



REQUEST FOR APPLICATIONS

Digital Health Planning and Technical Assistance (TA) Grant

Open Date: February 21, 2025

Close Date: March 21, 2025 at 4:00 pm



Department of Health Care Finance
441 4th St. NW, Suite 900S
Washington, DC 20001
TEL: (202) 442-5988

LATE APPLICATIONS WILL NOT BE ACCEPTED

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Section I: Funding Opportunity Description

A) Background

The mission of the Government of the District of Columbia's (DC) Department of Health Care Finance (DHCF) is to improve the health outcomes of District residents by providing access to comprehensive, cost effective, and quality health care services. As the single State Medicaid Agency, DHCF administers the Medicaid program and the State Child Health Insurance Program (CHIP). DHCF also administers the locally funded Healthcare Alliance Program (Alliance) and Immigrant Children's Program. Through these programs, DHCF provides health care services to children, adults, elderly and persons with disabilities who have low income. Nearly 300,000 District residents receive health care coverage through DHCF's Medicaid, CHIP, Alliance and Immigrant Children programs. DHCF strives to provide access to health care services in the most appropriate and cost-effective settings possible.

DHCF also serves as the State Health Information Technology Coordinator and is responsible for advancing the use of digital health among health care providers in the District through community informed strategic planning, collaborative investment in digital health infrastructure, and delivery of tailored technical assistance.

The goal of digital health is to facilitate a patient-centered approach to care delivery that can improve health outcomes for all District residents. Working closely with local stakeholders, including community leaders serving on the DC Health Information Exchange (DC HIE) Policy Board, DHCF leads the District's digital health infrastructure development and sustainability efforts to best serve Medicaid beneficiaries and providers. DHCF also oversees and administers the DC HIE – an interoperable system of registered and designated HIEs – which aims to increase the quality, value, and accessibility of healthcare in DC by facilitating the secure and timely exchange of usable health-related information. The District's Designated DC HIE is CRISP DC.

In 2018, DHCF published the [2018 State Medicaid Health IT Plan \(SMHP\)](#) – a roadmap for using health information technology to better connect District residents and providers and to ensure that health information is available whenever and wherever it is needed. The District's most recent digital health roadmap for supporting infrastructure, including the use of HIEs, Electronic Health Records (EHRs), and other tools to support whole person care delivery, is contained in the [2022 District of Columbia State Medicaid Health IT Plan \(SMHP\) Update](#).

The [2022 SMHP Update](#) is intended to review both the District's progress to date against the goals of the [2018 State Medicaid Health IT Plan \(SMHP\)](#) and discuss the current and future

digital health needs within the Medicaid program. It outlines six priority areas where digital health can improve patient and provider experience in the District: 1) supporting transitions of care; 2) collecting and making effective use of social determinants of health data; 3) providing analytics for population health; 4) leverage HIE for public health; 5) supporting behavioral health system transformation; and 6) bolstering access to telehealth. **All applicants should read the SMHP carefully and ensure that their responses to this RFA are informed by the stated goals of the SMHP and the more recent [2022 SMHP Update](#).**

EHR adoption, HIE capacity, and digital health tool utilization in the District has grown significantly over the past decade with the formal establishment of the DC HIE and SMHP-informed investments designed to increase in digitally connected providers:

- *Medicaid Promoting Interoperability (PI) Program (formerly known as the Meaningful Use EHR Incentive Program)* – From 2013 through 2021, DHCF administered and distributed over \$31 million in milestone-based payments to hospitals and providers that have adopted certified EHRs and met meaningful use (MU). DHCF funded free outreach and technical assistance to support PI program participating providers with achieving MU objectives.
- *HIE Connectivity and HIE Core Capabilities* – Since 2019, DHCF has invested \$35 million to support development, implementation, maintenance and sustainability DC HIE core capabilities, including notification services, population health analytics, HRSN tools, provider directory, and other functionalities. DHCF also funded free technical assistance to support initial DC HIE onboarding, use of the DC HIE tools, and sharing data with the DC HIE. Today, there are more than 16,000 users of the DC HIE at over 1,000 participating organizations.
- *ARPA Digital Health Promoting Interoperability Program* – From 2022 through 2024, DHCF designed and administered this program for Medicaid Home and Community-Based Service (HCBS) providers to support the adoption of EHR or electronic case management systems, become a DC HIE participant, and exchange data with the DC HIE. DHCF distributed approximately \$5 million in milestone-based incentive payments to over 100 participating HCBS provider organizations, with more than half participating and meaningfully exchanging data with the DC HIE. DHCF also funded free technical assistance and learning collaboratives to support provider participants with achieving program milestones.

