



GOVERNMENT OF THE DISTRICT OF COLUMBIA

HIV/AIDS, Hepatitis, STD and TB Administration

Request for Applications
Innovative Approaches to
Pregnancy Prevention

Submission Deadline: AUGUST 9, 2021 by 6:00 PM

The DC Department of Health (DC Health) reserves the right without prior notice, to reduce or cancel one or more programs listed in this Request for Applications (RFA). DC Health reserves the right to reject all applications, adjust the total available funds or cancel the RFA in part or whole. Funding levels for the total program and budget amounts of individual awards shall be contingent upon continued receipt of funding by DC Health, as well as any reduction, elimination or reallocation of funds by a federal grantor, the Executive Office of the Mayor (EOM) and/or DC Health. Any adjustments shall be in accordance with authorizing legislation for the use of funds, all DC municipal regulations for grant-making and the applicable federal and DOH terms of agreement.

DEPARTMENT OF HEALTH (DC Health)
HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA)
NOTICE OF FUNDING AVAILABILITY (NOFA)
RFA# HAHSTA IAPP 07.09.21
Innovative Approaches to Pregnancy Prevention

The District of Columbia, Department of Health (DC Health) is soliciting applications from qualified organizations to provide services in the program areas described in this Notice of Funding Availability (NOFA). This announcement is to provide public notice of the Department of Health's intent to make funds available for the purpose described herein. The applicable Request for Applications (RFA) will be released under a separate announcement with guidelines for submitting the application, review criteria and DC Health terms and conditions for applying for and receiving funding.

General Information:

Funding Opportunity Title:	Innovative Approaches to Pregnancy Prevention
Funding Opportunity Number:	FO-HAHSTA-PG-00008-001
Program RFA ID#:	RFA#_HAHSTA_IAPP_07.09.21
Opportunity Category:	Competitive
DC HEALTH Administrative Unit:	HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA)
DC HEALTH Program Bureau	STD and Tuberculosis Division
Program Contact:	Adrienne Barksdale, Program Coordinator Adrienne.barksdale@dc.gov (202) 671-4831
Program Description:	DC Health is seeking proposals from community-based organizations to use creative approaches to replicate innovative program models for the District's State Personal Responsibility and Education Program (PREP). The purpose of the program is to support projects that replicate evidence-based, effective program models or substantially incorporate elements of effective programs that have been proven, to change behavior for sexually active youth. This funding aims to reduce the pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies. The project implementation is projected to begin October 1, 2021.
Eligible Applicants	Non-profit, public, private and faith-based organizations located in the District of Columbia who provide services to youth in the District of Columbia.
Anticipated # of Awards:	1
Anticipated Amount Available:	\$150,000.00

Floor Award Amount:	\$75,000.00
Ceiling Award Amount:	\$150,000.00

Funding Authorization

Legislative Authorization	Title V, Section 513 of Social Security Act
Associated CFDA#	93.092
Associated Federal Award ID#	2101DCPREP
Cost Sharing / Match Required?	No
RFA Release Date:	Friday, July 9, 2021
Pre-Application Meeting (Date)	Thursday, July 15, 2021
Pre-Application Meeting (Time)	11:00 a.m. – 1:00 p.m.
Pre-Application Meeting (Location/Conference Call Access)	Visit DC Health’s Eventbrite page for the virtual meeting information. https://OGMDCHealth.eventbrite.com
Letter of Intent Due date:	Friday, July 16, 2021
Application Deadline Date:	Monday, August 9, 2021
Application Deadline Time:	6:00 p.m.
Links to Additional Information about this Funding Opportunity	DC Grants Clearinghouse https://communityaffairs.dc.gov/content/community-grant-program DC Health EGMS https://dcDCHealth.force.com/GO__ApplicantLogin2

Notes:

1. DC Health reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA.
2. Awards are contingent upon the availability of funds.
3. Individuals are not eligible for DC Health grant funding.
4. Applicants must have a DUNS #, Tax ID#, be registered in the federal Systems for Award Management (SAM) and the DC Health Enterprise Grants Management System (EGMS)
5. Contact the program manager assigned to this funding opportunity for additional information.
6. DC Health is located in a secured building. Government issued identification must be presented for entrance.

