



REQUEST FOR APPLICATIONS

Implementing a Systemwide Approach to Produce Prescriptions

Open Date: January 3, 2025

Close Date: February 3, 2025 at 4:00pm



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. Around 295,000 District residents receive health care coverage through DHCF’s Medicaid, CHIP, Alliance and Immigrant Children programs.

One of DHCF’s strategic priorities is to build a health system that provides “whole person” care, including addressing social needs that contribute to health. Extensive research has indicated that social needs can account for as much as 50 percent of health outcomes.¹

One important social need is nutrition and food access. Efforts to improve access to healthy foods can lower health care costs and improve health outcomes.² Food is Medicine refers to a spectrum of services and health interventions that recognize and respond to the critical link between nutrition and health outcomes, particularly for individuals with chronic illnesses. As illustrated in Figure 1, the spectrum of Food is Medicine services and interventions are often depicted as a pyramid.

Figure 1. Food is Medicine pyramid



Source: <https://www.nature.com/articles/s41591-022-02027-3.epdf>

¹ <https://aspe.hhs.gov/sites/default/files/documents/e2b650cd64cf84aae8ff0fae7474af82/SDOH-Evidence-Review.pdf>

² Ibid.

Produce prescription (Produce Rx) programs are a type of Food is Medicine intervention that allow health care providers to issue a “prescription” for healthy foods that can be redeemed at food retailers, such as grocery stores, at little or no cost to the patient, to address their diet-related chronic conditions, such as diabetes, stroke, heart disease, certain cancers, and HIV.³

Since fiscal year 2021, DHCF has funded a Produce Rx grant program and intends to award another grant in fiscal year 2025 to continue to scale and explore integrating Produce Rx and other nutrition support services into Medicaid, and the other health insurance programs DHCF administers, systemwide. The Centers for Medicare and Medicaid Services (CMS) has recently offered state Medicaid programs a new 1115 waiver opportunity to address health-related social needs (HRSN), including nutrition supports.⁴ Other states have already received approval to implement 1115 HRSN waivers and in June 2024, DHCF submitted a renewal request to extend the District’s current 1115 waiver and implement new HRSN services, including a produce prescription service.⁵ Per DHCF’s 1115 renewal application, any new 1115 HRSN services would not begin before January 1, 2026.

B) Program Description

DHCF will award one (1) grant of up to \$500,000 to enhance and expand an evidence-informed Produce Rx program for Medicaid, CHIP, Alliance and Immigrant Children program beneficiaries diagnosed with a diet-related chronic condition, such as diabetes, stroke, heart disease, certain cancers, and HIV.

The selected grantee shall:

1. *Design and deliver Produce Rx services to eligible beneficiaries:* Implement an evidence-informed Produce Rx program to serve beneficiaries with diet-related chronic conditions.
2. *Extend Produce Rx referral networks and partnerships:* Expand or enhance the network of Produce Rx partners to connect patients to healthy foods and nutrition programming. Network partners may include health systems, hospitals, community clinics, FQHCs, food retailers, other community-based organizations (CBOs), and District managed care organizations (MCOs).
3. *Evaluate program design and impact:* Evaluate provider and beneficiary engagement in the Produce Rx program, as well as the impact on health outcomes.

³ <https://chlpi.org/wp-content/uploads/2013/12/Produce-RX-March-2021.pdf>

⁴ <https://www.medicaid.gov/health-related-social-needs/index.html>

⁵ https://dhcf.dc.gov/sites/default/files/dc/sites/dhcf/page_content/attachments/DC%201115%20Renewal%20Application_20240606.pdf

4. *Develop a strategic approach to sustain Produce Rx services:* Propose strategic approaches to integrate Produce Rx and other nutrition supports into DHCF’s programs, such as through DHCF’s pending 1115 HRSN waiver.

C) Program Benefits

The Produce Rx program will support health care providers in managing and coordinating care for patients with diet-related chronic conditions by addressing nutritional needs that impact accessing health foods and improving health. More broadly, the Produce Rx program will strengthen and support clinical-community linkages to address social needs that contribute to health, specifically nutrition supports. In addition, the grant will help DHCF assess sustainable approaches, such as through DHCF’s pending 1115 HRSN waiver, to scale Produce Rx and other nutrition supports in alignment with the strategic objectives of the agency.

D) Purpose of RFA

The purpose of this RFA is to solicit applications from qualified organizations to select a grantee for the Implementing a Systemwide Approach to Produce Prescriptions program.

E) Key Dates and Information

| | |
|---|--|
| RFA release | January 3, 2025 |
| Pre-application meeting | January 8, 2025 at 10:00 a.m. Eastern via Microsoft Teams or call in (audio only) at 206-420-0854 with phone conference ID: 701 589 885# |
| Deadline to submit written questions to jordan.ileri@dc.gov | January 10, 2025 by 4:00 p.m. Eastern |
| Answers to questions available at https://dhcf.dc.gov/page/dhcf-grant-opportunities | On or before January 17, 2025 |
| Application due | February 3, 2025 by 4:00 p.m. Eastern |
| Award announcement (expected) | March 3, 2025 |
| Grant start and end dates | Award date to September 30, 2025 |

Section II: Award Information

The total amount of funds available is up to five hundred thousand dollars (\$500,000.00). DHCF will award one (1) grant in the amount of no more than \$500,000.00. The grant period will be the date of the award to September 30, 2025.

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.

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.
4. Have a demonstrated record of administering Food is Medicine programs to Medicaid and other public health insurance program beneficiaries, including integrating Produce Rx programs within clinical workflows and partnering with food retailers to enable use of Produce Rx programs by beneficiaries.