Critical initiatives, such as the District’s 1115 Waiver, have informed evolving digital health and infrastructure needs to better support whole-person care delivery. The current 1115 waiver authorizes services to address gaps in the behavioral health delivery system. The District is now proposing to extend the current demonstration and implement an updated program design

that broadens the focus to address social determinants of health, by implementing new Medicaid justice-involved re-entry and health-related social needs (HRSN) services. Readiness for this scope of interoperability can vary significantly across those providing care and services to Medicaid beneficiaries.

DHCF recognizes that the work of developing and sustaining digital health infrastructure to support the Medicaid program is an ongoing endeavor. The aforementioned SMHP is a living document and is intended to be updated regularly to address ongoing needs, identify new opportunities, and refine the District's digital health strategy accordingly. This grant will support planning activities that support the assessment of infrastructure and technical assistance needs, which will inform an updated digital health strategy and roadmap.

DHCF also recognizes that the success of Medicaid provider use of the HIE and certified EHR adoption. The availability of tailored technical assistance services has been a major component in supporting connectivity across the District's health system. This grant will support building upon the progress of prior technical assistance programs and deliver services that include a focus on driving effective HIE use in clinical workflows and improving EHR data quality.

B) Program Description

The Director of DHCF has authority pursuant to the Department of Health Care Finance Establishment Act of 2007, effective February 27, 2008 (D.C. Law 17-109; D.C. Official Code 7-771.05(4) (2012 Repl.) to make grant funds available to help develop a comprehensive, efficient, and cost-effective health care system for the District's uninsured, underinsured, and low-income residents.

This Request for Applications (RFA) seeks applications for one (1) multi-year grant to: 1) conduct planning activities that support infrastructure and technical assistance needs and inform digital health strategy and roadmap development; and 2) deliver tailored technical assistance to District providers in support of their use of digital health tools and improve quality of data exchanged in care delivery. This grant will be awarded in FY2025 with the option to pursue an additional four years of performance.

This grant will be referred to as the "Digital Health Planning & Technical Assistance Grant." DHCF seeks resources to provide the following services intended to enhance secure data exchange and interoperability across the District's health system.

Planning activities

DHCF seeks services to conduct planning activities that support infrastructure and technical assistance needs and inform digital health strategy and roadmap development. These activities include:

1. Engaging with provider community stakeholders to elicit input and feedback. This includes information gathering through an environmental scan as well as via convenings, facilitate focus groups, and learning collaboratives with health care providers, payers, Medicaid beneficiaries, and other District health system stakeholders.
2. Conducting needs/impact assessments and gap/requirements analyses to:
 - a) Understand remaining HIE data gaps, as well as identify opportunities to support the District's Section 1115 Demonstration and other whole person care infrastructure needs
 - b) Identify long-term digital health education and technical assistance services needs in the Medicaid community and across the District's health system
 - c) Inform reuse and repurpose of existing technologies
3. Development of communication toolkit, including a catalogue of services and updated educational materials to increase meaningful use of digital health tools.
4. Development of a policy and operational plan to inform the potential design, development and implementation of a District-wide All Payer-Claims Database (APCD).
5. Development of an updated 5-year District-wide digital health roadmap, in consultation with DHCF, which will build on activities of previously identified priorities from the District's past State Medicaid Health Information Technology Plan (SMHP) and other strategic inputs from DHCF and partner agencies.

Technical Assistance

DHCF seeks services to provide tailored technical assistance to District providers in support of their use of digital health tools and improve quality of data exchanged in care delivery. The applicant will design the following technical assistance program to support the aim of this grant that will be composed of:

1. DC HIE focused technical assistance:
Services shall include the delivery of tailored technical assistance in support of the effective use of HIE tools, including outreach and engagement to inform the development of any new tools, as well as increased utilization of current tools.
2. EHR data quality focused technical assistance:

Services shall include supporting provider organizations on improving data quality within their respective EHR systems and in turn enabling the usefulness of health information flowing into the DC HIE. TA services shall supplement and not supplant the current technical integration and improvement activities performed by the District’s Designated HIE Entity, CRISP DC.

The delivery of the above services will begin in Year 2 of the grant program. The awardee shall use the findings from Year 1’s planning activities to inform their delivery of these technical assistance services.

C) Purpose of RFA

The purpose of this RFA is to solicit applications from qualified organizations to select a grantee to: 1) conduct planning activities that support infrastructure and technical assistance needs and inform digital health strategy and roadmap development; and 2) deliver tailored technical assistance focused on health information exchange (HIE), EHR data quality improvement, and the use of other digital health tools. The District’s complex and evolving digital health environment and its current and projected participation in innovated local and federal whole-person care initiatives, necessitate an integrated approach to infrastructure planning, strategy development, and delivery of tailored technical assistance services.