TABLE OF CONTENTS

Notice of Funding Availability.....	1
Terms and Conditions	4
Checklist for Applications	6
1 GENERAL INFORMATION.....	7
Amount of Funding Available	7
Performance and Funding Period.....	7
Eligible Organizations/Entities	7
Non-Supplantation	8
Application Page Limit	8
2 BACKGROUND & PURPOSE	8
Purpose	9
3 HOW TO APPLY	10
4 APPLICATION PREPARATION AND SUBMISSION	11
5 REGISTER IN EGMS.....	15
6 REVIEW AND SELECTION OF APPLICATIONS.....	17
7 GRANT TERMS AND CONDITIONS.....	18
8 ADDITIONAL PROGRAM AND ADMINISTRATIVE TERMS	19
<i>Appendix A – Applicant Profile</i>	
<i>Appendix B – Work Plan Template</i>	
<i>Appendix C – Logic Model Template</i>	
<i>Appendix D – Categorical Budget and Budget Narrative</i>	
<i>Appendix E –Assurances, Certifications & Disclosures</i>	
<i>Appendix F – Notice of Intent to Apply</i>	

District of Columbia Department of Health
RFA Terms and Conditions

v11.2016

The following terms and conditions are applicable to this and all Requests for Applications issued by the District of Columbia Department of Health (DC Health) and to all awards, if funded under this RFA:

- A. Funding for a DC Health sub award is contingent on DC Health's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- B. DC Health may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- C. The RFA does not commit DC Health to make any award.
- D. Individual persons are not eligible to apply or receive funding under any DC Health RFA.
- E. DC Health reserves the right to accept or deny any or all applications if the DC Health determines it is in the best interest of DC Health to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DC Health shall notify the applicant if it rejects that applicant's proposal for review.
- F. DC Health reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- G. DC Health shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- H. DC Health 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.
- I. DC Health shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- J. The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at www.sam.gov prior to award.

- K. DC Health reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period. This includes DC Health electronic grants management systems, for which the awardee will be required to register and maintain registration of the organization and all users.
- L. DC Health 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.
- M. DC Health shall establish terms of agreement for an award funded under this RFA. If funded, the applicant will receive a Notice of Grant Award (NOGA). The NOGA will establish the project period (i.e. the total number of years for which funding has been approved) and define any segments of the Project Period (e.g. initial partial year, or a 12 month budget period). The NOGA shall outline conditions of award or restrictions.
- N. Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- O. DC Health shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, including OMB Circulars 2 CFR 200 (effective December 26, 2014) and Department of Health and Services (HHS) published 45 CFR Part 75, and supersedes requirements for any funds received and distributed by DC HEALTH under legacy OMB circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding Agency; and compliance conditions that must be met by the awardee.
- P. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about grants management policy and procedures may be obtained at the following site: <https://communityaffairs.dc.gov/content/community-grant-program>.

If your agency would like to obtain a copy of the **DC Health RFA Dispute Resolution Policy**, please contact the Office of Grants Management and Resource Development at [DC Health.grants@dc.gov](mailto:DCHealth.grants@dc.gov) or call (202) 442- 9237. Your request for this document will not be shared with DC Health program staff or reviewers. A copy is available on the District Clearinghouse website with this RFA.

CHECKLIST FOR APPLICATIONS

- Applicants must be registered in the federal Systems for Award Management (SAM) and the DC Health Enterprise Grants Management System (EGMS).
- Complete your EGMS registration **two weeks** prior to the application deadline.
- Start constructing and uploading your application components into EGMS at least a week prior to the application deadline.
- The complete **Application Package** should include the following:
 - DC Health Application Profile
 - Table of Contents
 - Project Abstract
 - Logic Model
 - Project narrative
 - Budget justification
 - Project Budget
 - Organizational Chart
 - Staffing Plan
 - Partnerships Documentation
 - Work Plan
 - Mandatory Certification Documents
- Documents requiring signature have been signed by an agency head or AUTHORIZED Representative of the applicant organization.
- The Applicant needs a DUNS number to be awarded funds. Go to Dun and Bradstreet to apply for and obtain a DUNS # if needed.
- The Project Narrative is written on 8½ by 11-inch paper, **1.0 spaced, Arial or Times New Roman font using 12-point type** (*11 –point font for tables and figures*) **with a minimum of one inch margins. The total size of all uploaded files may not exceed the equivalent of 20 pages** when printed. **Applications that do not conform to these requirements will not be forwarded to the review panel.**
- The application proposal format conforms to the “Application Elements” listed in the RFA.
- The proposed budget is complete and complies with the budget forms provided in the RFA. The budget narrative is complete and describes the categories of items proposed.
- The proposed work plan, logic model, and other attachments are complete and comply with the forms and format provided in the RFA
- Submit your application via EGMS by **6:00 p.m.** on the deadline of **Monday, August 9, 2021.**

1 GENERAL INFORMATION

Key Dates

- Notice of Funding Announcement Date: **Friday, June 25, 2021**
- Request for Application Release Date: **Friday, July 9, 2021**
- Pre-Application Meeting: **Thursday, July 15, 2021**
- Notice of Intent to Apply: **Friday, July 16, 2021**
- Application Submission Deadline: **Monday, August 9, 2021**
- Anticipated Award Start Date: **Friday, October 1, 2021**

Overview

The mission of the Department of Health (DC Health) is to promote health, wellness and equity, across the District, and protects the safety of residents, visitors and those doing business in our nation's Capital. The agency is responsible for identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

DC Health/HAHSTA mission is optimizing health, wellness, and lifelong success through innovation for people living with or at risk of HIV, hepatitis, STDs and TB. HAHSTA is the core District government agency to address HIV, STDs, tuberculosis, and hepatitis prevention, care, and treatment. HAHSTA has a strong collaboration with the Community Health Administration (CHA) in DC Health to plan, implement and evaluate programs focused on the sexual health of youth. This includes teen pregnancy, STI and HIV prevention programs.

