etc. QA should include an active review of client level data including UIRs and other areas like life skills, programming, etc. to review and enhance policies and procedures to ensure that youth receive the highest quality of services and that services help youth achieve self-sufficiency. QA plans and evidence of routine QA process may be requested by the Grant Administrator.

Grantee(s) shall be responsible for documentation of all services provided to clients, including updates regarding overall client progress as well as any issues that may arise.

Grantee(s) shall inform all clients of the services available and of their rights as a participant in the program. Grantee(s) shall inform all clients of the process by which to file a complaint or grievance, and the process by which a grievance disposition can be appealed. Grantee(s) shall develop and comply with, a process for receiving, investigating and addressing client complaints and client requests for reassignment of their case manager.

Grantee(s) shall ensure the delivery of case management services free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, and source of income.

Grantee(s) shall ensure the ability of appropriately trained and qualified staff, service partners, and providers to utilize the assessment tool, assess individuals that present for service and appropriately place and/or make referrals for service through comprehensive training, oversight and monitoring of completed assessment and referral decisions, and monitoring of service outcomes.

Grantee(s) shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits and other inspection of data collection activities.

3.6 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 an 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 on 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.

3.7 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.

3.8 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 Administrator (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.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Grantee and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this grant, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured. The additional insured status under the Grantee's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of



endorsements providing coverage at least as broad and approved by the GA in writing. All of the Grantee's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

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 each occurrence, a \$2,000,000 general aggregate.

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 2015 0413 (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 (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability
2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA 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 GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such



policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Grantee shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

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
3. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent) 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.

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.
4. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$2,000,000 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), unintentional breach of



contract, 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.

5. 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.
6. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the GA of commercial umbrella or excess liability insurance with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. 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.
7. Crime Insurance (3rd Party Indemnity) - The Grantee shall provide a Crime policy including 3rd 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 \$10,000 per occurrence.
8. 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 ORM for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Grantee for work under this agreement shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements than outlined below, 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 on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Grantee. In either instance, 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 Grantee 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 grants.

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 Grantee'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 of the costs of insurance and bonds in the grant 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
64 New York Avenue, 6th Floor
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.

3.9 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.

3.10 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.



3.11 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.

3.12 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.

3.13 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.

3.14 Grant Termination

The Grant, and the offer of the Grant, shall be subject to DHS' termination:

- A. At any time, in whole or in part, for the convenience of the Government should DHS determine that such termination is in the best interest of the public or the Government.
- B. Immediately for:
 - 1) Lack of funding.
 - 2) Failure of the Grantee to follow District or applicable federal law, including statutes, rules, and regulations.
 - 3) Failure of the Grantee to carry out DHS' ordered grant remediation plan.
 - 4) An ethics violation involving the grant, pursuant to the ethical standards in the most recent version of the District Ethics Manual, published by the District's Board of Ethics and Government Accountability (bega.dc.gov), as of the date that the GAN was sent.
 - 5) Cessation of insurance coverage without replacement of similar coverage; or
 - 6) Fraud, waste, or abuse.
- C. After the Grantee has acknowledged or otherwise signified receipt of the Grant, fourteen (14) calendar days after the Grantee receives from DHS written notice of termination due to:



- 1) *Force majeure*, as defined and described below; or
- 2) Cause, as defined and described below.

