

**REQUEST FOR APPLICATIONS (RFA): DHS-FSA-HYRA-001-22**

**Government of the District of Columbia  
Department of Human Services**

**Fiscal Year 2022**

**District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender,  
Non-Binary and Gender Non-Conforming Individuals**



**Announcement Date: 1/07/2022**

**RFA Release Date: 1/07/2022**

**Pre-application Conference Date: 2/16/2022**

**Application Submission Deadline: 2/28/2022**

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

## Executive Summary:

The District of Columbia (District), Department of Human Services (DHS), is accepting applications for Fiscal Year (FY) 2022 to establish a Wrap-Around Workforce Development Program for Transgender, Non-binary, and Gender-Nonconforming (TGNC) District residents age 25 and older experiencing or at risk of experiencing homelessness in the District of Columbia per the requirements of the Homeless Services Reform Act of 2017, D.C. Law 16-296 which amended the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-751.01 *et seq*), and Homeward DC 2.0; the District's Strategic Plan to end long-term homelessness.

[https://ich.dc.gov/sites/default/files/dc/sites/ich/page\\_content/attachments/Homeward-DC-Report\\_FY2021-2025%5B1%5D.pdf](https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Homeward-DC-Report_FY2021-2025%5B1%5D.pdf)

The District seeks to provide funding to establish a Wrap-Around Workforce Development Program for TGNC District individuals, over the age of 25, who are homeless or at risk of experiencing homelessness. In addition to job readiness training, the workforce development program will provide wrap-around services to support the needs of participants through the program's duration. Applicants must demonstrate their intent and ability to leverage non-governmental assets; coordinate with other experts supporting the TGNC community, collaborate with seasoned workforce development programs (*if workforce development is not the applicant's programmatic expertise*), and demonstrate a TGNC culturally competent work plan that will support and facilitate participation through the workforce development program.

In that vein, DHS is putting forth this RFA to identify one provider with a clear plan to create a wrap-around workforce development program for TGNC identifying individuals who are homeless or at risk of experiencing homelessness. DHS is seeking a culturally competent organization that can deliver quality, structured and measurable work readiness training services that will lead to gainful employment and provide wrap-around services to help participants prevent barriers to successful completion.

<b>Funding Opportunity Title:</b>	FY 2022 Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming (TGNC) Individuals (Short: TGNC)
<b>Funding Opportunity Number:</b>	<b>DHS-FSA-HYRA-001-22</b>
<b>Deadline for Submission:</b>	February 28, 2022, at 4:00 PM <a href="mailto:alexis.alexander@dc.gov">alexis.alexander@dc.gov</a>
<b>Total Estimated Available Funding:</b>	Three hundred thirty-three thousand three hundred thirty-four dollars and zero cents (\$333,334.00)
<b>Total Estimated Number of Awards:</b>	One (1) award
<b>Total Estimated Award Amount:</b>	Eligible organizations can be awarded up to three hundred thirty-three thousand three hundred thirty-four dollars and zero cents (\$333,334.00).
<b>Period of Performance:</b>	October 1, 2021 – September 30, 2022

**Length of Award:**

Twelve (12) months

**Eligible Applicants:**

Local social services organizations, not-for-profit corporations, non-profit organizations and charitable organizations, including faith-based organizations based in, and serving the target population in the District of Columbia

# NOTICE

## PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

**District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender,  
Non-Binary and Gender Non-Conforming Individuals**

**RFA: DHS-FSA-HYRA-001-22**

**WHEN:** Wednesday, February 16<sup>th</sup>, 2022

**WHERE:** Meeting link provided upon RSVP

**TIME:** 11:00 a.m. – 12:00 p.m.

**CONTACT PERSON:** Alexis Alexander  
Family Services Administration  
Department of Human Services  
64 New York Avenue, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
[alexis.alexander@dc.gov](mailto:alexis.alexander@dc.gov), 202-704-7703

**Please RSVP to attend the Pre-Application Conference: no later than Monday, February 14<sup>th</sup>, 2022.  
You may RSVP via email to Alexis Alexander, Program Analyst, [alexis.alexander@dc.gov](mailto:alexis.alexander@dc.gov)**

**Checklist for Applications**  
**District of Columbia Homeless Wrap-Around Workforce Development Program for**  
**Transgender, Non-Binary and Gender Non-Conforming Individuals**

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

1. Funding for an award is contingent on continued funding available to DHS.
2. The RFA does not commit DHS to make an award.
3. DHS reserves the right to accept or deny any or all applications, if DHS determines it is in the best interest of DHS to do so. DHS shall notify the applicant if it rejects that applicant's proposal.
4. DHS may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS reserves the right to issue addendums and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DHS may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DHS may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DHS may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DHS shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars 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 [Office of the City Administrator: Division of Grants Management](#) (Citywide Grants Manual and Sourcebook).**

I	<b>Checklist for RFA Application</b>
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.C.1. of the RFA.
	Application is typed on 8 1/2 by 11-inch paper, 1.5 spaced, on one side, using 12-point type with a minimum of one inch margins, with <b>all</b> pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section VI.: 2-Program Narrative, 3-Proposed Project Plans, 4-Fiscal and Financial Management, 5-Program Reporting, and 6-Applicant Qualifications must not exceed 12 pages. Note: Attachments and appendices do not count toward the page limit.
	Program Budget and Budget Narrative Justification (Attachment G) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget.
	Proposed Work Plan (Attachment E) is complete and complies with the work plan form.
	Appendix 1: Certifications and Assurances listed in Attachments B and C are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of non-profit corporation status, if applicable.
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Appendix 8: Proposed organizational chart.
	Appendix 9: Memoranda of Understanding from key community partners documenting their specific support for the delivery of services for the Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Program.
	Appendix 10: Proposed staff resumes.
	Appendix 11: Proposed staff job descriptions.
	Appendix 12: Signed letter stating that the applicant will market the initiative as a DHS/FSA Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Program.
	Appendix 13: District of Columbia Business License.
	Appendix 14: Annual report or other documentation of a history of supporting TGNC identifying individuals experiencing homelessness or at imminent risk of becoming homeless.
	Appendix 15: Certificate of Good Standing.
	Application is submitted electronically to the point of contact. DHS/FSA Receipt Form must clearly identify the organization name, RFA number, and project name. (Attachment D).

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## SECTION I

## GENERAL INFORMATION

### Introduction

The Department of Human Services (DHS) is soliciting detailed proposals (also referred to as “applications”) to establish a Wrap-around Workforce Development Program for Transgender, Non-binary, and Gender-Nonconforming (TGNC) District individuals age 25 and older experiencing or at risk of experiencing homelessness in the District per the Homeless Services Reform Act of 2005, (D.C. Law 16-35, D.C. Official Code § 4-751.01 et seq). The Homeless Services Reform Act of 2017, D.C. Law 16-296 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), is authorized as part of the Fiscal Year 2022 Budget Support Act of 2021, D.C. Act 24-0173, effective September 13, 2021 and the accompanying FY 2022 Proposed Budget and Financial Plan.