Source of Grant Funding

Funding is made available under the Department of Health and Human Services, Administration for Children and Families/Family and Youth Services Bureau -State Personal Responsibility Education Program (2021DC PREP).

Award Information

Amount of Funding Available

This RFA will make available \$150,000 for ONE award for two years (**\$75,000**) each year to implement adolescent pregnancy prevention initiatives.

Performance and Funding Period

The anticipated performance and project period are from October 1, 2021 – September 30, 2023. The 1-year budget period for this grant shall be from October 1, 2021 – September 30, 2022. Subsequent to the first year, there will be one additional year. The award, budget periods and award amount are contingent upon the continued availability of funds and the recipient performance.

Eligible Organizations/Entities

The following are eligible organizations/entities who can apply for grant funds under this RFA:

- Non-profit organizations
- Public organizations
- Faith-based organizations

- Educational Institutions

Considered for funding shall be organizations meeting the above eligibility criteria and having documentation of providing services (health, education, and social services) for youth population in the District of Columbia. Partnerships between organizations are welcomed. Applicants must provide letters of commitment, co-applications, or letters of support for existing partnerships if performance will depend on another organization.

DC Health is interested in programs that are community based and work with youth ages 10-19. Programs that serve young men, LGBTQ youth, and parenting teens (up to age 21) are strongly encouraged to apply.

Non-Supplantation

Recipients must supplement, and not supplant, funds from other sources for initiatives that are the same or similar to the initiatives being proposed in this award.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **20 pages** when printed by DC Health. The page limit includes the following documents:

- Project Abstract
- Logic Model
- Project Narrative
- Budget Justification
- Organizational Chart
- Staffing Plan
- Partnerships Documentation
- Work Plan

2 BACKGROUND & PURPOSE

Background

The proposed population for DC Personal Responsibility Education Program (DC PREP) is adolescents between the ages of 10 to 19 years who reside in the District of Columbia. DC Health will pay particular attention to organizations that serve adolescents who live in Wards 1, 5, 7, and 8, and populations that have limited access to pregnancy prevention education and resources or otherwise have special circumstances. These include youth in or aging out of foster care; homeless adolescents; adolescents living with HIV; youth who identify as lesbian, gay, bi-sexual, transgender and or questioning (LGBTQ); and pregnant or parenting adolescents. These groups are noted to have higher rates of pregnancy, HIV, and STIs.¹ According to the US Centers for Disease Control and Prevention (CDC), 194,377 babies were born to women aged 15-19 years, for a live birth rate of 18.8 per 1,000 in 2017. The CDC continues to rank the District of Columbia

¹ Centers for Disease Control and Prevention. (2019). *Reproductive Health: Teen Pregnancy*. U.S. Department of Health and Human Services. <https://www.cdc.gov/teenpregnancy/about/index.htm>

amongst the 10 states with a teen birth rate higher than the national rate². According to studies, runaway and homeless youth are four times more likely to get pregnant than their non-runaway peers.³ The District’s Child & Family Services Agency reports that nearly half of young women in its foster care system become pregnant by age 19.⁴ In DC, youth ages 13-19 now represent 41% of new HIV diagnoses, higher than any proportion in the past 10 years. The number of cases of chlamydia increased with 1,931 new cases and gonorrhea with 539 new cases for young people ages 15-19 in 2019 with a large portion of those diagnosed living in Wards 7 and 8.⁵

The following is a comparison of national to District rates on several key indicators for young people ages 15 to 19 years old:⁶

Indicator	US Avg.	District
Ever had sexual intercourse	38.2%	44.0%
Sexual debut before age 13	3.0%	7.9%
Sex with more than 4 partners	8.6%	12.2%

District youth are less likely than their peers nationally to report not using a condom at last sexual encounter (42.9% vs 45.7%) but even with these self-reported high rates of condom used, District youth have some of the highest rates of teen pregnancy. The DC teen birth rate is similar to the national rate at 16.8 births per 1,000 vs 16.7 per 1,000 nationally (2019). While teen birth rates in DC overall are only slightly above that of the national average, teen births in wards 7 and 8 have accounted for more than half of all teen births in the District.

Purpose

² Martin, J. A., Hamilton, B. E., Osterman, M. J. K., & Driscoll, A. K. (2021). NVSR 70-2: Births: Final Data for 2019. *National Vital Statistics Reports, Births: Final Data for 2019*, 70.

