



**Youth Extended Transitional Housing: Pre-Bidders Conference Q&A**

**Grant Administration**

- 1. Are there additional subpopulations of youth other than LGBTQ+ such as parenting youth?**

While the Request for Application (RFA) describes the target population as youth aged 18-24 there are a number of beds identified specifically for LGBTQ+ identified youth. However, if an applicant is interested in serving another subpopulation of youth aged 18-24 they should describe the population and need in their response.

- 2. Are there Certified Business Enterprise (CBE) or Small Business Enterprise (SBE) subcontracting requirements?**

No, there are no requirements for CBE or SBE subcontracting.

- 3. Is there an expected award date for the grant?**

Yes, May 2024 is the estimated award date.

- 4. Is this solicitation offered for DC territory participants only or nationwide?**

All ETH housing funded through this solicitation must be in the District of Columbia.

- 5. Will the Pre-bidders Conference presentation slides be shared?**

Yes, the presentation slides will be published by April 11, 2024.

- 6. Our program has extensive community based experience providing mental health, trauma informed treatment and 24/7 crisis support with the TAY population and are wondering if this RFA is only open to programs that have previous transitional housing experience?**

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. Please see the RFA, Section 1.2 Eligible Organizations/Entities.

**7. Are there any updates or addendums related to this RFA?**

No, there are not any updates or addendum related to this RFA.

**Prospective Grantee Responsibilities**

**8. Are the required Medicaid eligible mental health services expected to be provided by the grantee's Clinical Coordinator? Or will it suffice to have the youth's external existing mental health provider come onsite to conduct mental health provisions?**

The expectation is that selected grantees will provide on-site mental health services through on-site staff such as the clinical coordinator and through documented partnerships with mental health providers. In addition, it is expected that the grantee will assist their clients with enrolling in ongoing mental health services that accept public insurance (i.e. Medicaid). Grantees are expected to assist their clients with accessing and utilizing those services as well as removing barriers to participation and in long-term support.

**9. In the housing unit, does each bedroom have to have its own bathroom?**

Shared bathrooms are acceptable.

**10. Is each youth required to have their own bedroom, or are some roommates allowable?**

Housing should provide an individual bedroom for each client served. Sharing of bedrooms is not allowed.



**11. How will youth be referred to the program?**

Youth will be referred to the program via the Coordinated Assessment and Housing Placement (CAHP) System, also referred to as coordinated entry or coordinated intake. A coordinated entry system is a resident-centered process that streamlines access to the most appropriate housing intervention for each person experiencing homelessness. Please refer to page 8 of the RFA for additional CAHP information.

**12. Is each program required to have a minimum capacity of 8 beds?**

Yes, the Grantee must provide a minimum of eight (8) and a maximum of thirty-four (34) Extended Transitional Housing beds.

**13. Regarding the services rendered, will there also be a requirement that youth engage?**

Yes, youth are required to be engaged with a minimum of weekly case management sessions or more based on their unique needs. ETH programs will be creative in case management to provide incentives for participation and engagement with behavioral health services.

**14. Can the program accept homeless youth who are pregnant?**

No, this particular program only serves unaccompanied youth. There are other programs in our system that provide services for homeless and pregnant youth.

**15. What are some examples of Youth Development and Trauma Informed Care services?**

Positive Youth Development is a framework for helping youth develop into positive and productive adults. More information can be found about positive youth development [here](#). Trauma informed Care is an approach to service delivery that understands the experiences and behaviors of clients through a trauma lens versus a lens of blame. More information on trauma informed care can be found [here](#). Applicants are encouraged to discuss how the services that



they provide are done in such a way that is trauma informed and aligned with the principles of positive youth development.

**16. Is the grantee required to provide food for the youth participants?**

Grantees are not required to provide daily meals; however, the grantee should be able to provide youth participants with food and resources in emergency situations. The expectation is that Case Managers are connecting youth to resources and benefits such as Supplemental Food Assistance Programs.

**17. Other than a District business licenses are there other licenses required for serving youth ages 18–24-year-old?**

The only required license is a District business license. There are no additional licenses needed to serve the target population.

**18. Is it mandatory to keep physical client case files? Or will electronic files suffice?**

Electronic files will suffice.

**19. Could you clarify what qualifies as "Private Enterprises" for this solicitation?**

A private enterprise is a business that is managed by independent companies or private individuals rather than by the government.

**20. Does the applicant have to demonstrate site control (i.e. rental agreement or mortgage documentation) prior to the time of application submission?**

No, an applicant does not have to demonstrate site control prior to the application submission. However, once a contingent offer is made and accepted DHS will schedule a tour of the site and the expectation is that the Grantee will be able to demonstrate site control once the Award is executed.

**21. Is there a requirement for having security on site?**

No, there is not a requirement for having security on site.



## Program Scope

**22. How long after notice of award does a Grantee have to submit the Certificate of Occupancy?**

A newly awarded Grantee must submit their Certificate of Occupancy prior to clients moving into the site or within 30 days of Award execution, whichever comes first.

