



DC | DEPARTMENT *of*
HUMAN SERVICES

DC Department of Human Services Family Services Administration

Youth Extended Transitional Housing RFA April 3, 2024

Welcome

Agenda

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- Solicitation Overview
- Grantee Requirements
- Deliverables
- Application Format
- Evaluation Factors
- Application Deadline & Submission
- Q&A

Solicitation Overview

Solicitation Overview

- 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 programs provide up to three years of housing plus a full range of supportive services including case management, employment services, educational services, life skills, health and wellness supports, and housing navigation services.
- Provides up to 75 site based ETH beds through this solicitation with 24 of the 75 beds being dedicated to LGBTQ youth.

Solicitation Overview: ETH Goals

- Safe Housing and Community Support
- Supportive Services
- Service Connections
- Increasing Income
- Housing Navigation and Permanent Housing
- Successful Exits

Solicitation Overview: Award Period

- Award Period: October 1, 2024 – September 30, 2025.
- This grant is being offered for one year with an option to renew for four additional years, subject to funding availability.

Solicitation Overview: Eligible Organizations

Eligible organizations include:

- 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.
- Entities with experience working with individuals, with particular expertise in serving individuals ages 18 – 24 experiencing homelessness

Grantee Requirements

Grantee Requirements: Overview

- 1) General Requirements
 - 2) Case Management
 - 3) Supportive Services
 - 4) Housing Requirement
 - 5) Staffing Requirements
- In this section, we are going to highlight some of the most important requirements. We are not covering every requirement – so please read the solicitation carefully!

General Requirements

Grantee Requirements

- 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 staffing 24-hours a day for 365 days per year at the ETH program.
- Take all referrals for vacancies (both initial and at turnover) from the District's CAHP system.
- Utilize HMIS and all other designated data applications related to ETH operations to capture client level data on persons served under the program
- Participate in all required DHS trainings annually (outlined under Staff Requirement).
- Comply with all provisions of the Homeless Services Reform Act (HSRA) and corresponding regulations.

Case Management

Grantee Requirements

- Grantees will be required to provide case management services to clients in the ETH program. The primary goals of case management services are to stabilize the client after they have experienced homelessness and to develop and implement a plan to increase their self-sufficiency and achieve long-term housing stability.
- **Case Management shall consist of:**
 - Initial Contact
 - Assessment
 - Case Plan
 - Ongoing Case Management

Supportive Services

Grantee 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 and must include:

- Employment and Education
- Health and Wellness
- Life Skills
- Family Reunification and Support
- Other Supportive Services

Housing Requirements

Grantee Requirements

- Provide a minimum of eight (8) and a maximum of thirty-four (34) extended transitional housing beds.
- Provide 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;
- Provide routine services including extermination, common area cleaning, fire and safety inspections, etc. to maintain high quality living accommodations.

Staffing Requirements

Grantee Requirements

➤ Key Staff Positions

➤ Staff Background Clearances

- Federal Bureau of Investigation (FBI) Background Clearance
- Metropolitan Police Department (MPD) Background Clearance
- State of Residency Background Clearance (if applicable)
- Child Protection and Sex Offender Registry Checks
- Drug and Alcohol Screenings
- Tuberculosis Screening

➤ Staff Training Requirements

Deliverables

Deliverables

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

Application Format

Application Format

- Applicants are encouraged to carefully consider the Evaluation Factors described in Section 4 of the RFA as they prepare their responses.
- Excluding attachments and appendices, the Application must not exceed 15 pages.
 - 1) Applicant Profile (Attachment A)
 - 2) Table of Contents
 - 3) Applicant Summary
 - 4) Project Narrative
 - 5) Program Budget and Budget Narrative
 - 6) Certifications and Assurances
 - 7) Appendices (Not included in page limit)
- Additional reminders:
 - One-inch margins
 - 12-point font (Times New Roman recommended) with 1.5 line spacing
 - Pages numbered

Application: Program Budget & Narrative

- Personnel – Proposed salary and wages for staff
- Fringe Benefits – Include proposed benefits paid to staff
- Supplies – Proposed supplies needed to fulfill requirements
- Other – Insurances, rental/lease payments, maintenance, subscriptions, postage, etc.
- Indirect: Show calculation and indirect rate

Application: 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

Evaluation Factors

Evaluation Factors

- **Program Design (40 Points):** must detail the plan to establish, execute, and maintain the proposed housing program for youth.
- **Organizational Capability and Relevant Experience (30 Points):** must include a Staffing Plan, show ability to provide services and detail past relevant experience.
- **Sound Fiscal Management and Reasonable Budget (20 Points)-** must provide detailed budget and demonstrate ability to properly manage funds.
- **Overall Feasibility of the Project (10 Points)**

Application Deadline & Submission

Application Deadline

- To be considered for funding, Applications must be received no later than **5:00 p.m. on Wednesday, April 24, 2024**
- Supplements, deletions or changes to the application will not be accepted after submission

Application Submission

- Please electronically via (**email**) only
- Attention:
Keisha Jefferson, Grants Management Specialist
Email: Keisha.jefferson@dc.gov

Milestones

- April 8 5:00 pm Bid Meeting Questions Consolidated
- Estimated May 2024: Grantee(s) selected
- Grant Awarded: October 2024

Contact Information

Keisha Jefferson, Grants Management Specialist

Email: keisha.jefferson@dc.gov



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Q&A