D) Key Dates and Information

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|---|--|
| RFA release | February 21, 2025 |
| Pre-application meeting | February 26, 2025 11:00 a.m. - 12:00 p.m. Eastern via Microsoft Teams or call-in (audio only) at 202-594-9550 with phone conference ID: 686 743 655 |
| Deadline to submit written questions to Eduarda.Koch@dc.gov | March 4, 2025 |
| Answers to questions available at https://dhcf.dc.gov/page/dhcf-grant-opportunities | On or before March 11, 2025 |
| Application due | March 21, 2025 By 4:00 p.m. Eastern |
| Award announcement (expected) | April 21, 2025 |
| Grant start and end dates | Award date to September 30, 2025 plus four (4) option years. |

Section II: Award Information

The total amount of funds available is up to up to one million six hundred fifty thousand dollars (\$1,650,000) in FY25. The base year of the grant period will be the date award to September 30, 2025, unless extended by exercising up to four (4) option years, subject to the availability of funds. The amounts not to exceed for each option year are listed in the table below and are subject to the availability of funds.

Please note, respondents to the RFA will be permitted to sub-grant a portion of the work set forth under this RFA. For the purposes of this award, a sub-grant includes any legally binding agreement between an awardee and sub-grantee. Please note this is the only opportunity to request sub-grant funding for the services funded under this RFA.

| Grant Function | Grant Period | Not to Exceed Amount |
|--|--|-----------------------------|
| Digital Health Planning | FY25 (Base Year) <i>Date of Award to September 30, 2025</i> | \$1,650,000 |
| Digital Health Planning & Technical Assistance | FY26 (Option Year 1) <i>October 1, 2025 to September 30, 2026</i> | \$3,600,000 |
| Digital Health Planning & Technical Assistance | FY27 (Option Year 2) <i>October 1, 2026 to September 30, 2027</i> | \$3,600,000 |
| Digital Health Planning & Technical Assistance | FY28 (Option Year 3) <i>October 1, 2027 to September 30, 2028</i> | \$3,600,000 |
| Digital Health Planning & Technical Assistance | FY29 (Option Year 4) <i>October 1, 2028 to September 30, 2029</i> | \$3,600,000 |

Section III: Eligibility Information

A) Qualified Organization

Applicants must meet the following eligibility requirements to apply for this grant:

1. Be organized under the District of Columbia Non-Profit Corporation Act (D.C. Official Code, sec. 29-401 et seq.) or organized as a Non-Profit organization in the jurisdiction where the entity is incorporated.
2. Have the authority to enter into an agreement with DHCF and be in compliance with applicable District of Columbia laws and regulations.
3. Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs (DCRA), Corporation Division, the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and the Internal Revenue Service (IRS), and demonstrate Clean Hands certification, by both DCRA and OTR, at the time of application. Applicants will be disqualified if any participating organization or any

- proposed staff have pending investigations, exclusions, suspensions, or debarment from any federal or District health care program or any overpayment from DHCF.
4. Have a demonstrated record of implementing and optimizing certified electronic health records (CEHRTs) and facilitating connection to the DC Health Information Exchange (DC HIE) in a manner tailored to District Medicaid provider workflows.
 5. Have a demonstrated record of providing clinically tailored technical assistance, trainings, and learning collaboratives to District providers on CEHRTs, case management systems, HIE, value-based purchasing, and reimbursement.
 6. Have a demonstrated record of conducting environmental scans, strategic planning activities, and engaging with District health system stakeholders to elicit input and feedback via facilitated interviews and focus groups to: 1) understand data and infrastructure gaps; 2) understand whole person care infrastructure needs; and 3) inform digital health activities and strategic planning.
 7. Have a demonstrated record of analyzing and summarizing information from stakeholder interviews, focus groups, and quantitative data in digital health utilization, care delivery, and infrastructure needs to inform the development of a strategic plan and roadmap.

Sub-grants are permitted for qualified organizations. Applicants who plan to sub-grant shall submit a sub-grantee plan as part of their response, including a signed letter of commitment from sub-grantees. Sub-grantees that are working to support the grant aims as described in this RFA are subject to all requirements described in Section III and must provide the applicant any documents and reports necessary for the applicant to fulfil all reporting requirements described in Section VI C. Sub-contractors that are simply providing supplies or services are not required to possess a certificate of good standing from DCRA.

B) Administrative Criteria

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

1. The application proposal format conforms to the “Proposal Format and Content” listed in Section IV.C of the RFA.
2. The application is formatted on 8 ½ by 11-inch paper, double-spaced (excluding tables and appendices), using 12-point type with a minimum of one-inch margins, with all pages numbered.
3. The Certifications listed in **Attachments A** are signed and dated.
4. The applicant shall submit their proposal electronically. The electronic copy must be submitted in .PDF format and must include RFA number and project name.