³ Thompson, S. J., Bender, K. A., Lewis, C. M., & Watkins, R. (2008). Runaway and pregnant: risk factors associated with pregnancy in a national sample of runaway/homeless female adolescents. *The Journal of adolescent health: official publication of the Society for Adolescent Medicine*, 43(2), 125–132.

⁴ (2020). (rep.). *District of Columbia Government Child and Family Services Agency: FY20 Needs Assessment*. Washington, DC.

⁵ Annual Epidemiology & Surveillance Report: Data Through December 2019. District of Columbia Department of Health, HIV/AIDS, Hepatitis, STD, & TB Administration 2020.

⁶ Martinez GM, Abma JC. Sexual activity and contraceptive use among teenagers aged 15–19 in the United States, 2017–2019. National Center for Health Statistics. 2020.

The purpose of this grant is to enable organizations to support projects that replicate evidence-based, effective program models, or substantially incorporate elements of effective programs that have been proven, on the basis of scientific research, to change behavior. Behaviors include delaying sexual activity, increasing condom or contraceptive use for sexually active youth, reducing the number of partners, or reducing pregnancy among youth. This funding aims to reduce the pregnancy rates and birth rates for youth populations, especially youth populations that are have limited access to pregnancy prevention education and resources or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, youth residing in areas with high birth rates for youth and youth who may identify with the LGBTQ+ population. Grantees are required to incorporate programming designed to support youth's successful transition into adulthood. Funded entities will be required to collect data on participant's characteristics, program experience and perceptions of program effects per ACYF/FSYSB requirements. The mandatory incorporation of Adulthood Preparation Subjects (APS) supports preparation of youth for this transition through enhancements of the implementation of teen pregnancy and STI programming. Grantees must address at least **three** of the **six** APS so these program components can comprise differing combinations. APS are defined as:

- **Healthy relationships** – such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage and family interactions.
- **Adolescent development** – such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
- **Financial literacy** – such as budgeting, income and financial planning.
- **Parent-child communication** – such as strategies to increase parents' capacity to talk with their children about sexuality.
- **Educational and career success** – such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency and workplace productivity.
- **Healthy life skills** – such as goal setting, decision-making, negotiation, communication and interpersonal skills, and stress management.

3 HOW TO APPLY

Thank you for your interest in applying for the Innovative Approaches to Pregnancy Prevention grant. The DC Health HAHSTA wants to help you make this application process easy to understand and complete.

As an applicant for DC public funds, there is documentation you need to provide that is a requirement of DC law and regulation. This package will provide you with some of the paperwork for you to complete and sign. Some of the other materials you most likely already have available and you simply need to copy and attach them to your application.

Pre-Application Conference

There will be a pre-application conference held on **Thursday, July 15, 2021 from 11:00 a.m.-1:00 p.m.**

Notice of Intent to Apply

A notice of intent to apply (NOI) *is required* for consideration under this funding announcement. Please email the following information to Adrienne.barksdale@dc.gov no later than **Friday, July 16, 2021 at 5:00 p.m.** Please use the attached form in **Appendix F**. This information shall be used to notify applicants regarding updates or addenda to this RFA. Any RFA amendments will be posted on the DC Grants Clearinghouse at <https://communityaffairs.dc.gov/content/community-grant-program>.

4 APPLICATION PREPARATION AND SUBMISSION

A. Application Format

- a. Font size: 12-point Times New Roman
- b. Spacing: Double-spaced
- c. Paper size: 8.5 by 11 inches
- d. Page margin size: 1 inch
- e. Numbering: Sequentially from page 1 to the end of the application, including all charts, figures, tables, and attachments.

B. Application Elements

Each application is required to contain the following components. Certain application items will be entered directly into EGMS, while others will be uploaded into EGMS as attachments, e.g., program description. Applications must conform to the page requirements by section as detailed below.

An application package includes the following elements:

1. Table of Contents	
2. Organization Knowledge and Capacity	2 pages maximum
3. Project Description including APS integration, Staffing Plan and Implementation * Logic Model and Work Plan (not included in page count)	5 pages maximum Appendix B and C (Not counted in page total)
4. Applicant Profile	Appendix A (Not counted in page total)
5. Categorical Budget and Budget Narrative	Appendix D (Not counted in page total)
6. Assurances and Certifications (Federal, District and DOH Statements of Assurances and Certifications)	Reviewed and Accepted via EGMS. Also, scan an upload one copy SIGNED by the Agency Head or authorized official. See Appendix E .
7. Mandatory Disclosures	Reviewed, Completed and Submitted via EGMS
8. DOH Standard Grant Terms and Conditions	Reviewed and Accepted via EGMS

<p>9. Mandatory Certification Documents</p> <ul style="list-style-type: none"> a. A current business license, registration, or certificate to transact business in the relevant jurisdiction. b. 501(c)(3) certification (for non-profit organizations) c. City Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean hands) d. Official list of Board of Directors on letterhead and signed by the authorized executive of the applicant organization e. Copy of Cyber Policy f. Certificate of Insurance 	<p>Scan and upload ONE PDF</p>
---	---------------------------------------

“All applicants that receive awards under this RFA must show proof of all insurance coverages required by the Office of Risk Management (ORM) prior to receiving funds. At minimum, the awardee must meet the insurance coverage requirements outlined in the sample attachment. The coverage levels may be adjusted by ORM following issuance of the NOGA per a review of activities performed under the grant and any other grants with DC Health or District agencies.”