Per funding allocated to DHS in the FY22 budget, the District is seeking to expand resources for Transgender and Gender Non-Conforming (TGNC) individuals experiencing homelessness. Recognizing the inequities and economic vulnerabilities TGNC individuals face, DHS is piloting a workforce development program that will provide job readiness training and intensive wrap-around supports for individuals experiencing homelessness or at risk of experiencing homelessness for up to one (1) year to include job-readiness training to foster workforce development skills.

TGNC individuals often face barriers to employment which can lead to chronic homelessness. The goal of the TGNC Wrap-Around Workforce Development Program is to provide TGNC individuals with the tools and experience necessary to obtain employment. To achieve this goal, the grantee’s services will include, but are not limited to:

- Delivering quality work readiness training services, providing short-term subsidized work experience by identifying TGNC inclusive employer partners and/or employer partners committed to shifting internal practices
- Facilitating TGNC education trainings for participating employers
- Coordinating and collaborating with other service providers who demonstrate a history of working with the TGNC population
- Providing trauma-informed and TGNC inclusive wrap-around services to provide linkages to these services for program participants (*ie. mental health, housing, ID document, legal services support*)

The grant’s services will include, but are not limited to, coordination with other providers and outreach teams to exchange homeless information, participation in the District’s Coordinated Assessment Housing Placement (CAHP) system, including conducting assessments, and receiving referrals via the system, utilizing the Homeless Management Information System (HMIS); 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 legal requirements for services to be provided in this workforce development program are contained in the Homeless Services Reform Act of 2017, D.C. Law 16-296 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).

## **Target Population**

The District of Columbia's Wrap-Around Workforce Development Program target population is:

- TGNC individuals 25 and older who are at risk of homelessness, lack an adequate or fixed residence, including individuals who are unstably housed, living in doubled up circumstances, in transitional housing, in shelter, or on the street.

## **Eligible Organizations/Entities**

- Local social services organizations, not-for-profit corporations, and charitable organizations, including faith-based organizations based, and serving the target population of individuals who are currently experiencing homelessness in the District.
- Organizations incorporated as a not-for-profit corporation or religious corporation or public agency under the laws of the District or a corporation formed under laws of another state and authorized under District law to conduct corporate activities in the District or provide care and services in the District and have been granted federal tax exempt status.

Eligible organizations may sub-grant the funding it receives under this grant to sub-grantees (providers), as approved by DHS to meet the requirements in this RFA. Applicants must include details on how it will manage services, financial, and legal responsibilities between itself as the Grantee and its sub-grantees. The application must clearly describe the roles and responsibilities for each party in the proposal.

## **Faith-Based Organizations**

On the same basis as any other applicants, religious organizations are eligible to participate as long as the services funded by the District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals 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.

## **Source of Grant Funding**

The funds are local funds subject to appropriations of Fiscal Year 2022 Local Budget Act of 2021, D.C. Act 24-0173, effective September 13, 2021 and the accompanying FY 2022 Proposed Budget and Financial Plan.

## **Award Period**

This grant is being offered from grant execution through September 30, 2022.

## **Grant Awards and Amounts**

DHS will fund one (1) grant award. The grant awards will be funded up to three hundred thirty-three thousand three hundred thirty-four dollars and zero cents (\$333,334.00).

## **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and the official grant agreement. Applicants shall only use grant funds to support the wrap-around workforce development programming for the target population in the District of Columbia.

## **Indirect Costs Allowance**

The applicants' budget submissions must adhere to a ten-percent (10%) maximum for indirect costs.

## **Contact Person**

For further information, please contact:

Alexis Alexander, Program Analyst

[alexis.alexander@dc.gov](mailto:alexis.alexander@dc.gov)

DC Department of Human

ServicesFamily Services

Administration

64 New York Avenue, N E, 5<sup>th</sup>

FloorWashington, DC 20002

202-704-7703

## **Updates**

In order to receive updates and/or addenda to this RFA, or other related information, applicants are advised to immediately email the following information to Alexis Alexander, Program Analyst at [alexis.alexander@dc.gov](mailto:alexis.alexander@dc.gov) :

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

## **Notice of Intent**

Organizations that anticipate submitting an application in response to this request should send an email to Alexis Alexander. The Notice of Intent is not mandatory, nor does it provide any specific obligation with regard to the review or award process.

## **Pre-Application Conference**

The Pre-Application Conference will be held by DHS headquarters via virtual platform on **Wednesday, February 16<sup>th</sup>, 2022 11:00 A.M-12:00 P.M.** Meeting link will be provided upon RSVP.

## **Explanations to Prospective Grantees**

Applicants are encouraged to e-mail their questions to Alexis Alexander on or before **Friday, February 25<sup>th</sup>, 2022 at 4:00 p.m.** Questions submitted after the deadline date will not receive responses. Please allow ample time for email to be received prior to the deadline date.

## **Deadline Date**

The RFA will be issued on **Friday, January, 7<sup>th</sup>, 2022.** The Pre-Application Conference will be held on **Wednesday, January 16<sup>th</sup>, 2022,** the deadline for submissions of all applications is **Monday, February 28<sup>th</sup>, 2022.** Applications that are received by the deadline date and time will receive an electronic acknowledgment. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 4:00 p.m. on Monday, February 28<sup>th</sup>, 2022.**

## SECTION II

## PROGRAM SCOPE

### **Program Description and Purpose**

The Homeless system is building capacity to serve all individuals experiencing homelessness in the District. The community identified the need for more service rich resources for Transgender, Non-Conforming, Non-Binary and Gender Non-Conforming (TGNC) identifying individuals who are homeless or at risk of experiencing homelessness age 25 and older.

In recognizing systemic barriers TGNC individuals face, which can lead to long-term economic insecurity and housing instability, DHS is establishing a Wrap-Around Workforce Development Program aimed at providing customized work readiness training, that focuses on job readiness skills, and provides wrap-around services that can increase the participants' ability to sustain program engagement, complete the program successfully and ultimately lead to employment obtainment.

An essential component to the Wrap-Around Workforce Development Program, will be providing participants with comprehensive supports that are TGNC affirming implement trauma-informed care practices to support the mental healthneeds of participants.

*Please Note\**

COVID 19 Measured & Protocols: Pursuant to Mayor's Order 2021-099 all contractors and grantees must be fully vaccinated against COVID-19.

### **Requirements**

#### **Specific Requirements**

Grantee(s) shall be required, at minimum, to include the following program elements in the servicedelivery model:

- **Outreach & Recruitment:**

Conduct program participant outreach to all eligible individuals in the CoC. Program Outreach cannot berestricted to the grantees' existing or prospective clients.

Grantee must conduct recruitment and program outreach efforts by collaborating with other service providers in the District's Homelessness Continuum of Care (CoC) which include drop-in centers, emergency shelters, housing providers and street outreach teams. The grantee should also conduct outreach to other local organizations to recruit eligible individuals. The grantee(s) will be expected to conduct intentional outreach to TGNC identifying individuals.