As indicated, 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 fulfill 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 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 **Attachment 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 February 3, 2025 to DHCF c/o Jordan Ileri, jordan.ileri@dc.gov.

C) Privacy and Security

Grantee shall ensure technical policies and procedures are in place for electronic information systems that maintain protected health information and that allow access to those persons and software programs that have been granted access rights as specified in 45 CFR § 164.308.

D) Insurance

Where applicable, the applicant shall provide the name of all its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers’ compensation 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) 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 Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards";
5. Whether the applicant, or where applicable, any of its officers, partners, principals, 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.

G) 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.

H) 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.

I) 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.

J) Funding Restrictions

Any award associated with this RFA is limited to the availability funds in Fiscal Year 2025, any subsequent Fiscal Years, and the authority to appropriate those funds. Spending is restricted to line items in the approved budget in order to fulfill the requirements of the approved project 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; or

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 January 8, 2025 at 10:00 a.m. Eastern via [Microsoft Teams](#) or call in (audio only) at 206-420-0854 with phone conference ID: 701 589 885#

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 February 3, 2025 to DHCF c/o Jordan Ileri, jordan.ileri@dc.gov. Applicants will receive an email receipt notification to verify that their application has been received.

Applications must be submitted in their entirety, including any supplemental documents as indicated in Section IV.C.

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
- 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 should describe the applicant’s approach to design, develop, deliver, and evaluate a Produce Rx program for beneficiaries diagnosed with a diet-related chronic condition.

Specifically, the narrative must include the following:

1. Overview of the proposed Produce Rx program
 - Briefly describe the purpose of the Produce Rx program and how the application aligns with the RFA. It should summarize the overarching problem, the contributing factors to the problem, and how the program will attempt to mitigate the issues by serving beneficiaries in the context of the District’s health care delivery system.
2. Program need
 - Describe the specific problems or issues the program will address within the target populations.
 - Explicitly identify and describe the population(s) that will be served through the program, including an assessment of current needs and available assets in the community.
3. Program description
 - Provide a comprehensive framework and description of all aspects of the proposed Produce Rx program, including how the Produce Rx program will address the overarching problem, as well as strengthen a person-centered, systemwide approach.
 - Describe the intended impact of the program, including planned, measurable outcomes.
4. Partnerships
 - Describe any existing or proposed partnerships with health systems, hospitals, community clinics, FQHCs, food retailers, other CBOs, and District MCOs, as well as with other District governments agencies that will assist in

the development and implementation of the Produce Rx program. Include a description of why the partnerships are necessary for the success of the program.

5. Sustainability

- Describe proposed strategic approaches to sustain the Produce Rx program beyond the performance period of the grant, such as through DHCF's pending 1115 HRSN waiver.

c. Grant, Fiscal, and Financial Management

Describe how the applicant organization will provide sound grant and fiscal management for the project, 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. 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, and after, award of any grant.

e. Applicant and Subgrantee(s) Qualifications

Describe the capacity of the applicant organization and any subgrantees. Please include:

1. The organization's specific involvement and roles in District Food is Medicine programs, specifically Produce Rx programs.
2. Describe the leadership capacity of your organization.
3. Discuss the applicant's history, experience, and/or knowledge. Please describe how the objectives of this RFA are compatible or will enhance your organization's mission and services. Additionally, please describe why your organization is "best" qualified to design and implement the goals and objectives of this grant.
4. The applicant's operational readiness and capabilities to achieve 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. Required 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, 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 Consumer and Regulatory Affairs (DCRA), 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. DCRA's Corporations Division 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 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 a qualified organization as described in Section III.A?
2. Does the application request not exceed the total amount of funds available as specified Section II?
3. Was the application received on time and delivered in the format described in Section IV.B?
4. Was the application submitted with all required elements outlined in Section IV.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 eligibility and 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 the DHCF Office of the Director.

Each panelist will individually 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 | |
| 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: <ul style="list-style-type: none"> • A description of all staff and/or positions to be used to perform the work under the RFA; and • An organizational chart, including any potential sub-grantees, showing clear lines of authority and responsibility. | 10 |
| The applicant must demonstrate that the proposed staff has previous experience with similar work as is being proposed and has the ability to achieve the objectives of the RFA as described. | 15 |
| Criteria 2: Process, Plans, Operational Readiness, and Capacity | |
| The applicant proposes a comprehensive, innovative, and achievable program that addresses the components outline in the RFA. Specifically, the applicant details an approach to implement a program that: <ul style="list-style-type: none"> • Designs and delivers Produce Rx services to eligible beneficiaries (15 points) • Extends Produce Rx referral networks and partnerships (15 points) • Evaluates program design and impact (15 points) • Develops a strategic approach to sustain Produce Rx services (15 points) | 60 |
| Criteria 3: Fiscal Management | |
| 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 of the RFA. | 10 |
| 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 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 March 3, 2025. The anticipated date of award is March 3, 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

The grantee will be required to submit monthly programmatic and financial 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. It will include a comparison of actual accomplishments to goals outlined in the grant proposal. The financial reports are annotated source documents corroborating project expenditures. They will indicate the status of program spending by category and will be submitted along with all financial requests for reimbursement, including receipts, invoices or other documentation of incurred grant expenses. Programmatic and financial reports are due

no later than the 10th after the end of the reported month and totals must match across both reports.

The grantee will be required to submit a final programmatic report and a final financial report within thirty (30) calendar days after the end of the period of performance or end of the grant agreement. The final programmatic report will include a review of the initiative, work conducted by the grantee (and subgrantees), 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 Jordan Ileri, Health Care Reform & Innovation Administration via email at jordan.ileri@dc.gov or by phone at (202) 442-9055.

Section VIII: Attachments

PDF versions of all Attachments are available as part of the application packet published with this RFA. Required 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