The Applicant Profile, Table of Contents and the Program Description should be uploaded to EGMS as one PDF document and the Budget and Work plan as a separate PDF document

The number of pages designated above represents the **maximum number of pages permitted per section**. Applications exceeding the maximum number of pages for each section **will not be forwarded for review**.

C. Description of Application Elements

Applicants should include all information needed to describe adequately and succinctly the services they propose to provide. It is important that applications reflect continuity among the program design and activities, and that the budget supports the level of effort required for the proposed services. When writing the application please label each section with the titles listed below. Applications that are not labeled correctly will lose points.

- 1) **Table of Contents** - Lists major sections of the application with quick reference page indexing. Failure to include an accurate Table of Contents may result in the application not being reviewed fully or completely.
- 2) **Organizational History, Knowledge and Capacity to serve youth (2 pages)**
- 3) **Project Description (5 pages)** - The purpose of this section is to provide a thorough description of the proposed projects and how they will engage youth. Applications rated most highly will include descriptions of programs that effectively reach and serve clients with high need, have a sound technical basis, address known challenges and gaps in services, strive to build stronger results through innovation, and will contribute to the

overall quality, scope and outcome of youth development. The Program Description should also address how grantees plan to incorporate at least **three of the six** adulthood preparation subjects. A strong application will focus on youth between the ages of 10-19 who are at high-risk for becoming pregnant or who face special circumstances, including living in or aging out of foster care, being homeless, living with HIV, victims of human trafficking, being pregnant or a mother under 21 years of age, or residing in an area with high birth rates. The Program Description should also include the following elements:

- a. **Project Goals and Objectives** - The proposal must describe goals and objectives for the proposed project that are clearly defined, measurable, time-specific and responsive to youth pregnancy prevention.
- b. **Logic Model** – The proposal must include a logic model that illustrates how the program will work.
- c. **Staffing Plan** – This will list all staff members that will participate in this project and its programming. The staffing plan will illustrate the skill set of your organization’s workers and how their skills will be utilized for this project.
- d. **Implementation/Work Plan** – This should include proposed targets and the goals and objectives for the proposed program. All work plans should be labeled clearly and include adulthood preparation subject (APS) integration.

4) **Applicant Profile and Work Plan** – Applicant must complete the applicant profile and work plan attachments.

5) **Categorical Budget and Budget Narrative**

Applicants must provide a detailed line-item budget and budget narrative that includes the type and number of staff necessary to successfully provide your proposed services. All applicants applying for services must use the HAHSTA approved budget forms. The forms are posted electronically as a separate Microsoft Excel file alongside this RFA. There cannot be any changes made to the format or content areas of the Excel workbook.

HAHSTA reserves the right to not approve or fund all proposed activities. For the budget justification, provide as much detail as possible to support each requested budget item. List each cost separately when possible. Provide a brief description for each staff position including job title, general duties and activities related to this grant, including the rate of pay and whether it is hourly or salary and the level of effort expressed as how much time will be spent on proposed activities for each staff position. Describe this “time spent” as a percentage of full time equivalent or FTE (e.g., 50% FTE for evaluation activities).

DC Health will recognize and accept the federally negotiated and approved indirect cost rates of an applicant, per OMB 2 CFR.414. If an applicant does not have a federally negotiated rate, it may apply a maximum of ten percent (10%) of the amount budgeted for a direct service will be permitted for all administrative or indirect costs activities.

6) **Assurances and Certifications** - Assurances and certifications are of two types: those required submitting the application and those required to sign grant agreements. DC Health requires all applicants to submit various statements of certification, licenses, other business

documents and signed assurances to help ensure all potential awardees are operating with proper DC credentials. The complete compilation of the requested documents is referred to as the **Assurances Package**.

Items 7-9 are detailed in the above table.

Failure to submit the required assurance package will make the application ineligible for funding consideration (required to submit applications) or ineligible to sign/execute grant agreements (required to sign grant agreements).

Note: If selected for a Notice of Intent to Fund, the applicant organization will be required to submit the following additional documents pre-award:

- Comprehensive Automobile Insurance, if applicable for organizations that use company vehicles to administer programs for services funded by grant award
 - Certification of current/active Articles of Incorporation from DCRA
 - Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation
 - Certificate of Occupancy
 - Most Recent Audit and Financial Statements
- Other specialized licenses, etc. required by federal and District laws to conduct business this RFA supports.