- **Assessment:**

Provide a comprehensive assessment to identify the participants employability skills, career interest, goals, social, medical, and mental health needs. Leverage the assessment to help match participants to the appropriate training, employer and wrap-around services.

- **Work Readiness & Professional Development:**

Utilizing a Trauma-Informed Care framework, administer work readiness training to help participants build foundational skills that apply to work settings, professional development and career exploration. Grantees must demonstrate how the organization plans to offer participants access to trainings that can lead to an industry-recognized occupational credential. Trainings may also cover topics such as, TGNC workplace rights, financial literacy, dress code, conflict resolution etc.

- **Employment Partnerships and TGNC Employer Education Trainings**

**Grantee Must:**

- Develop a strategy to identify and partner with employers that are welcoming and sensitive to the needs of TGNC individuals and/or are committed to learning best practices.
- Develop a protocol to ensure that employer partners are educated on TGNC cultural competency. *Employer partners may identify trainings independently, or grantee may offer trainings to employer partners.*
- Develop a monitor and compliance process to ensure that employer partners have been educated or seeking training.
- Develop a variety of work experiences for participants that allow them to learn time management, conflict resolution, workplace specific skills, while supporting them with coaching and career guidance.
- Provide career exposure and skill building for specific industries.
- Identify, refer, and link individuals to full and part time unsubsidized employment opportunities through partnerships with employers through but not limited to career fairs, direct applicant referral, etc.
- Provide employment retention supports including but not limited to coaching, problem solving, access to wrap-around support services

- Wrap-Around Support Services:

On an as needed basis, Grantee(s) shall link participants to the following types of services:

- Housing connections/supports
- Transportation Assistance
- Attendance Stipends (can be provided via grant funds)
- Emotional and Mental Health supports/services
- Medical and Dental services
- ID & Vital Record Obtainment
- Mental Health
- Legal Services
- Detox Support
- Harm Reduction
- Food/Meals
- Other appropriate services as identified by the program participants

The above support can be provided directly, through community partnerships, via subcontract agreements/contracts, referral agreements, co-location of services etc.

- **Case Management Services:**

For the purposes of this grant, case management can be defined broadly and can be rendered by staff members whose titles may include workforce/vocational development specialists etc. Grantee(s) must designate a staff member to meet with participants regularly, according to need. The case manager will be responsible for conducting a needs assessment, developing an Individual Service Plan (ISP) with participants and connecting participants to appropriate wrap-around services.

- **Transition Assistance & Follow- Up Services:**

Grantee(s) must:

- Provide after care services to program participants post program exit by creating an effective transition strategy for the participant, to identify clear next steps that support their employment goals. This can include linkages to ongoing services provided through the providers, other community-based resources, and the District of Columbia such as DOES One Stop Centers.
- Co-create exit strategies with program participants and shall include:
  - Connection to paid work opportunities
  - Assistance with educational goals (i.e. GED/Post-secondary applications)
  - Employment Retention Supports
  - On-going case management support (mental health or other wrap-around support needs)
  - Linkages to other community provider and resources
- **Staffing and Professional Development**

DHS must source service providers that demonstrate a history and knowledge of supporting TGNC individuals. Staff should utilize a Trauma-Informed Care Framework.

## **General Requirements**

### **Grantees shall, at minimum:**

- Conduct program participant outreach to all eligible individuals in the CoC. Program Outreach cannot be restricted to the grantees' existing or prospective clients. Referrals and recruitment efforts must come from the District's CAHP system (*in accordance with CAHP system procedures and according to the maximum individual capacity amount proposed in the solicitation*) **and/or** outreach efforts to CoC partners, other adult serving community-based organizations etc.
- Comply with all related Federal and local confidentiality laws.
- Comply with all provisions of the (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.
- Staff must develop emergency plans, which detail individual roles and responsibilities and whom to contact if in need of supervisory guidance or assistance in responding to a participants programmatic request or emergency after hours. social work
- Hire at least one bilingual staff member or otherwise delineate clear plans for working with program participants who speak languages other than English.
- Have at least one staff member with a master's degree, licensed in the field of or comparable field.
- Submit a detailed plan to outline clear protocols regarding participants and employer engagement and case management such as number of employment visits per month, individual and group sessions, process for service linkages, etc.

- Require all case management staff to attend the ICH, CoC, and District-sponsored trainings, as Directed by the Department. For example, but is not limited to:
  - Homeless Services Reform Act (HSRA) 2005 Overview
  - Homeless Management Information System (HMIS) Training
  - Coordinated Assessment and Housing Placement (CAHP) System Training
  - Reasonable Accommodations and ADA Training
  - Customer Service Training
  - Cultural Competency and Sensitivity Training
  - Understanding Special Needs Training
  - Non-Coercive Approaches to Conflict Management Training CPR First Aid
  - Unusual Incident Reporting (UIR)
  - HIPPA
  - Crisis Intervention
- Utilize HMIS and all other designated data applications related to Wrap-Around Workforce Development Program to capture participant level data on persons served under the program. This database will be used throughout the period of performance.
- Utilize DHS Office of Performance Review Monitoring and Investigation (OPRMI) Correspondence Unusual Incident Report (UIR) and Complaints Quickbase to facilitate reporting incidents outlined below.
- Collaborate with the Grant Administrator and DHS monitoring team, providing information as requested.
- Utilize a culturally competent 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 LGBTQ culturally sensitive manner taking into the account the needs and vulnerabilities of homeless and unstably housed individuals.
- Obtain approval from the Grant Administrator (GA) 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.

### **District Responsibilities**

The District's Responsibilities are as follows:

1. Assign individuals to the Grantee through the District of Columbia CAHP system.
2. Provide adequate orientation and training to Grantees to enable them to fulfill their responsibilities.
3. Provide adequate support, technical assistance, and resources to Grantees to enable them to fulfill their responsibilities.
4. Serving as a liaison between staff, and other service Providers, and vendors under the Wrap-Around Workforce Development Program (as needed).
5. Ensure that all other contractors, service Grantees, and vendors under the Wrap-Around Workforce Development Program comply with all provisions of the HSRA and corresponding regulations.

### **Anticipated Client Contact Standards**

1. Grantee shall ensure that outreach and engagement begins within the first five days of the program's start date. Outreach includes but is not limited to: presenting the program to agencies in the District's



CoC, conducting outreach via local medical providers and other known community locations where the target population frequents, partnerships with other providers specializing in services to T/GNC individuals. Individuals identified for program participation should complete an intake process which consist of at a minimum: demographics, psycho-social history, education and employment history, career inventory. As well, the provider should review the program guidelines, expectations, and participation requirements. Individuals who are accepted into the program should be “enrolled” in the program HMIS. If after proactive outreach, engagement, and documentation of efforts within a one-week period, a provider determines that acceptance into the program cannot be accomplished, the provider may seek to have the individual removed from the caseload list by DHS. Once accepted into the program, the Grantee(s) shall describe in detail how they propose to meet the specific needs of the target population via an individual service plan (ISP) that include time-oriented goals and action steps. Details shall include but are not limited to: career assessments, industry of interest, education and training plan, , targeted employers, targeted soft skills for development, resume and job prep tools, work-related supports, and coaching or mentoring needs. If an individual becomes disengaged from services after being enrolled, efforts should be made to reengage including home visits, phone calls, emails, text messages for a least a two week period before disenrollment.