Termination for *force majeure* or cause

- A. For *force majeure* DHS may terminate the grant and the Grantee may seek certain reimbursement, as described in this section.
- B. For because DHS may terminate the grant, but the Grantee may not receive the reimbursement allowed for termination based on *force majeure*.
- C. Cause and *force majeure* defined:
 - 1) Cause is a basis for DHS' termination of the grant, when DHS determines that the Grantee has:
 - a) Failed to achieve the intended outputs within the time frame that has been approved.
 - b) Performed incompetently, recklessly, or unlawfully.
 - 2) *Force majeure* is a condition or occurrence which provides a valid excuse to failure to perform within the time frame of the grant, an unexpected and disruptive event which DHS determines could not have reasonably been anticipated or controlled, and includes:
 - a) Timely applying for a government permit or approval but not timely receiving same from the government agency.
 - b) A change in applicable law.
 - c) An unforeseen weather events.
 - d) Organized labor strike or slowdown; and
 - e) Refusal of a necessary third party to approve, agree, or participate, following the Grantee's reasonable attempts to secure same.
- D. The Grantee may not invoke *force majeure* as an excuse for poor planning, failure to accommodate foreseeable delays by suppliers, or the Grantee's failure to manage its own resources.
- E. For *force majeure*, the Grantee may seek reimbursement for otherwise-reimbursable expenditures incurred up to the date of termination, as well as reasonable costs incurred for demobilization.

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.

3.15 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.

3.16 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.

3.17 Award Process

DHS/FSA will make the funds available through a competitive process to identify organizations interested in offering and administering the Youth Extended Transitional Housing Program. 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.

3.18 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.

3.19 Anti-Fraternization Policy

The Grantee shall develop, 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 ETH site that go beyond the scope of professional duties, including communicating with residents about non-job-related issues, exchanging gifts, spending and inappropriate or excessive amount of time with residents, or taking steps to be alone with a resident.

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 LGBTQ beds and use the Project Narrative section to add more detailed information regarding expertise and program design as it relates to these specialty beds.

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):** 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 improve their stability, emotional wellbeing, behavioral health supports and services, improve relationships with family and friends, increase income and employment, as well as knowledge of and ability to utilize ongoing resources in the community while in ETH, and then transition to permanent housing after up to 3 years of being served in the ETH program

The program design must detail the plan to establish, execute, and maintain the proposed housing program for youth. The program design must detail and demonstrate how the applicant will meet, execute, and manage the following objectives:

ETH is a Housing First initiative developed to provide extended transitional housing and supportive services to homeless youth ages 18-24 that are assessed as needing support for a maximum of thirty six (36) months to ensure housing stabilization, consistent utilization of behavioral health services, achievement of education and employment goals, development of personal wellness skills, develop independent living and life skills, receive housing navigation and support youth to obtaining and moving into permanent housing.

- Create or maintain a minimum of eight (8) and a maximum of thirty-four (34) ETH beds, for youth eighteen (18) to twenty-four (24) years of age located in a single site;
- Provide intensive case management services for clients of the ETH program that includes developing, updating, and monitoring service plans that address the goals described in Section 2.5 Grantee Responsibilities, Section B. Case Management Responsibilities
- Provide on-site behavioral health services, clinical interventions, life skills, employment services, and more as described in Section 2.5 Grantee Responsibilities, Section B. Case Management Responsibilities
- Utilize HMIS to capture and report all client level data within 48 hours of service delivery;
- Refer, serve, and/or address the needs of various subpopulations (e.g., LGBTQ, sexually exploited youth, or youth with behavioral health needs);



- Utilize a youth development approach and cultural competency to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility;
- Utilize a harm reduction approach to reduce the negative consequences associated with drug and alcohol use; and
- Ensure that program design offers clients services that include:
 - Safe Housing & Community Support
 - Case Management
 - Behavioral Health
 - Benefits Enrollments & Income Maintenance Support
 - Health and Wellness Education
 - Employment & Education Supports
 - Independent Living & Life Skills
 - Information, Referral, & Service Connections
 - Family Reunification
 - Housing Navigation & Permanent Housing Search
 - Supportive services

- Assist the youth in increasing earned income through gaining marketable skills and employment.
- Partner with government, private and non-profit service providers to provide services to the target population.
- Transition 75% of youth to Permanent Housing after receiving up to three years of ETH services.