D. Application Submission (Enterprise Grants Management System)

All District of Columbia Department of Health application submissions must be done electronically via Department of Health's Enterprise Grants Management System (EGMS), DC Health's web-based system for grant-making and grants management. In order to submit an application under this funding opportunity, the applicant organization must register in EGMS and establish an account for the authorized representative. If the applicant organization has an account already, please ensure that the Primary Account User is authorized to submit an application on behalf of the organization and his/her account is active. Currently, Secondary Account Users **do not** have submission privileges but can work in EGMS to prepare (e.g. upload documents, complete forms) the application.

IMPORTANT: When the Primary Account User is submitting an application, ensure that there are no other transactions on another device being attempted in EGMS under that Primary Account User's credentials. For security purposes, the system will only acknowledge one transaction and one of the transaction attempts may fail, if done simultaneously.

E. Application Requirements

DC Health requires all applicants to submit various certifications, licenses and assurances at the time the application is submitted to help ensure all potential awardees are operating with proper D.C. licenses. The complete compilation of the requested documents is referred to as the Assurances Package. Only ONE Assurances Package is required per submission.

Assurance packages are classified into two categories: 1) Those "required to be submitted along with applications," and 2) Those "required to sign grant agreements." Failure to submit the

required Assurances Package may result in the application being either ineligible for funding consideration [required to submit assurances] or ineligible to sign/execute award agreements [required to sign grant agreements assurances]. If the applicant does not have current versions of the required documents on file with DC Health, they must be submitted with the application.

Assurances Required to Submit Applications (Pre-Application Assurances)

The following documents are required at the time of application submission:

- City Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands).
- 501 (c) 3 certification
- Official List of Board of Directors on letterhead, for current year, signed and dated by the authorized executive of the Board. (cannot be the CEO)
- All Applicable Medicaid Certifications
- A Current Business license, registration, or certificate to transact business in the relevant jurisdiction
- Copy of the Cyber Policy
- Certificate of Insurance - Insurance requirements are determined by the ORM.

Assurances Required to Sign Grant Agreements for Funds Awarded through this RFA (Post-Award Assurances). The following documents are required before signing grant agreements:

- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Comprehensive Automobile Insurance, if applicable for organizations that use company vehicles to administer programs for services.
- Certification of current/active Articles of Incorporation from DCRA
- Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation
- Certificate of Occupancy
- Most Recent Audit and Financial Statements

5 REGISTER IN EGMS

DOH recommends that applicants create an EGMS account, establishing a Primary Account User as the authorized representative **at least two weeks** prior to the application submission deadline. There is no guarantee that the authorized representative would have an approved account if the registration process does not begin at least **two weeks** prior to the deadline. Deadline-day registrations may not be approved by the DC Health Office of Grants Management in time for submission. To register, complete the following:

IMPORTANT: WEB BROWSER REQUIREMENTS

1. **Check web browser requirements for EGMS** - The DC Health EGMS Portal is supported by the following browser versions:

- Microsoft ® Internet Explorer ® Version 11

- Apple ® Safari ® version 8.x on Mac OS X
- Mozilla ® Firefox ® version 35 & above (Most recent and stable version recommended)
- Google Chrome ™ version 30 & above (Most recent and stable version recommended)

2. **Access EGMS:** The user must access the login page by entering the following URL in to a web browser: https://dcdoh.force.com/GO_ApplicantLogin2. Click the button REGISTER and following the instructions. You can also refer to the [EGMS External User Guide](#).

3. Determine the agency’s Primary User (i.e. authorized to accept terms of agreement, certify and submit documents, request and accept modifications). The Primary User will determine a Secondary User and send a notification via EGMS for him/her to set-up an account.

4. Your EGMS registration will require your legal organization name, your **DUNS # and Tax ID#** in order to complete the registration. Your EGMS registration will also require your SAM (System for Award Management) expiration date to be entered into your agency profile. Please ensure that you have an active SAM registration (www.sam.gov).

5. When your Primary Account User request is submitted in EGMS, the DC Health Office of Grants Management will review the request. If the requester is NOT the identified Executive Director, DC Health Office of Grants Management will make an additional request for the Executive Director to send an email to DC Health to confirm that the requester is the authorized representative for EGMS. When requested, your authorized representative should send to doh.grants@dc.gov the name, title, telephone number and email address of the desired Primary User for the account. **SUBJECT LINE: EGMS PRIMARY USER**

AGENCY NAME. Note: The email will help to support the validation of authorized users for EGMS. DC Health official grant records will also be used. Please reply ASAP to any requests from Office of Grants Management to provide additional information, if needed.6. Once you register, your Primary Account User will get an auto-notice to upload a “DUNS Certification” – this will provide documentation of your organization’s DUNS. You can simply upload a scanned copy of the cover page of your SAM Registration.