**23. How many Awards will be made and how many beds will be required for each Grantee?**

The total estimated number of Awards is five. DHS seeks to fund up to 75 ETH beds total through this solicitation with 24 of the 75 beds being dedicated to LGBTQ youth. Each prospective Grantee is required to provide a minimum of 8 beds and a maximum of 34 beds.

**24. What are the exceptions for serving youth over 24 years of age?**

There are no expectations for serving anyone over the age of 24. The Extended Transitional Housing Program only provides services for youth aged 18-24.

**25. Has there been a change to the length of time clients are allowed to remain in the ETH program?**

The program length of time has been changed from 6 years to 3 years.

## Budget

**26. Is there a match requirement for this budget?**

No, there is not a required match. However, recognizing the true costs needed to fully operate this program, provider match is highly encouraged.

**27. Does start-up cost need to be included in the total annual budget amount for the base year? Or will start up cost be provided separately?**

Start-up cost can be included in the budget submission; however, the applicant must identify and describe this cost in the budget narrative.

**28. Will this grant allow or provide down payments to purchase property to house the youth or do you have to have a property established?**



No, DHS does not provide down payments to purchase property for the youth or refer properties. Please see question number 19 for information regarding site control.

**29. Regarding the new staffing requirements and the budget, has DHS taken into consideration that this will require more money overall?**

The budget has been established with all cost categories considered.

**30. In terms of organizational financial audits, what is required for applying to this solicitation?**

Part of the application submission includes the 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.

**Staffing Requirements**

**31. Is the Clinical Coordinator required to provide the mental health services, or can the applicant partner with external agencies to provide these services onsite?**

The Clinical Coordinator is responsible for ensuring that all ETH clients are receiving clinically appropriate services that address their current mental and physical health needs. The Clinical Coordinate is responsible for providing clinical oversight and supervision on all ETH cases. The Clinical Coordinator will facilitate directly or in collaboration with a mental health agency in which there is a documented partnership, on-site mental health services. Additionally,

the Clinical Coordinator will 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.

**32. What is the frequency of the required staff background clearances?**



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DHS Policy on Suitability and Screening for Employees and Volunteers states safety and protection sensitive employees and volunteers, the background check is required at least once every two (2) years; and for security sensitive employees and volunteers, at least once every four (4) years. Please find the policy attached to this document.

**33. Do job descriptions need to be provided for all staff members involved in the project or solely for those in newly proposed positions?**

Proposed Staff job descriptions must accompany the application for the key staff positions outlined in the RFA and any additional staff position appearing the applicant's Proposed Staffing Plan Upon Award, 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.

**34. As a current grantee, Education/Employment, Housing Navigation, and youth engagement services have been a major part of the Case Manager position. While we can see how these roles would be valuable in a larger setting, we are uncertain that each of these additional positions would have enough work in a 12 bed program. Our program has staff with different titles with experience performing these roles. Assuming we aren't allowed to say our case manager fulfills those positions, if we document their experience doing these tasks, would we be allowed to say other current staff are our specialists? Or do we have to create new positions and hire new staff?**

No, all of these functions cannot be rolled into the case management position. Applications must clearly describe which staff members are performing which functions and must comply with the required percentage of FTEs as detailed in the application. There must be 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.

**35. Is the Youth Engagement Specialist a required position?**

Youth Engagement Specialist is considered Key Personnel and are essential to the work being performed. Youth Engagement Specialist often are individuals who monitor the program during overnight hours, facilitate life skills groups, assist with functions like room inspections, etc.



**36. Can one staff member encompass both Education/Employment and Housing Navigation since both are required as 50% FTE?**

Grantees are able to determine how to best meet the staffing requirements based on their organization staffing pattern. However, there must be a position that's sole function at 50% of the time is employment and education and a position that is dedicated at 50% of the time to identifying permanent housing. This cannot be rolled up into the case manager position or rolled up into a position that is responsible for supervising the young people and facilitating day to day programming like a youth engagement specialist.

**Attachments**

**37. The application guidelines require the submission of Attachment D (original receipt). Could you kindly clarify where this attachment should be included within our application packet?**

There is no specified location for Attachment D within the submitted application packet.

**38. Is the budget considered part of the 12-page limit for the project narrative?**

No, the Budget is not part of the 12-page limit. The Budget Narrative should be a separate attachment.

**39. Site Specifications: Given the challenges of securing a sufficiently large site in DC, we are considering proposing two adjacent buildings on the same street, under the same landlord, as our project site. Before proceeding, we wish to confirm if this arrangement meets the program's site requirements, particularly considering the unique real estate constraints in DC.**

The ETH Program models require a site-based location. All proposed beds/units must be located at one site.

**40. On page 39 of the RFA package point 4.5 indicates that the Project Narrative should be a maximum of twelve (12) pages. However, the Checklist for Applications indicates that the Project Narrative should not exceed five (5) pages. Please clarify the maximum page requirement for the Project Narrative.**





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The Project Narrative can be a maximum of 12 pages.

**41. Is Attachment I, the Collaboration and Commitment Form, the same as the Memorandum of Understanding described in Appendix nine (9) of the application checklist?**

The Collaboration and Commitment Form should be used if the applicant does not have a formal MOU with their partner entity.