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 ETH, similar housing program 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. 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;
 - Past experience and knowledge in developing and creating a similar housing program for the target population in the District or major metropolitan area;
 - This should also include past experience and knowledge in providing case management and supportive services to youth; and
 - Past experience and knowledge in presenting findings and making specific recommendations based on these findings. 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.
- 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 ETH 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 qualification of key ETH 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 quality assurance. The plan, at minimum, must include details on succession for 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 on a monthly basis. 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 population, which includes individuals, youth, and families. The Applicant must provide evidence of sound fiscal management and financial stability. Examples of evidence include audited financial statements. A match of 25% non-DHS funds is required as part of the overall budget.
- **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 G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget.



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

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 proposed supplies 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.

Indirect: Show calculation and indirect rate.

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 of 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: Organization and order of the application package.

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.
- Memoranda 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 the final funding determinations.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DHS staff. Whenever feasible, each panel may include at least one person from outside of DHS, including a person with lived experience.

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) bidding on,
 - Whether the applicant is bidding 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 reviewing 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 or questions 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
Program Design - Successful applicants will clearly identify, articulate, and detail how all elements will be executed	40
Organizational Capability and Relevant Experience – The applicant must detail and demonstrate its knowledge, experience, and expertise in creating and maintaining ETH or similar housing program 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
Sound Fiscal Management and Reasonable Budget – 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
Overall Feasibility of the Project - Applicant shall submit documentation to ensure proper costs controls.	10
Total Points	100



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 applicant to award funds and the amounts to be funded.

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 April 24, 2024. All applications will be recorded upon receipt. Applications received after 5:00pm EST. on April 24, 2024 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 Original Receipt

Attachment E Work Plan

Attachment F Staffing Plan

Attachment G Budget (separate attachment)

Attachment H Definitions

Attachment I Collaboration Commitment Form

Attachment J Confidentiality Statement



Attachment A – Applicant Profile

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH- _001-25**

Applicant Name: _____

Contact Person: _____

Office Address: _____

Ward(s): _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

DUNS Number: _____

Program Descriptions: _____

Budget (Total funds requested): _____



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



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



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

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

1. Lobbying

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

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - 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 to any of the statements in this certification, he or she shall attach an explanation to this application.

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

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

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



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

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

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

Drug-Free Workplace (Grantees who are Individuals)

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

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

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

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

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C - Assurances

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

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.



DC

DEPARTMENT of
HUMAN SERVICES

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

Signature & Title

Date



Attachment D – Original Receipt

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

The Department of Human Services is in receipt of the original application submitted in response to the Request for Applications for Youth Extended Transitional Housing Program

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

(Organization Name)

(Address, City, State, Zip Code)

Phone Number)

(Fax Number)

For DHS Only:

Application and _____ copies

Received on this date: _____

At (time): _____

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 5:00pm EST.



DC

DEPARTMENT of
HUMAN SERVICES

Attachment E – Work Plan

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

Note: Begin proposed work plan at award date

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

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



DC

DEPARTMENT of
HUMAN SERVICES

Attachment G - Budget

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

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.).

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

Attachment H – Definitions

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

Assertive Community Treatment (ACT): An intensive, integrated, rehabilitative, treatment and community-based service provided by an interdisciplinary team to adults with serious and persistent mental illness. Service coverage by the ACT team is required to have specific program hours but to be available for crisis services 24 hours per day, seven days per week.

Assistance: The enabling of an action or helping a task.

ACT Providers: Agencies certified by DC Department of Behavioral Health to provide ACT services.

ACT Team: The community-based inter-disciplinary team of qualified practitioners and other staff involved in the provision of ACT services to a consumer. Most services are provided in a community-based setting, not in the office setting.

Administrative Review: A legal process to determine a resolution as a result of a fair hearing request. This mediation is held between all parties to attempt to resolve the issues. If this mediation does not resolve the issues and a plan is developed, then a fair hearing may be scheduled. The Administrative Review Officer will write up the findings and give recommendations to either withdrawal the fair hearing or uphold the complaint and move to a fair hearing.