EGMS User Registration Assistance: Office of Grants Management at doh.grants@dc.gov assists with all end-user registration if you have a question or need assistance: Primary Points of Contact: Jennifer Prats at Jennifer.prats@dc.gov or 202-306-9684. Here are the most common registration issues:

- Validation of the authorized primary account user
- Wrong DUNS, Tax ID or expired SAM registration
- Web browser

Review the EGMS External User Recorded Webinar for information on the submission process and navigation of EGMS.

<https://dcnet.webex.com/dcnet/ldr.php?RCID=957d2b20dd173112ea7c2bb1025fcb33>

(If you have trouble linking, try Google Chrome and not Internet Explorer)

6 REVIEW AND SELECTION OF APPLICATIONS

Pre-Screening – All applications will be reviewed initially for completeness, formatting and eligibility requirements by DC Health personnel prior to being forwarded to the external review panel. Incomplete applications and applications that do not meet the eligibility criteria will not advance to the external review. Applicants will be notified if their applications did not meet eligibility.

External Review Panel – The review panel will be composed of individuals from DC, suburban Maryland and northern Virginia. The panel will consist of neutral, qualified, professional individuals representing various local and state health departments, other state agencies such as the Department of Behavioral Health, as well as community partners from within the region. They have experience working youth and youth serving organizations.

The panel will review, score and rank each applicant's proposal based on the criteria outlined in the RFA. Individual panel members are required to provide a summary of strengths and weaknesses found in the application.

Internal Review – DC Health program managers will review the individual and summary recommendations of the external review panel and make recommendations for awards. Program Managers will weigh the results of the review panel against other internal and external factors in making the final funding determinations. Those factors will include minimally a past performance review, risk assessment and eligibility assessment, including a review of assurances and certifications, and business documents submitted by the applicant, as required in the RFA. DC Health will also conduct an excluded parties list search (EPLS) of the organization and executives via the federal System for Award Management (SAM) and conduct an DC Clean Hands review to obtain DC Department of Employment Services and DC Office of Tax and Revenue compliance status.

In this phase of the review process, DC Health reserves the right to request clarifying supplemental information from applicants and request on-site pre-decisional reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DC Health to fund the applicant.

The internal review panel prepares and submits a formal recommendation of prospective awardees, funding levels and service/activities to the DC Health Director for signature. The DC Health Office of Grants Management is responsible for certifying that all District rules and standards were followed for the RFA process.

Funding Decisions

Based on the total scores from the written proposal, external and internal review of eligible applications, HAHSTA will prepare and submit a formal recommendation of prospective awardees, proposed funding levels and service categories to the DC Health Director for approval. The final funding recommendations will ensure that the overall portfolio of funded services meets the overall programming needs of the jurisdiction.

Pre-Award Activities

Successful applicants will receive a letter of Notice of Intent to Fund from HAHSTA. Grant approval and issuance activities will take place in EGMS. Successful applicants will interact with

HAHSTA staff to review draft sub grant provisions, prepare final Table(s) A: Scope of Work and Budget Format and Budget Narratives. Applicants that have received a letter of Notice of Intent to Fund will also be selected for a pre-award site visit.

Organizations receiving Notification of Intent to Fund cannot begin activities until a Notice of Grant Award (NOGA) is issued and a Grant Agreement has been signed by the DC Health Director and accepted by the Grantee. The Applicant shall not announce publicly receipt or award of funding from DC Health under this RFA until an actual DC Health NOGA is received.

Scoring of Application

For this competition, HAHSTA will conduct a review based on the submitted proposal. The overall evaluation will consist of an analysis of the written submission that will be weighed based on delivery. Each proposal can earn a total of **100 maximum points** if the following elements are illustrated:

- a. The project description section can earn a max of **20 points** if it provides a clear explanation of the proposed project and demonstrate how the proposed strategies strive to address pregnancy prevention in youth through innovation of viable new approaches.
- b. The work plan section can earn a max of **20 points** if it includes a chronological list and description of activities to be performed, the responsible person and target dates for completion, and anticipated outcomes along with a plan for sustainability.
- c. A max of **20 points** can be earned if the applicant's proposed plan presents a clear and thorough plan to integrate at least **3** of the Adulthood Preparation Subjects into the proposed project.
- d. The service delivery section can earn a max of **20 points** if it provides a clear and concise plan to implement and deliver the proposed project to youth. The applicant demonstrates the ability to effectively engage and involve the focus populations, including implementation of culturally and age-appropriate strategies.
- e. The goals and objectives section can earn a max of **20 points** if they are SMART and include milestones representing a logical and realistic plan of action for timely and successful achievement. The goals and objectives respond to the needs of the population along with an estimated population reach.