5. The application must be submitted no later than 4:00 p.m., Eastern time by the deadline date of March 21, 2025 to DHCF c/o Eduarda Koch, eduarda.koch@dc.gov.

C) Privacy and Security

Grantee shall ensure all initiatives are built according to current industry standards and best practices regarding system performance, privacy, and system security. This includes ensuring technical policies and procedures are in place for electronic information systems that maintain electronic protected health information to allow access only to those persons or software programs that have been granted access rights as specified in 45 CFR § 164.308(a)(4) [Information Access Management].

D) Insurance

Where applicable, the applicant shall provide the name of all of its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, cybersecurity liability).

E) Compliance with Tax Obligations

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax laws and regulations.

1. The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DHCF defines "current" to mean that the document was completed within the same calendar year as that of the application date. Fillable W-9 forms can be found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
2. If applicable, the tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.
3. The Applicant shall comply, where applicable, with any District licensing requirements.

F) Federal Assurances

Applicant shall submit a Federal Assurances Certification (see **Attachment C**), signed by duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

Applicant/Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements –29 CFR Part 97,

Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

In addition, the Applicant/Grantee 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/Grantee'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/Grantee 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 Policies Act of 1970 (PL 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 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hour's 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 Federal grantor agency and 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 grantor 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, PL 93-234, 87 Stat. 975, approved December 31, 1976. 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 (PL 113-287; 54 USC 306108), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (54 USC 312501-312508)) 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 CFR 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 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; 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 or subgrantees 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) (1993); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event of 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, US. 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 (PL 97-348) dated October 18, 1982, (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
- a. The Health Insurance Portability and Accountability Act of 1996, PL 104-191;
 - b. The Hatch Act, 53 Stat. 1147 (5 USC 7321-7326);
 - c. The Fair Labor Standards Act, 52 Stat. 1060 (29 USC 201 et seq.);
 - d. The Clean Air Act (sub-grants over \$100,000) PL 88-206, December 17, 1963, 42 USC Chap. 85 et seq.;
 - e. The Occupational Safety and Health Act of 1970, PL 91-596, Dec. 29, 1970, 84 Stat.1590 (29 USC 651 et seq.);
 - f. The Hobbs Act (Anti-Corruption) (see 18 USC § 1951);
 - g. Equal Pay Act of 1963, PL 88-38, June 10, 1963, 77 Stat. 56 (29 USC 206(d));
 - h. Age Discrimination in Employment Act, PL 90-202, Dec. 15, 1967, 81 Stat. 602 (29 USC 621 et seq.);
 - i. Immigration Reform and Control Act of 1986, PL 99-603, Nov 6, 1986, 100 Stat. 3359, (8 USC 1101 et seq.);
 - j. Executive Order 12459 (Debarment, Suspension and Exclusion);
 - k. Medical Leave Act of 1993, PL 103-3, Feb. 5, 1993, 107 Stat. 6 (28 USC 2601 et seq.);
 - l. Lobbying Disclosure Act, PL 104-65, Dec. 19, 1995, 109 Stat. 691 (2 USC 1601 et seq.);
 - m. Drug Free Workplace Act of 1988, PL 100-690, 102 Stat. 4304 (41 USC 8101 et seq.);
 - n. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 38.25;
 - o. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.; and
 - p. District of Columbia Language Access Act of 2004, DC Law 15-167, D.C. Official Code § 2-1931 et seq.).

G) Statement of Certification

Applicant shall submit a Statement of Certification (see **Attachment A**), signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

1. That the applicant has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Department on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;

3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. That all costs incurred under this grant shall be in accordance with 2 CFR 200, "Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards";
5. Whether the applicant, or where applicable, any of its officers, partners, principles, members, associates or key employees, within the last three (3) years prior to the date of the application, has:
 - a. Been indicted or had charges brought against them (if still pending) and/or been convicted of:
 - i. Any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or
 - ii. Any crime or offense involving financial misconduct or fraud; or
 - b. Been the subject of legal proceedings arising directly from the provision of services by the organization.
6. If any response to the disclosures referenced at (5.) is in the affirmative, the applicant shall fully describe such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances;
7. That the applicant is in compliance with requirements set forth in D.C. Official Code § 1-328.15;
8. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
9. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance, and audit trail;
10. That, if required by the Department, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
11. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR Part 180, for prospective participants in

- primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating agency;
12. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
 13. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
 14. That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
 15. That the applicant has a satisfactory record of integrity and business ethics;
 16. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
 17. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
 18. That the applicant complies with provisions of the Drug-Free Workplace Act;
 19. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
 20. That the applicant will, if successful, indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

H) Certificate of Good Standing

Applicant and, if applicable, sub-grantee(s) shall represent that they are duly organized, validly existing, and in good standing under the laws of the jurisdiction they are organized or licensed, and they, their employees, agents, sub-grantees, representatives and members of their workforce are licensed and in good standing with the applicable agency, board, or governing body to perform their obligations. They shall also represent that they, their employees, agents, sub-grantees, representatives, and members of their workforce are in good standing with the District of Columbia, that they, their employees, agents, subcontractors, representatives and members of their workforce will submit a Certificate of Good Standing from the District of

Columbia Department of Consumer and Regulatory Affairs, and that they, their employees, agents, sub-grantees, representatives, and members of their workforce have not been debarred from being employed as a Grantee by the federal government, the Government of the District of Columbia, or any government entity.