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 lives 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 immediately available to assist them in obtaining permanent housing.

Case Management: A set of services and interventions focused on assisting the residents in the PSHP to obtain and retain permanent 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 lives in a place not meant for human habitation, a safe haven, or in an 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.

Collateral Contact: An individual involved in the resident's care. This individual may be a family member, guardian, healthcare professional or person (e.g., landlord/property manager, lawyer) who is a knowledgeable source of information about the resident's situation and serves to support or corroborate information provided by the resident. The individual contributes a direct and an exclusive benefit for the resident.

Conflict of Interest Standards: Requirements of the PSHP that ensure that the person or group performing the clinical evaluation of the resident's physical, mental, behavioral, social, and emotional health is independent from the individual or group that delivers housing supportive services to the resident. At minimum, conflict of interest standards ensures that the persons performing the evaluation on the resident are not:

- a) related by blood or marriage to the resident or any paid caregiver of the resident;
- b) financially responsible or empowered to make financial or health-related decisions on behalf of the resident;
- c) a Provider of PSHP case management services to the resident, or those who have interest in or are employed by the resident's PSHP case management Provider.

Conflict Free Assessment: After the resident is matched to PSH through the coordinated entry process, the resident is assigned to an assessor who will identify their needs, strengths, and challenges, which results in documentation of goals and resident selection of a PSHP Provider. Only those Providers who have current capacity will be offered as options for resident selection. Residents can choose a Unit-based site or a Tenant-based Provider depending on their needs. This assessment is completed when the resident is initially matched to PSH and then annually thereafter.

Continuum of Care (CoC): The District's 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.

Data Assessment Plan (DAP): The comprehensive case note standard. The Data section captures the subjective and objective information about the resident's goals, along with who was present and what progress towards the goals was completed. The Assessment section captures the worker's observations about the interactions with family members, motivation to move toward goals, and the tone, affect and demeanor of the resident, along with how the residents is maintaining their housing unit. The Plan section specifies what measurable objectives they will be working on until the next visit. It also notes when the next visit will be scheduled.

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.

Exits to Permanent Destinations - the rate at which persons exiting the program during the Report Period leave for a known permanent destination

Extended Transitional Housing (ETH) To provide youth ages 18-24 with up to 36 months with safe and stable housing coupled with behavioral health, substance abuse prevention, intervention, and recovery support, life skills, employment and education supports that help youth obtain and maintain stability,

increase their independent living skills, increase job readiness skills, increase financial resources through employment or income supports, so that at the end of 36 months, youth transition to permanent housing and not return to homelessness.

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.

Homeless Outreach Provider Team: The homeless outreach team engages individuals who are living on the streets and are experiencing homelessness. Outreach efforts consist of but are not limited to sharing information on homeless resources, encampment assessments, vulnerability assessments, distribution of blankets, water, fruit, and warming supplies, and working with the community and sister agencies to ensure the wellbeing of people experiencing homelessness. Outreach connects vulnerable individuals to housing resources within the Coordinated Entry System and outreach workers engage individuals and recommend ways to secure their personal belongings as they continue to navigate the housing process and strive toward stable and safe housing.

Household (HoH): A home dwelling and its occupants. Includes, but is not limited to single occupant, HoH and other persons-minors or adults, HoH with a disabled adult that is under the care of the HoH or single occupant with a caretaker.

Housing Inventory Count (HIC): Required by HUD, the HIC is a point-in-time inventory of all of the dedicated beds and units within a Continuum of Care's homeless services system, categorized by type of project and population served.

Housing Navigation: Using a Housing First approach, Housing Navigation assistance offered by the Provider is designed to identify and secure housing for residents as quickly as possible, by implementing activities such as: active recruitment and retaining of landlords and housing managers willing to rent to residents (who may otherwise fail to pass typical tenant screening criteria); housing unit search and identification; helping residents gather documents needed for housing placement; completing the housing and subsidy application process; and moving and securing basic housing needs. The Housing Navigation assistance offered by the PSHP Provider to all residents, needs to be consistent with the resident's needs and preferences (within the limits of their income combined with available subsidy), taking into consideration safety and access to transportation, connection to health care, treatment, school, daycare and support systems, and employment opportunities.