2. Grantee(s) shall ensure that case managers have regular contact with and be available to help meet the participants goals and to ensure continuity and effectiveness of service delivery. Meetings shall be scheduled by the Case Manager at a mutually agreeable time that does not conflict with a participants work schedule, health care appointments, or other appointments that are part of the participants ISP.
3. Grantee(s) shall ensure that all participants engagement activities, participants contacts, and activities are recorded in participants electronic records within forty-eight (48) hours of service delivery.
4. Grantee(s) shall ensure that all services be provided by a qualified and experienced staff with background in Social Work, Counseling, or Psychology, with a particular focus on identifying individuals that are members of the T/GNC target population. If more than one Provider team member will be performing case management tasks, the Grantee(s) must identify a primary Case Manager responsible for coordinating and documenting the service delivery for the participant.
5. If the relationship between a participant and his or her Case Manager deteriorates such that the two can no longer reasonably work together, the participant may request re assignment of a new Case Manager, and the Grantee(s) must transfer the participant to a new Case Manager. If Grantee(s) cannot accommodate the request, the participant and/or the Grantee(s) have the right to request that DHS transfers them to a new Grantee for case management services.

### **Confidentiality of Records**

This RFA requires that all 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 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 the participants information, adhere to all Federal and local laws related to confidentiality (HIPAA) and to report the information specified below to DHS. Specifically, the Grantee must agree to and abide by the following conditions:

- Any participants 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 participants records are maintained, they may not be divulged to unauthorized persons.
- 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.
- 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 participant information and confidentiality, including statutes addressing mental health, HIV/AIDS, substance abuse, domestic violence, and minors.
- Establish clear policies and procedures to ensure and make participants aware of their right to privacy and confidentiality in case management service delivery and information dissemination. The Grantee must post a notice at its offices that the policies are available and make a copy available upon request by any program participant. The Grantee 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.
- The Grantee shall submit with the application a signed confidentiality statement, found in Attachment I, for each current staff person who will be working on the Wrap-around Workforce Development Program and this RFA. Each volunteer must also sign a confidentiality agreement prior to participation in a grant program covered by this RFA.

### **Reporting Requirements**

*The Grantee(s) shall be prepared to complete and submit the following reports.*

**Data Collection:** Grantee(s) must collect data in HMIS that provides measurable indicators that will inform promising practices to improve services and programs for the target population. Grantee(s) will be responsible for using appropriately the HMIS technology and expertise to track outcomes, participation rates, and turn-aways of individuals who seek or receive services in the grant TGNC and analyze results of the data collection. Data collection must include: the number of program entry and exit for each participant present at the TGNC program covered by this RFA; employment related data such as income and position changes; if applicable, the number of coordinated entry assessments conducted on individuals who present for service to the TGNC covered by this RFA; tracking expenditure of resources administered during intake and in the course of providing services (e.g. food, clothing, hygiene products, prophylactics, etc.); number of times transportation was provided to participants in the target population; the number and percentage of unduplicated target population contacts that were turned away from service at a program covered by this RFA; and, the number and percentage of unduplicated target population contacts that resulted in an individual entering the program during each intake session. Data collected must be entered in the HMIS within forty-eight (48) hours of services performed.

Program performance measures will be determined in coordination with DHS and the grantee but will, at a minimum, include measures on participant enrollment, attendance, number of work-readiness training sessions and topics covered, group activities held, details on case management support provided for each participant, description of wrap-around support services provided for each participant, reports on employer partner relations (i.e. Information on Employer Partner TGNC education trainings, details of employer partner site visits) and others to be determined.

1. Grantee(s) shall submit a Comprehensive Monthly Report to their designated TGNC Coordinator by the 15th day of each month (reflecting activities for the previous month).
2. The Department will develop the specific format for the monthly reports. The report will minimally include the following information:
  - a. Number and name of clients on the Grantee(s) caseload, including enrollment date and length of time in program.
  - b. General demographic information on participants within the caseload.
  - c. A description of the amount of service hours provided to each participant as well as the contact type.
  - d. A description of the services provided to participants and the impact of those activities on their employment goals.
  - e. Levels of participants participation.
  - f. Progress towards client ISP goals.
  - g. Progress toward achievement of the Grantee's proposed performance measures.
  - h. A listing and description of employer partnerships.
  - i. A listing of all trainings provided by the Grantee for program participants.
  - j. A listing of all staff working under the contract and any additional staff members who are working as part of a team to provide services to TGNC participants, and their individual caseloads, or a description of caseloads for the team.
  - k. A listing and explanation of any/all concerns related to participants or other matters.
  - l. A listing and explanation of any/all concerns related to the availability of Medicaid reimbursement for services delivered by or in coordination with TGNC case management services (as applicable), and potential impacts on meeting the needs of TGNC participants.
  - m. Description of any/all unusual incidents.
  - n. Financial expenditures and requests related to contract/program activities by participants and in the aggregate.
3. In addition to the reports specified, additional reports (annual case management reports, participant specific reports, etc.) and participant information must be provided upon request.
4. Grantee(s) must immediately report to DHS' TGNC program designee any death, fire, or health and safety issues with facilities that result in the displacement or program disruption of any program participant. The provider shall report unusual incidents electronically using the DHS unusual incident report database upon the occurrence of the incident to the Grant

Administrator (or other designated DHS staff) within 24hours.

5. An unusual incident is an event that affects provider staff or participants and is significantly different from the regular routine or established procedures. Examples of these incidents include, but are not limited to:
  - a. Death
  - b. Injury
  - c. Unexplained absence of participants
  - d. Physical, sexual, or verbal abuse of a participants by staff or others
  - e. Staff negligence
  - f. Fire
  - g. Theft, destruction of property, or sudden serious problems in the physical facility
  - h. Requests for information from the press, attorneys, or government officials outside of DHS staff involved with the contract
  - i. Participant behavior requiring attention of staff not usually involved in their care

**Final Report:** Grantee(s) shall submit to DHS, a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing: all data collection, data analysis, findings, and recommendations. The specific sections of the Report will be developed in consultation with DHS.

### **Certifications and Assurances**

Security Certifications: Since the Grantee(s) will come into contact with TGNC individuals, the applicant must provide certifications that if funded, as Grantees(s) it shall conduct pre-employment and annual criminal record background (MPD, State of Residency, Sex Offender Registry and FBI) and traffic record checks per D.C. Official Code §§ 4- 1501.01, et seq., and drug and alcohol testing per D.C. Official Code § 1-601.01 et seq, and any other applicable District law of all the Grantees(s)' staff that will provide services under this/these contact(s). Any conviction or arrest identified in the background checks of the Grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance and Grant Administrator, which will determine the employee's suitability for employment. The Grantee(s) shall complete and return the Certifications (Attachment B) and Assurances (Attachment C) with the application submission.