I) RFA Terms and Conditions

The terms and conditions of this RFA are as follows:

1. Funding for this award is contingent on availability of funds. The RFA does not commit DHCF to make an award;
2. DHCF reserves the right to accept or deny any or all applications if DHCF determines it is in the best interest of District to do so. DHCF shall notify the applicant if it rejects that applicant's proposal. DHCF may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or an applicable federal regulation or requirement;
3. DHCF reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA;
4. DHCF 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;
5. DHCF 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;
6. DHCF 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;
7. Any and all data requested by DHCF and provided during the grant term shall be made available in a format as requested and/or approved by DHCF;
8. DHCF shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant, including all applicable federal and District regulations;
9. DHCF shall describe 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 DHCF; 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; and
11. Awardee will be required to participate in any DHCF-sponsored training related to this award.

J) Financial Management and System of Internal Controls

If selected for funding, the applicant must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
3. Evaluate and monitor the nonfederal entity’s compliance with statute, regulations and the terms and conditions of the Federal awards; and
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

K) Funding Restrictions

Any award associated with this RFA is limited to the availability of funds in Fiscal Year 2025 and the authority to appropriate those funds. Spending is restricted to line items in the approved budget to fulfill the requirements of the approved program work plan.

Grant award money cannot be used for the following:

1. Duplication of services immediately available through city, or federal government;
2. Market research, advertising (unless public service related to grant program) or other promotional expenses;
3. Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

Section IV: Application and Submission Information

A) Pre-Application Conference

A pre-application conference is scheduled for Thursday, February 26, 2025 from 10:00 to 11:00 a.m. via [Microsoft Teams](#) or call in (audio only) at 202-594-9550 with phone conference ID: 686 743 655

B) Application Delivery

The applicant shall submit their proposal in .PDF format.

The application must be submitted no later than 4:00 p.m., Eastern time by the deadline date of March 21, 2025 to DHCF c/o Eduarda Koch, eduarda.koch@dc.gov. Applicants will receive an email receipt notification to verify that their application has been received.

Applications submitted after the deadline will not be accepted. Any additions or deletions to an application will not be accepted after the deadline.

C) Application Requirements

The applicant shall prepare a response to this RFA with the following content and in the format described:

- a. Table of Contents
- b. Program Narrative
- c. Grant, Fiscal, and Financial Management
- d. Program Reporting
- e. Applicant and Subgrantee(s) Qualifications
- f. Proposed Budget and Budget Justification
- g. Attachments
 - Attachment A: Signed Statement of Certification
 - Attachment B: Program Budget and Budget Justification Template
- h. Appendices
 - Appendix 1: Proposed organizational chart
 - Appendix 2: Proposed staff job descriptions
 - Appendix 3: Proposed staff resumes
 - Appendix 4: List of District grants (FY23, FY24, and potential FY25)
 - Appendix 5: District of Columbia Business License
 - Appendix 6: District of Columbia Certificate of Good Standing
 - Appendix 7: List of insurance carriers
 - Appendix 8: Completed W-9 form
 - Appendix 9: Sub-grantee plan(s)
 - Appendix 10: Signed Letter(s) of Commitment from sub-grantee(s)
 - Appendix 11: Letters of Support (Optional)
 - Appendix 12: Program Work Plan

Descriptions of each response element is detailed below:

a. Table of Contents

b. Program Narrative

The narrative section (limited to 20 pages) should describe the applicant's approach to digital health infrastructure planning activities and delivery of technical assistance to District provider organizations in support of their meaningful use of digital health tools, as defined in Section I.B.