Housing Stabilization: Services and actions designed to help households who are at risk of becoming homeless to keep housing. This begins once a resident is leased in their voucher program unit. This includes but is not limited to prevention, developing wellness and early identification of behaviors from all members of the household that may jeopardize continued housing, assistance with housing recertification processes, training on being a good tenant, lease compliance, household management, maintaining income and benefits, supporting the building of natural housing supports and resources in the community, and linkages to other District agencies.

Housing Supportive Services (HSS): Housing-related activities and services that support a person's ability to prepare for and transition to housing, and services that support a person in continuing successful tenancy in their housing unit.

Housing the Homeless (HTH): A software application designed by the District to record and store resident-level information on the characteristics and service needs of individuals and families experiencing homelessness who are enrolled in the PSHP.

Housing Unit: A single room occupancy room/facility, individual apartment, townhome or

single-family home utilized to house residents in the PSHP. Housing units for families have separate cooking facilities and other basic necessities to enable families to prepare and consume meals; bathroom facilities for the use of the family; and separate sleeping quarters for adults and minor children in accordance with the occupancy standards of Title 14 of the D.C. Municipal Regulations. Housing units can be project-based or tenant-based.

Human Care Agreement (HCA): A written agreement for the procurement of education or special education, health, human, or social services pursuant to DC Official Code, Section 2-303.06a, to be provided directly to persons who are disabled, disadvantaged, displaced, elderly, indigent, mentally or physically ill, unemployed, or minors in the custody of the District of Columbia.

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.

Intensive Case Management: Case management services designed to support head of households with acute mental health, chronic health, addiction issues, and other high-level concerns through an individualized case management approach. The goal of intensive case management is to help residents maintain their housing and achieve an optimum quality of life through developing measurable objectives with timelines, enhancing ADL's/IADL's, life skills, addressing health and mental health needs, engaging in meaningful activities, developing wellness, and building social and community relations.

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.

Local Resident: PSH resident deemed ineligible for the PSH Medicaid benefit, whose case management services are funded through District allocated funding. This is also a resident who has been deem ineligible by DCHA for a local or federal housing voucher, whose housing subsidy is funded through District allocated funding.

Outreach and Engagement: Describes the processes used to find/locate a resident, establish contact with them (outreach) and build a long-lasting, trusting connection with the individual's Services Provider (engagement). Outreach and engagement practices are targeted, proactive, and resident-centered, with particular attention given to finding and engaging with persons in crisis, who may be initially reluctant to accept assistance.

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.

Permanent Supportive Housing (PSH): Defined in the HSRA as supportive housing for an unrestricted period of time for persons who were once homeless and continue to be at imminent risk

of becoming homeless, including persons with disabilities as defined in 24 C.F.R. 582.5, for whom self-sufficient living may be unlikely and whose care can be supported through public funds. For purposes of the RFA the term ‘resident’ only applies to an individual. Likewise, under the CoC Final Rule, HUD defines PSH as permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. This program provides housing (typically with a rental subsidy) and supportive services with no time limit to homeless individuals and/or families.

Proactive Contact Attempts: Contacts initiated with the intent to make direct contact and engagement with the resident, such as attempts to locate the resident by attending a coordinated entry meeting, visits to appropriate shelters to locate the resident, travel to the location listed on the resident’s most recent SPDAT assessment, etc.

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.

Site Based Voucher: Rental assistance that is tied to a specific unit in a property contracted with the Housing Authority. Applicants selected for a Unit-Based Site may only receive a Unit- or Project-Based Housing Voucher. Unit-Based Sites can be categorized in the following three designations: Site-based, Limited Site-Based, and Scattered Site-Based.