## **SECTION III**

## **GENERAL PROVISIONS**

### **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 being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

### **Insurance**

The Grantee(s), 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.

### **Audits**

The District may have the Grantee's expenditure statements and source documentation audited on any occasion during the grant period prior to the final payment as well as three (3) years thereafter.

### **Nondiscrimination 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 intrafamily 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.

### **Staff Requirements**

Grantee(s) shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. All social workers shall be licensed, and other professional staff shall maintain appropriate credentials.

Grantee(s) shall maintain complete written job descriptions covering all positions funded through the grant, which must be included in the project files and be available for inspection on 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 this grant project, the Grantee(s) shall obtain written documentation of work experience and personal references.

Grantee(s) shall maintain a personnel file for each program staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment federal and local criminal record background checks, state of residency, sex offender registry and DC child protection registry checks, records of required medical examinations including proof of TB test, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, Grantee's action with respect to the allegations and the date and reason if terminated from employment. All personnel materials shall be made available to the Grant Administrator or his/her designee upon request.

Grantee(s) will have at least one key staff member with a master's degree and license in Social Work or other relevant area such as Psychology or Therapeutic counseling. Further, grantee will have one coordinator who will have either a 4-year degree in social work or a related field or four years or more of experience working with the population.

Grantee(s) shall provide orientation sessions for each staff member, employer and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant

agreement.

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.

If volunteers 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. Notation of any allegations of professional or other misconduct, Grantee's action with respect to the allegations and the date and reason if terminated from the project shall also be maintained in the volunteer file. All of these personnel materials shall be made available to DHS upon request.

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

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the Grant Administrator.

### **Facility Requirements**

a. *Regulations*

Grantee's facilities and transportation used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. Grantee shall maintain current all required permits and licenses. Grantee's failure to do so shall constitute a failure to perform under the agreement and become a basis for termination of the grant agreement for default.

b. *Maintenance*

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup shall be provided by Grantee(s).

### **Performance Standards and Quality Assurance**

DHS has identified the below performance measures for this initiative. Additional performance measures will be determined in coordination with DHS and the grantee.

#### **Performance Measures:**

- # of Employer Partnerships
- # of Participants Completing Job Readiness Training
- # of Participants Enrolled in Subsidized Work Experience
- # of Participants that Completed Subsidized Work Experience
- # of Participants Enrolled in Un-Subsidized Work Experience
- # of Participants that Completed Un-Subsidized Work Experience
- # of Participants that Obtain Unsubsidized Full-time Employment

- # of Participants the Obtain Unsubsidized Part-time Employment
- # of Participants Enrolled in Occupational Training
- # of Participants Completed Occupational Training
- # of Participants Completed Occupational Training and Received Industry-Recognized Certification
- # of Participants Linked to Employment Supports

**Grantees must also comply with the following:**

1. Grantee(s) shall address issues and concerns raised by the target population when feasible.
2. Grantee(s) shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.
3. 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 participants service plan and supported by reimbursement from Medicaid or other sources. At a minimum, the Grantee's quality assurance program shall include a review of the appropriateness, quality, timely completion of tasks and progress made, and effectiveness of services on a semi-annual basis per the request of the Grant Administrator.
4. Grantee(s) shall be responsible for documentation of services provided to participants, including updates regarding overall participant progress as well as any issues that may arise.
5. Grantee(s) shall inform all participants of the services available and of their rights as a participant in the program. Grantee(s) shall inform all participants 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 complaints and participant requests for reassignment of their Case Manager.
6. Grantee(s) shall ensure the delivery of case management services are 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.
7. 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.
8. Grantee(s) shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that participant confidentiality will be maintained. These activities may include, but are not limited to, site visits and other inspection of data collection activities.

**Records**

Grantee(s) shall keep accurate records of the program and the ongoing progress of the program activities. Grantee shall provide DHS such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by Grantee's senior staff. Grantee shall retain all records for at least three (3) years following final close-out of the grant.

**Evaluation**

The Grantee(s) shall describe the plan that will be used to evaluate the effectiveness of the TGNC for

individuals per the requirements of the Homeless Services Reform Act of 2005, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The Grantee(s) shall indicate the criteria to be used to assess the results of the evaluation process.

The Grantee(s) shall describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable. The Grantee(s) shall explain the methodology that will be used to determine if the needs of the project designed are being met.

DHS shall be authorized to assess the applicant's performance with respect to accomplishing the purpose of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

### **Monitoring**

With responsibility for monitoring and evaluating funded program, representatives of DHS will make periodic scheduled and unscheduled visits to program sites. During such visits, Grantee(s) is required to provide such access to its facilities, transportation, participant records, participants and staff as may be necessary for monitoring purposes.

### **Termination of the Grant**

This grant is being issued from the date of award and is expected to continue until the project is completed or through September 30, 2022, whichever comes first. The FY 22 grant award indicates that all funds must be expended by September 30, 2022, so carry-over may not be an option, if funds cannot be completely expended by September 30, 2022.

DHS may exercise an option to renew the grant for up to five (5) 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 in a written statement at least sixty (60) days prior to the abatement of services.

### **Rights to Data**

All data first 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.

### **Compliance with Tax Obligations**

Prior to execution of a grant agreement a recipient must be in compliance with 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.



## SECTION IV

## APPLICATION SUBMISSION

### **Submission Date and Time**

In order to be considered for funding, applications must be submitted electronically no later than **4:00 p.m. on Friday, 2022 Friday, February 4<sup>th</sup>, 2022**. All applications will be recorded upon receipt. Applications received after **4:00 p.m. on, Friday, February 4<sup>th</sup>, 2022**, will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

The electronic application must be submitted by the deadline date and time. The Applicant Profile (Attachment A) must be the first page of the application. Applications will not be considered for funding if the applicant fails to submit the package with the Applicant Profile as the first page. Faxed applications will not be accepted.

### **Electronic Submission**

Applications must be received electronically at or before the deadline date and time at the following locations. **The email subject line** should include the organization name and RFA number.

Email Application to: [alexis.alexander@dc.gov](mailto:alexis.alexander@dc.gov)  
Contact Person: Alexis Alexander  
Phone: 202-704-7703

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## SECTION V REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

### Scoring Criteria

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

#### **Criterion A: Program Design (Total 35 Points)**

Applicants must submit a program design that address all of the elements in the Program Scope (refer to pages 13-15). Successful applicants will clearly identify, articulate, and detail how all elements will be executed.

1. **5 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.
2. **30 Points:** The program design must detail the plan to establish, execute, and maintain the proposed Wrap-around Workforce Development Program for TGNC identifying individuals. The program design must detail how the applicant will meet, execute, and manage the following objectives listed in the Program Scopes (refer to pages 13-15).