Specifically, the narrative must:

1. Articulate the applicant’s approach to meeting the requirements and objectives outlined in this RFA.
 - a) Briefly describe the purpose of digital health and how it can support whole person care for the District’s Medicaid community.
 - b) Describe prior experience with State Medicaid Health IT Plan development and other related digital health strategic planning activities, including needs assessments, interview, focus groups, and roadmap drafting.
 - c) Describe prior experience with the Meaningful Use/Promoting Interoperability programs, DC HIE connectivity program, telehealth programs, and District-funded digital health technical assistance programs. Describe ways that this experience can build on prior District programs.
 - d) Describe prior experience delivering technical assistance to maximize the use of digital health tools among District providers.
2. Describe the specific problem(s) or issue(s) that digital health strategic planning and technical assistance services can address in the District’s health care system and support a more person-centered approach to care delivery.
3. Explicitly identify and describe the populations that will be served by the digital health strategic planning and technical assistance activities being proposed.
4. Describe your approach to meeting the program requirements and objectives outlined in the RFA, including a milestones and deliverables chart with due dates.
5. Describe the proposed digital health planning and technical assistance activities’ integration with existing or ongoing District initiatives.
6. Describe the intended impact of the following activities and include measurable outcomes:
 - a) Planning activities, such as assessment of digital health infrastructure and technical assistance needs;
 - b) An updated strategic plan and roadmap; and
 - c) Technical assistance focused on HIE, EHR data quality improvement, and use of other digital health tools.
7. Describe how digital health technical assistance delivery supports the broader vision for integrated care delivery and whole person care.
8. Describe any existing or proposed partnerships (i.e., sub-grantees) or existing partnerships with District Agencies and other District health system stakeholders that will assist in the development and implementation of these activities. Include a description of why they are necessary for the success of the proposed initiatives. Also describe how you would address any potential conflicts of interest and plans to mitigate conflicts with technical assistance recipients or other community stakeholders.

9. Describe proposed strategic approaches to sustain tailored digital health technical assistance activities beyond the period of the grant.

c. Grant, Fiscal, and Financial Management

Describe how the applicant organization will provide sound grant and fiscal management for the project (limited to 3 pages), including experience in managing other grant funds. Include a summary of the grant, fiscal, and financial management systems currently in place that will support the initiatives included in this RFA.

d. Program Reporting

Propose progress and outcomes measures to be reported throughout the period of performance. Describe a methodology and capacity to collect baseline and ongoing data to report on proposed measures. Include details on how this approach incorporates District initiatives and priorities. Specify what measures will be reported on and what will be reported at the end of the grant.

DHCF reserves the right to require additional reporting prior to award of any grant.

e. Applicant and Subgrantee(s) Qualifications

Describe the capacity of the applicant organization and any subgrantees (limited to 3 pages per organization). Please include:

1. The organization's specific involvement and roles in the District's health system, including past HIE and EHR onboarding, digital health-related outreach, education, and technical assistance delivery, and related strategic planning to inform digital health infrastructure roadmap development.
2. Describe the leadership and staffing capacity of your organization.
3. Discuss your organization's history, experience, and/or knowledge related to strategic planning, digital health technical assistance delivery, and nationally recognized data standards and interoperability frameworks. Please describe how the objectives of this RFA are compatible with your organization's mission and services.
4. Describe your organization's operational readiness and capabilities and explain why your organization is "best" qualified to design and implement the goals and objectives of this grant.
5. Letters of support are optional but may be submitted in Appendix 11.

f. Program Budget and Budget Justification

The applicant shall provide a line-item budget and budget narrative justification, including any matching funding provided. The budget narrative justification should clearly state how the applicant arrived at the budget figures. The budget will include separate line items for specific direct and indirect grant expenses. An example budget template is provided (see **Attachment B**) but its use is not required.

g. Attachments

PDF versions of all Attachments are available as part of the application packet published with this RFA. Attachments shall be completed and included in the applicant's response.

h. Appendices

The applicant shall provide a proposed organizational chart (Appendix 1), proposed staff job descriptions (Appendix 2), and proposed staff resumes (Appendix 3).

Appendix 4 of the response shall include a list of any grants received in FY23 and FY24 and/or any expected grants to be received in FY25 from the District Government. This list shall state the District Government entity providing the grant, description of the SOW, the total grant amount, and the timeframe for the grant.

The applicant shall provide their District of Columbia Business License (Appendix 5) and is strongly encouraged to provide their District of Columbia Certificate of Good Standing (Appendix 6). While a District of Columbia Certificate of Good Standing is not required as part of the RFA response, a District of Columbia Certificate of Good Standing must be provided prior to the award of any grant to selected applicant(s). According to the District Department of Licensing and Consumer Protection (DLCP), an organization registered in another state or country that seeks to transact business in the District of Columbia must obtain authority by filing an application for foreign registration. DLCP has an expedited one day filing process for a fee in addition to regular filing fees.

Where applicable, the applicant shall provide a list of all of its insurance carriers and the type of insurance provided (Appendix 7).

The applicant shall provide a current completed W-9 form prepared for the U.S. IRS (Appendix 8). DHCF defines "current" to mean that the document was completed within the same calendar year as that of the application date. Fillable W-9 forms can be found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Sub-grants are permitted for qualified organizations. Applicants who plan to sub-grant shall submit sub-grantee plan(s) (Appendix 9) and signed Letter(s) of Commitment from sub-grantee(s) (Appendix 10).