Limited Site-Based: Housing units that are tied to a particular residential property with a specific location, where 12 or more PSH units for families or 17 or more PSH units for individuals or an equivalent mix of families and individuals (not 100% PSH). Assistance provided is attached to the particular building, and tenants who move cannot take the subsidy with them. Residents targeted for these units typically require closer monitoring and case management to be available and delivered on site.

Scattered Site-Based: Housing units that are tied to a particular residential property with a specific location, where 11 or fewer PSH units for families or 16 or fewer PSH units for individuals or equivalent mix of families and individuals (not 100% PSH). Assistance provided is attached to the particular building, and tenants who move cannot take the subsidy with them.

Quality Control: A Contractor’s internal system for monitoring and improving delivery of services and internal operations.

Retroactive eligibility: A provision in federal law that requires state Medicaid programs to provide coverage starting up to three months prior to the beneficiary's application date if the individual has unpaid case management expenses and would have been eligible for Medicaid, had s/he applied.

Tenant-based-Units: Individual housing units located within buildings and/or neighborhoods with other housing units or homes. These types of housing units are scattered throughout the District and are privately owned/operated and leased to Permanent Supportive Housing Program (PSHP) residents by a private landlord/developer.

Resident-driven-goals: Being able to provide for one’s own social and economic needs with little to no assistance from others (specifically the government).

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:

Safety Sensitive: Positions in which it is reasonably foreseeable that, if the employee performs the position’s routine duties while under the influence of drugs or alcohol, the employee could suffer a lapse of attention or other temporary deficit that would likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

Protection Sensitive: Positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for patients or other vulnerable persons.

Security Sensitive: Positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Support: Give assistance to or the enabling of a resident to act on behalf of themselves (e.g., model how to pay a bill, model how to change a light bulb, model how to complete a maintenance request, etc.).

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.

Supplemental Nutrition Assistance Program (SNAP): Formerly known as the Food Stamp program, SNAP provides food-purchasing assistance to District residents with low- or no-income.

Targeted Affordable Housing (TAH): Units or subsidies that offer long-term affordability and are dedicated for use by the homeless services system. TAH is not intended to address affordable housing needs in the District more broadly but is targeted to key populations of individuals and families being served by the homeless services system that do not need ongoing supportive services and that, but for long-term subsidies, could not exit homelessness or would return to homelessness. For purposes of the HCA, references to TAH will only apply to individual residents.

Teaming: A process that includes collaborating with stakeholders to include family members, service providers, and the community to ultimately support the head of household's goals.

Trauma-Informed Care: Most individuals seeking public behavioral health services and many other public services, such as homeless and domestic violence services, have histories of physical and sexual abuse and other types of trauma-inducing experiences. Trauma-informed organizations, programs, and services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and re-traumatization can be avoided.

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 OrgCode 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 I – Collaboration Commitment Form**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)****YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH-_001-25**

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.

Collaborating Organization:

Name: _____

Address: _____

Tel & Fax No.: _____

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

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

Authorized Representative(s):

Name: _____ Tel.: _____



DC

DEPARTMENT *of*
HUMAN SERVICES

Signature: _____ Date: _____

Name: _____ Tel.: _____

Signature: _____ Date: _____

Attachment J – Confidentiality and Non-Disclosure Agreement

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

**YOUTH EXTENDED TRANSITIONAL HOUSING PROGRAM
RFA #JA-FSA-YOUTH EXTENDED TH_001-25**

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 “Youth Extended TH Residents.”

I, _____, am employed by: _____
(Name of organization)

I understand that in the course of my duties pursuant to the District of Columbia Daytime 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 Youth Extended TH 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 Youth Extended TH 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; 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



DC

DEPARTMENT *of*
HUMAN SERVICES

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 Youth Extended TH residents' protected information for fraudulent purposes.

Signature & Title

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 (Citywide Grants Manual and Sourcebook).