#### **Criterion B: Organizational Capability and Relevant Experience (Total 40 Points)**

1. **20 Points:** The applicant must detail and demonstrate its knowledge, experience, and expertise in supporting TGNC identifying individuals. Additionally, the applicant must detail and demonstrate its knowledge, experience, and expertise in providing job-readiness training for individuals per the requirements of the Homeless Services Reform Act of 2005 and this RFA. Knowledge, experience, and expertise should, at minimum, include:
  - Documented community ties, 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
  - Documented collaboration with community providers to include adult and youth providers in the CoC

- Past experience and knowledge in developing and creating a TGNC workforce development program or similar employment program for the target population in the District
    - This should also include past experience and knowledge in providing case management and supportive services to individuals; 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.
- 2. 10 Points:** The Applicant must detail and demonstrate its ability to provide services with TGNC cultural competency and approach. At minimum, the Applicant must:
- Identify and demonstrate an understanding of issues affecting the target population; and
  - Provide references from partners through letters of support from community-based organizations and/or advocacy groups.
- 3. 10 Points:** The Applicant must include a staffing plan. The staffing plan shall detail how the applicant will hire or maintain current qualified staff that are TGNC diverse or have experience working with the TGNC population. The Applicant must identify the planning team members and other key stakeholders involved in the planning collaborative, such as those involved in workforce development services, homelessness, homeless service provider intake, coordinated entry, counseling/intervention, or other relevant sectors. The plan, at minimum, must include details on succession for key positions and recruitment strategies.

**Criterion C: Sound Fiscal Management and Reasonable Budget (Total 15 Points)**

- 1. 10 Points:** The Applicant shall provide details on its financial standing and ability to manage resources. The Applicants 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.
- 2. 5 Points:** The applicant shall submit a detailed, line itemized budget that demonstrates how funds will be applied to meet the requirements.

**Criterion 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 application package

### **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. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

## **SECTION VI APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Original Receipt (**Attachment D**)
- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Program Narrative (**Not to exceed 12 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G word format provided upon request**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; H – Collaboration Commitment Form; I – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed sixty (60) pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (NewTimes Roman type recommended). Pages should be sequentially numbered. The review panel shall not review applications that do not conform to these requirements.

### **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.

#### **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.

## **Table of Contents**

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

## **Application Summary**

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.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include and address the questions below:

- Specific, measurable program objectives for the service area of the application, listed below
- Specific service(s) to be provided
- Detailed work plan for activities
- Proposed impact of the project due to the involvement of your organization
- History with the specified community in general
- Experience with outreach activities in the TGNC community. If no experience, describe how past linkages to the community will prove beneficial in this undertaking

### *Please Note\**

COVID 19 Measures & Protocols: This is not a grantee requirement, however should the COVID 19 pandemic persists during the time of this grant, the organization is encouraged to think about how the program will be modified in adherence to the District's COVID19 guidelines.

### Outreach & Recruitment Plan:

- Describe how the organization plans to recruit future program participants

### Assessment:

- Describe how the organization will assess individuals' employability skills, career interest, goals, social, medical, and mental health needs.

### Work Readiness & Professional Development:

- Demonstrate how the organization plans to provide work readiness trainings tailored to the unique needs of TGNC identifying individuals
  - Provide a workshop training outline- detailing learning objectives and potential topics to be covered.
  - Describe how the organization will monitor the individual's progress toward goals
  - Describe how the organization will support individuals in developing a program exit strategy. How will your organization provide follow-up services, following participant's program exit?

### Employment Partnerships & TGNC Employer Education Trainings:

- Describe how the organization will recruit and work with employers to set up high quality work experiences that can lead to permanent work opportunities upon program exit:
  - Applicants must specify if sites have been secured at the time of this proposal
- Describe how the organization plans to identify and partner with employers that are welcoming and sensitive to the needs of TGNC individuals and/or are committed to learning best practices.
  - Detail practices that can be put in place to ensure employer partners receive or have received TGNC Education Trainings.

Wrap-Around Support Services:

- Describe the types of wrap-around services your program plans to deliver to support TGNC identifying individual.
  - What organizations will the organization partner with to identify these services? Describe how the partnership will take form (ie. Co-location of services, subcontract etc.)

**Program Budget and Budget Narrative**

A standard budget form is provided in Attachment K. 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 othermembers 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. Includeutilities and telephone and maintenance services directly related to projectactivities. Include insurances, subscriptions and postage.
- Indirect:** Show calculation and indirect rate.

**Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

## **Appendices**

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

- Audited financial statement
- 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 (if applicable)
- Planned job descriptions (if applicable)
- Articles of Incorporation, if applicable
- Bylaws, if applicable
- IRS letter of non-profit corporation status, if applicable; or
- Form 990, Return of Organization Exempt from Income Tax, if applicable
- Minimum of two (2) Memoranda of Understanding from key community partners documenting their specific support for proposed Homeless TGNC services;
- Signed letter stating that the applicant will market the entity as a DHS/FSA Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming ~~Individuals~~ Grant and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA.
- District of Columbia Business License
- Certificate of Good Standing
- Certificate of Occupancy
- Fire Inspection.

### **Section VII 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
Attachment H	Collaboration Commitment Form

Attachment I	Confidentiality Statement
Attachment J	Definitions
Attachment K	Applicable Documents



**Attachment A**

***District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals***

**Applicant Profile**

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

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

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

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

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

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

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

**Budget**

**Total funds Requested:** \$ \_\_\_\_\_

## Attachment B



**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 - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including 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 (Direct Recipient)

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 4<sup>th</sup> Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

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

**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**

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**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

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements, 28 C.F.R. Part 66, Common Rule, that governs the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant assures and certifies that:

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



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



religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature & Title

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Date



**Attachment D**

**Original Receipt**

***District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals***

The Department of Human Services is in receipt of the electronic application submitted in response to the Request for Applications for the District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming ~~Individuals~~

Submitted by: \_\_\_\_\_  
(Contact Name/ Please Print Clearly)

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

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

\_\_\_\_\_  
(Phone Number) (Fax Number)

For DHS Only:

Received applications: Time: \_\_\_\_\_

Application and \_\_\_\_\_

Received on this date: \_\_\_\_\_

Received by: \_\_\_\_\_

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:00 P.M.**

**Attachment E**

***District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals***

***Note: Begin proposed work plan at award date (FY22)***

<b>Agency:</b>													<b>Submission Date:</b>
<b>Services Area:</b>													<b>Project Manager:</b>
<b>Budget:</b>													<b>Telephone #:</b>
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>			
<b>Objectives:</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	
<b>Activities:</b>													
1.													
2.													
3.													
4.													
5.													
6.													
7.													