The applicant may submit optional letters of support (Appendix 11).

The program work plan (Appendix 12) describes key process objectives and goals for successful program implementation. Under each objective, provide a list of the activities that will be used to achieve each of the objectives proposed and anticipated deliverables. The work plan should include a chronological list and description of activities to be performed. Each activity should have an identified responsible staff, target completion dates and projected outcomes. The work plan should include process objectives and measures.

Section V: Application and Review Information

A) Initial Review

Submitted applications will be screened for completeness. The initial review criteria are:

1. Is the applicant an eligible organization as described in Section III A?
2. Does the application request not exceed the total amount of funds available as specified in Section II?
3. Was the application received on time and delivered in the format described in Section IV, subsection B?
4. Was the application submitted with all required elements outlined in Section IV, subsection C of the RFA document?

Applications that satisfy all the above criteria will move forward to the review committee. Applications that do not meet any one of the above requirements may be disqualified.

B) Review Criteria and Selection Process

All applications that are complete and meet the administrative criteria listed in Section III will be reviewed and scored by a panel of internal or external reviewers. The panel of reviewers are neutral and qualified professionals selected by DHCF.

Each panelist will individually objectively review, score, and rank each applicant's proposal according to the evaluation criteria listed below:

| Scoring Criteria | Total Possible Points |
|--|-----------------------|
| Criteria 1: Organizational Structure and Project Leadership | |
| <p>The applicant provides a staffing plan that outlines staff and sub-grantee’s level of effort as well as duties and responsibility in relation to the scope of work. The staffing plan should include the following:</p> <ul style="list-style-type: none"> • A description of all staff and/or positions to be used to perform the work under the RFA; • Resumes and job descriptions for key position proposed • An organizational chart, including any potential sub-grantees, showing clear lines of authority and responsibility; • A staffing plan that includes timeframes for commitment of each staff person to this project and description of how project staff will be organized and supervised to meet all RFA requirements. | 5 |
| <p>The applicant must demonstrate that the proposed staff have previous experience with similar work as is being proposed and have the ability to achieve the objectives of the RFA as described. This includes prior experience:</p> <ul style="list-style-type: none"> • Conducting digital health strategic planning activities, including needs assessments, conducting interviews and focus groups, and drafting strategic plans and roadmap content; • Providing tailored digital health technical assistance services to District provider organizations. This can include the Meaningful Use/Promoting Interoperability programs, DC HIE Connectivity, EHR data quality, and other programs. • Working with the District’s health care system and an understanding of how digital health infrastructure and associated technical assistance activities supports the broader vision for integrated health care delivery and whole person care. | 10 |
| Criteria 2: Process, Operational Readiness, and Implementation | |
| <p>The applicant describes how the organization’s history, experience, knowledge, capacity, and capability will support the ability to successfully implement the components outlined in the Program Narrative. This includes:</p> <ul style="list-style-type: none"> • The applicant describes the organization’s experience and/or knowledge in conducting strategic planning activities and delivery tailored TA programs that demonstrate their ability to meet all RFA requirements (10 points) • The applicant proposes a comprehensive, innovative, and achievable approach to conducting digital health strategic planning activities and delivery of tailored TA programs that address all the components in the Program Narrative (20 points) | 50 |

| Scoring Criteria | Total Possible Points |
|--|-----------------------|
| <ul style="list-style-type: none"> The applicant uses a data informed approach to present problems/issues and the applicant’s proposal directly aims to address or alleviate potential challenges. (5 points) The applicant demonstrates operational readiness to implement the activities and requirements of this RFA and provides a comprehensive and achievable list of milestones and deliverables. (10 points) The applicant demonstrates their methodology and capacity to collect baseline and ongoing data to report on measures proposed in the Program Narrative. (5 points) | |
| Criteria 3: Cross-sector Engagement and Partnerships | |
| The applicant describes partnerships (i.e. subgrantees) or existing partnerships with District agencies that will assist in the development and implementation of these initiatives. The applicant describes partner qualification and why they are necessary for the proposed initiatives. Furthermore, the applicant addresses any potential conflicts of interest and plans to mitigate conflicts with TA recipients or other community stakeholders. | 10 |
| The applicant describes the proposed program’s integration with existing or ongoing DHCF and other relevant District initiatives. | 10 |
| Criteria 4: Fiscal Management and Sustainability | |
| The applicant describes the grant, fiscal, and financial management system in place, qualifications of systems management staff, and experience with grant monitoring and reporting functions within the last five (5) years. The applicant describes how the fiscal and financial management system ensures all expenditures are accurately tracked, reported, and reconciled. | 5 |
| The applicant presents a reasonable and detailed budget and justification to achieve the objectives the RFA. | 5 |
| The applicant presents a reasonable plan for the long-term financial sustainability of digital health technical assistance activities. | 5 |
| Maximum Number of Points | 100 |

The individual scores of the review panel will be averaged and each application submitted will be classified into one of four categories below based on the average score:

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

The grantee will be selected from among the applications that score in the “Most Qualified” point range category. If no applications are ranked in the “Most Qualified” category, DHCF may select from the “Very Qualified” and/or “Qualified” categories.

Scoring and the recommendations of the review panel are advisory. The final decision to fund an application rests with the DHCF Office of the Director. If the Office of the Director does not follow the panel’s recommendations, the Director shall provide written justification as required by District regulations.

C) Organizational Capacity and Risk Assessment

If the applicant’s organization is preliminarily selected for this award, the applicant will be contacted by a representative from DHCF and a letter of intent will be issued. At this time, the applicant will be required to provide specific documents and certifications as well as undergo an organizational capacity and risk assessment. The applicant must comply with this review before a final award offer can be made.

As part of the organizational capacity and risk assessment, the applicant must comply with a financial capacity review and may be required to provide copies of the applicable documents below:

- IRS Form 990 or 990EZ covering the last two years preceding the pre-award stage;
- Financial statements covering the six-month period preceding the pre-award stage (whether prepared monthly or quarterly);
- Any audit reports prepared as a result of a visit by a federal agency;
- Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses greater than 15%).

DHCF may require the applicant to provide additional documents or information to facilitate the organizational capacity and risk assessment as outlined in the list below. This list may not be comprehensive and DHCF reserves the right to require additional documents or other information to complete its organizational capacity and risk assessment:

- Insurance certificate (or self-insurance letter) for all forms of insurance (except employee benefits) (annual renewal waivers must be submitted);
- IRS determination letter for all 501 designated organizations;
- Applicant organization’s by-laws;
- Applicant organization’s Board of Directors roster (includes names, addresses, phone number);
- Applicant organization’s conflict of interest policy;

- Certification that the applicant's organization has written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- Other documents as required: _____

Do not submit these documents with your application. The applicant will only be required to provide these documents if DHCF issues a letter of intent.

These documents must be submitted by the deadline specified in the letter of intent. Failure to respond to DHCF in a timely manner and/or failure to submit the documents and certifications to DHCF by the deadline may result in the grant offer being rescinded.

D) Anticipated Announcement and Award Dates

The anticipated announcement date is April 21, 2025. The anticipated date of award is April 21, 2025. Both successful and unsuccessful applicants will be notified in writing of the selection decision prior to the award date.

Section VI: Award Information

A) Award Notices

DHCF will provide the successful applicant(s) with a Notice of Grant Agreement (NOGA). The NOGA(s) shall be signed and returned to DHCF within 10 business days. Unsuccessful applications will be notified in writing. Grant proceeds will only be paid after receipt of the signed NOGA.

B) Programmatic, Administrative, and National Policy Requirements

The Grantee will be held to strict milestones and requirements in order to receive the full amount of the grant. This will be based on a DHCF-approved Work Plan, which shall be submitted to DHCF within thirty (30) calendar days after receipt of the award.

C) Reporting

Grantees will be required to submit monthly financial reports, monthly programmatic reports and financial requests for reimbursement. The programmatic reports will indicate the status of goals and performance measures, as well as any successes or challenges encountered during the report period. The financial reports will indicate the status of program spending by category and will be submitted along with all receipts, invoices or other documentation of incurred expenses. Reports are due no later than the 15th after the end of the reported month.

Grantees will be required to submit a final programmatic report and a final financial report within thirty (30) calendar days after expiration of the grant agreement. The final programmatic

report will include a review of the initiative, work conducted by the grantee, and if applicable, sub-grantee(s), status of goals and performance measures, plans for how the initiative will be leveraged in the future, and recommendations to DHCF, if any, based on the grant. The final financial report will include detailed accounting of all grant expenditures over the grant period.

Grant applicants are expected to complete the reports listed above on time and show adequate progress at each reporting interval. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of capacity.

D) Payment

Upon award, DHCF shall provide funding to the Grantee(s) according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. All payments associated with this grant will be made through an Automated Clearing House.

Section VII: DC Agency Contacts

For additional information regarding this RFA, please contact Eduarda Koch, Health Care Reform & Innovation Administration via email at eduarda.koch@dc.gov or by phone at 202-673-3561.

Section VIII: Attachments

Fillable PDF versions of all the attachments are available as part of the application packet published with this RFA. All attachments shall be completed and included in the applicant's response.

Attachments included in the separate PDF available as part of the application packet published with this RFA include:

- A) Certifications
- B) Program Budget and Budget Justification Template
- C) Federal Assurances (if Federal Grant)