**Attachment F**

**District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals  
Staffing Plan**

<b>Name</b>	<b>Position Title</b>	<b>Filled/ Vacant</b>	<b>Annual Salary</b>	<b>% of Effort</b>	<b>Start Date</b>

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

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

**Attachment G**  
**District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals**

**Budget**

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

***Nonprofit Fair Compensation Act of 2020 – What does it mean for my nonprofit?***

- *DC gov will honor federally negotiated rates when making grant awards and awarding contracts.*

*OR*

- *When making grant awards and awarding contracts with local dollars, and there is no negotiated rate, DC gov will offer 10% of all direct costs.*
- *DC government grantor agency will negotiate a new indirect cost rate with the grantee.*
- *DC government grantor agency will allow a grantee to utilize an indirect cost rate it has used with another DC government grantor agency within the past two years.*
- *DC government may accept a calculated rate using federal Office of Management and Budget guidelines from a Certified Public Accountant.*
  
- *Applicants are required to submit supporting documentation should they request a rate other than 10 percent.*

**Attachment H**

***District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals***

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**Collaboration Commitment Form**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. 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(s):

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

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

\_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (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)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

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

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

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

**MAY BE SINGLE-SPACED**

**Attachment I**

***District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals***

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**STATEMENT OF CONFIDENTIALITY**

**CONFIDENTIALITY and NONDISCLOSURE AGREEMENT**

The District of Columbia (District), Department of Human Services (DHS), is accepting applications for Fiscal Year (FY) 2022 to create a District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals pursuant to 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, clients of DHS and participating providers or grantees who will create District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals case management and financial services for individuals are referred to as “DC TGNC clients.”

I, \_\_\_\_\_, am employed by:

\_\_\_\_\_  
Name of Organization

I understand that in the course of my duties pursuant to the District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Grant, I may receive or have access to DC Homeless TGNC clients’ personally identifiable and confidential information (protected information). I further understand that such client 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 client protected information that I have received or accessed pursuant to my duties and participation in the District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Grant. I further agree that I will take all reasonable affirmative steps to protect DC TGNC clients’ protected information in my possession from unauthorized use or disclosure.

I further agree to immediately notify the following District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Grant Privacy Point of Contact if I become aware of any unauthorized use, access, or disclosure of DC TGNC clients' protected information: Alexis Alexander, Privacy Point of Contact, [Alexis.alexander@dc.gov](mailto:Alexis.alexander@dc.gov) (202) 704-7703.

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

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

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Signature/Title

---

Date



## Attachment J

### *District of Columbia Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals*

#### DEFINITIONS

**Administrative Review** - A legal process to determine a resolution as a result of a fair hearing request.

**Case Management** – A service that engages homeless individuals and families and provide assistance in: identifying barriers, needs and strengths; developing goals; identifying resources and support; and, connecting homeless individuals and/or families residing in a shelter or other homeless services programs within the Continuum of Care to the needed resources, supports and supportive services needed to maintain housing, stability, achieve identified goals and move towards the greatest degree of self-sufficiency possible to. Case Management is:

- a. a process of progressive engagement
- b. typically conducted on site
- c. conducted weekly
- d. conducted at a time agreed upon by the case manager and client

**Chronically Homelessness** - As defined in HUD’s Continuum of Care Program interim rule at 24 CFR578.3, a chronically homeless person is:

An individual who: 1) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; 2) 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 3 years; and 3) 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;

An individual who has been residing in an institutional care facility, including a jail, substance abuse 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; or

A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless].

**Client** - As defined in the HSRA, a client is an individual or family seeking, receiving, or eligible for services from programs offered by the District CoC. In this SOW, “client” refers to a client of the Homeless Wrap-Around Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Individuals Program.

**Continuum of Care (CoC):** The comprehensive system of services for individuals and families who are homeless or at imminent risk of becoming homeless and designed to serve clients based on their individual level of need. The Continuum of Care may include crisis intervention, outreach and assessment services, shelter, transitional housing, extended supportive housing, and supportive services.

**Coordinated Assessment Housing Placement (CAHP) System - Coordinated Entry:** Also referred to as coordinated entry or coordinated intake, a client-centered process that streamlines access to homeless assistance services (such as prevention, shelter, and transitional housing), screens applicants for eligibility for these and other programs in a consistent and well-coordinated approach, and assesses needs to determine which interventions are the best fit. In a system that offers coordinated entry, each homeless assistance service location uses the same assessment tool and makes decisions about referrals based on consistent criteria and a comprehensive understanding of each program’s requirements, target populations, and available openings and services.

**Culturally Competent** - The ability of a provider to deliver or ensure access to services in a manner that effectively responds to the languages, values, and practices present in the various cultures of its clients so the provider can respond to the individual needs of each client.

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

**Employer Partner-** A formal partnership established between the grantee and employer whereby the employer agrees to serve as a work site for the program at subject.

**GA:** Grant Administrator

**Gender non-conforming-** This term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations. Please note, these expectations can vary across cultures and have changed over time.

**Homeless** - Lacking a fixed, regular residence that does not jeopardize the health, safety, or welfare of its occupants, and lacking the financial ability to immediately acquire one; or having a primary nighttime residence that is: a supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

**Homeless Management Information System (HMIS)** - A software application designed to record and store client-level information on the characteristics and services 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.

**Housing First** - Under the HSRA, Housing First means a program that provides clients with immediate access to independent permanent housing and supportive services without prerequisites for sobriety or participation in psychiatric treatment. Clients in Housing First programs may choose the frequency and type of supportive services they receive and refusal of services will have no consequence for their access to housing or on continuation of their housing and supportive services.

All recipients of CoC Program-funded PSH shall follow a Housing First approach to the maximum extent practicable. To that end, a Housing First orientation is specified as one of the universal qualities that a coordinated assessment process should include. Coordinated assessment tools should not be used to determine “housing readiness” or screen people out for housing assistance, and therefore should not encompass an in-depth clinical assessment. A more in-depth clinical assessment can be administered once the individual or family has obtained housing to determine and offer an appropriate service. **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** - Serves as a main point of contact for helping high priority individual get “document ready” for housing as quickly as possible. After the housing match is made, the housing navigator may provide additional supports necessary to finalize the housing placement. The housing navigator may provide referrals, offer coordination, or provide in-person support to clients for their mental health, physical health, entitlement enrollment, and other service needs.

**Housing Unit** - A single room occupancy room/facility, individual apartment, townhome or single family home utilized to house participants in the PSHP. Housing units for families has 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 site-based or scattered sites.

**Individual** - Any 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.

**Individualized Service Plan** - A written plan, developed and agreed upon by both the Service Provider and the client, consisting of time-specific goals and objectives designed to promote stability, self-sufficiency and attainment of extended housing; these goals and objectives are based on the client’s individually assessed needs, desires, strengths, resources, and limitations.

**Interagency Council on Homelessness (ICH)** - The city-wide council made up of District agency directors, representatives from the homeless provider community, homeless advocates and current/formerly homeless individuals. The council is chaired by the City Administrator and formulates policy for homeless services. It is mandated by the Homeless Services Reform Act pursuant to section 4.

**Low-Barrier/Emergency Shelter** - an overnight housing accommodation for individuals, who are homeless, provided directly by, or through contract with the District, for the purpose of providing shelter to individuals without imposition of identification, time limits, or other program requirements.

**Non-binary**-a term used to describe any gender identity that does not fit into the gender binary of male and female. Non-binary individuals may identify as both male and female or neither male nor female. Terms such as, gender-fluid, or gender queer may be used in place of this term.

**Outreach & Recruitment Plan**- a workplan identifying a process and set of activities to identify and recruit eligible individuals for program enrollment. A variety of strategies may be developed to recruit eligible individuals and may include (connecting with prospective participants via local adult serving organizations, sharing opportunities across the CoC, hosting pop up virtual meetings, posting program opportunities across social media platforms, conducting in person outreach at drop in centers, emergency shelters, housing programs, etc.)

**Permanent Supportive Housing (PSH)** - Program/service that provides housing (typically with a rental subsidy) and supportive services to homeless individuals for a period of time 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.

**Program Rules** - means the set of provider rules, client 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 clients and approved by the Mayor subject to § 4-754.32.

**Resident of the District** - An individual or family who is living in the District of Columbia voluntarily, not for a temporary purpose, and has no current intention of moving from the District. The term “resident of the District” shall be interpreted and applied in accordance with section 4-205.03 of the D.C. Code.

**Scattered Site(s)** – Individual housing units that are located in multiple buildings, homes, sites or neighborhoods. These types of housing units are scattered throughout the District and are

typically privately owned/operated buildings/homes that are leased to program clients by the landlord and the program provides rental subsidies.

**Self-sufficiency** - Being able to provide for your own social and economic needs with little to no assistance from others (specifically the government).

**Service Provider** – Contractor or subcontractor that provides direct shelter and related services

**Site Based** - A housing/homeless program that is centralized in one or more specific building(s)/facility(ies) in which all (or most) occupants/tenants are participants in the same program.

**Supportive Services** - An array of social services aimed at enabling housing stability and the improved quality of life of an individual or family who is at risk of homeless, experiencing homelessness, or is formerly homeless and requires ongoing assistance. These services may include: employment; physical health; mental health; alcohol and other substance abuse recovery; child care; transportation; case management; and, other health and social service needs which, if unmet, may be barriers to obtaining or maintaining permanent housing.

**Temporary shelter** – Non permanent shelter accommodation that falls into one of the following types:

- a. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with the District, for the purpose of providing shelter and supportive services; or
- b. A twenty-four (24) hour apartment style housing accommodation for individuals or families who are homeless, other than a severe weather shelter, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter and supportive services; or
- c. A housing accommodation for individuals who are homeless that is open either twenty-four (24) hours or at least twelve (12) hours each day, other than a severe weather shelter or a low barrier shelter, provided directly by, or through contract with or grant from the District, for the purpose of providing shelter and supportive services with a specific focus on a target population or service, a specific focus on issue/barrier for the homeless (e.g., mental health, disabilities, etc.), or both. These facilities programs are considered “specialty programs/shelters.” DHS, the Contractor and subcontractors shall partner with Federal and other District agencies (e.g., U.S. Department of Veterans Affairs, DC Department of Health, DC Department of Mental Health, DC Office on Aging, etc.) to connect clients in specialty shelters to mainstream services provided by these agencies.

Additionally, as designated by DHS, the Contractor shall ensure that subcontractors at specialty shelters are certified to receive reimbursements for direct services provided to clients as applicable.

**Transitional Housing** - A twenty-four (24) hour housing accommodation provided directly by, or through a contract with the District, for individuals and families who are homeless; require a structured program of supportive services for up to two (2) years or as long as necessary in order to prepare for self-sufficient living in permanent housing; and consent to a Individualized Service Plan developed collaboratively with the Provider, which are designed to prepare individuals and Families for self-sufficient living and/or transitioning into permanent or permanent supportive housing.

**Transgender-** An umbrella term that can be used to describe people whose gender identity/and or expression is different from their sex assigned birth.

- A person whose sex assigned at birth was female but who identifies as male is transgender man (also known as female-to-male transgender person, or FTM)
- A person whose sex assigned at birth was male but who identifies as female is a transgender woman (also known as male-to-female transgender person, or MTF)
- Some people described by this definition don't consider themselves transgender-they may use other words, or may identify simply as man or woman.

**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.

**Vulnerability Index-Service Prioritization Decision Assistance Tool known as (VI-SPDAT) or (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 person 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.

**Work readiness training-** a series of courses that offer instruction on a set knowledge of combination and skills needed to be qualified for a target occupation. Work readiness trainings often focus on a combination of foundational soft and hard skills required to perform a job function.

## Attachment K

### Applicable Documents

Item No.	Document Type	Title
1	D.C. Law	Homeless Services Reform Act of 2007 (HSRA) <a href="http://dcclims1.dccouncil.us/images/00001/20050718143549.pdf">http://dcclims1.dccouncil.us/images/00001/20050718143549.pdf</a>
2	D.C. Document	Solid Foundations DC: Strategic Plan to Prevent and End Youth Homelessness <a href="https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20web%201.5.pdf">https://ich.dc.gov/sites/default/files/dc/sites/ich/page_content/attachments/Solid%20Foundations%20DC%20web%201.5.pdf</a>
3	D.C. Law	The District of Columbia Public Assistance Act of 1982 <a href="http://lms.dccouncil.us/Download/319/B8-0391-INTRODUCTION.pdf">http://lms.dccouncil.us/Download/319/B8-0391-INTRODUCTION.pdf</a>
4	D.C. Law	Confidentiality and Disclosure of Records on Abused and Neglected Children Act of 1979 <a href="https://beta.code.dccouncil.us/dc/council/laws/docs/3-29.pdf">https://beta.code.dccouncil.us/dc/council/laws/docs/3-29.pdf</a>
5	D.C Reg	District of Columbia Mental Health Information Act of 1978 <a href="https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/MENTAL%20HEALTH%20INFORMATION.pdf">https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/MENTAL%20HEALTH%20INFORMATION.pdf</a>
6	D.C. Law	District of Columbia Self-Sufficiency Promotion Act of 1998 <a href="https://beta.code.dccouncil.us/dc/council/laws/docs/12-241.pdf">https://beta.code.dccouncil.us/dc/council/laws/docs/12-241.pdf</a>
7	D.C. Reg	DC DHS Promulgation of New Policy Regarding Equal Employment Opportunity (EEO) <a href="https://dhs.dc.gov/sites/default/files/dc/sites/dhs/page_content/attachments/EEOC_20081104160600.pdf">https://dhs.dc.gov/sites/default/files/dc/sites/dhs/page_content/attachments/EEOC_20081104160600.pdf</a>
8	Federal Law	Title VI of the Civil Rights Act of 1964 (Public Law 88-352) <a href="https://www.gpo.gov/fdsys/pkg/STATUTE-78/pdf/STATUTE-78-Pg241.pdf">https://www.gpo.gov/fdsys/pkg/STATUTE-78/pdf/STATUTE-78-Pg241.pdf</a>