7 GRANT TERMS AND CONDITIONS

All grants awarded under this program shall be subject to the DC Health Standard Terms and Condition for all DC Health – issued grants. The Terms and Conditions are located in the attachments and in the Enterprise Grants Management System, where links to the terms and a sign and accept provision is imbedded.

8 ADDITIONAL PROGRAM AND ADMINISTRATIVE TERMS

Continuation of Funding and Reporting

Continuation funding for option year(s) is dependent upon the availability of funds for the stated purposes, fiscal and program performance, and willingness to incorporate new directives, policies, or technical advancements that arise from the community coalition, evolution of best practices or other locally relevant evidence.

Grantees **must** submit quarterly progress and outcome reports using the tools provided by HAHSTA and following the procedures determined by HAHSTA.

Data Collection, Reporting, & Monitoring

Successful applicants will be required to participate in quarterly reports, bi-monthly grantee meetings and semi-annual site visits from HAHSTA. As part of this requirement, awardees will be responsible for tracking the services provided to individual and the outcomes associated with such efforts. In addition to the core program and outcome indicators specified by HAHSTA, awardees will be encouraged to develop site-specific program monitoring and evaluation measures where appropriate to address any unique aspects of their program implementation strategy.

Data collection tools for the monitoring and evaluation of activities have been developed for this project. Awardees are expected to be responsive to ongoing direction and feedback from HAHSTA concerning data collection and reporting requirements.

Routine data collection and reporting are essential to the effective monitoring and evaluation of program activities. As such, awardees should ensure that adequate resources (e.g., data entry staff, computers) are included in their budget to support outlined data collection and reporting requirements. Data submissions will be monitored by HAHSTA for timeliness, completeness, and accuracy. Failure to comply with data reporting requirements and/or data quality standards can result in the delaying of reimbursement payments and or termination of an agency's grant with the District of Columbia government.

Drug-Free Workplace

The organization agreement shall contain a provision requiring the organization to abide by the certifications contained in this announcement (inside Appendix E).

Confidentiality

The applicant must demonstrate that they will protect the identity of those individuals receiving services. All records and other identifying information will be maintained in a secure place. The

purpose of confidentiality is to protect persons by minimizing disclosure of information about them. Any breach of this policy is liable for civil penalty damage.

All Covered Entities and Business Associates (as defined by the HIPAA Privacy Standards) must comply with HIPPA.

Quality Improvement

The organization will agree to participate in Quality Improvement activities and record review processes established by the Grantee, the District of Columbia Department of Health.

Compliance with the Americans with Disabilities Act

Consistent with the American with Disabilities Act of 1990, all facilities shall be accessible persons with mobility limitations.

Availability of Funds

The funds listed in this RFA are projections and subject to change.

Information Systems

During the term of the grant, organizations are required to obtain and maintain all hardware, software and training necessary to collect and report all data via data collection tools provided by or approved by HAHSTA.

Technical Assistance

HAHSTA shall offer technical assistance for issues related to this RFA.

Contact:

Adrienne DeSouza, MSW, LMSW
Program Coordinator
State PREP/Adolescent Pregnancy Prevention Program
District of Columbia Department of Health (DC Health)
HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA)
899 North Capitol St NE -4th Floor
Washington, DC 20002
Email: adrienne.barksdale@dc.gov
Tel: 202.671.4831

APPENDIX A - Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

Contact Person: _____

Office Address: _____

Telephone: _____

E-Mail Address: _____

Program Description: _____

DUNS#: _____

Tax ID# _____

BUDGET

Total Funds Requested: \$ _____

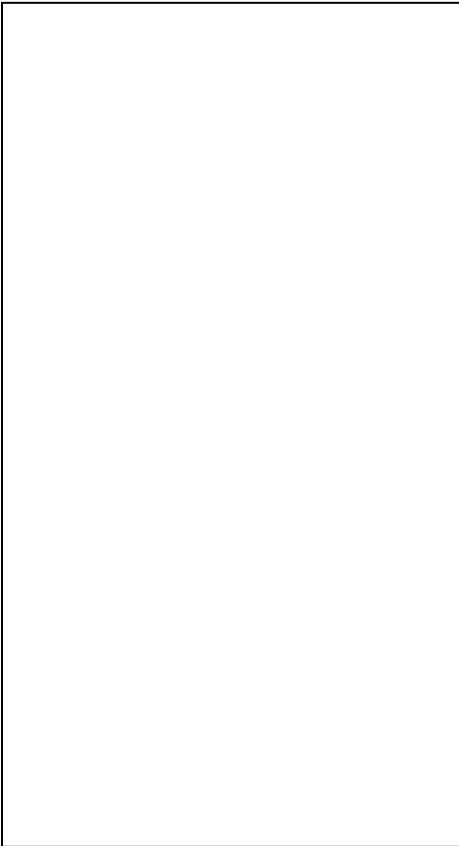
APPENDIX B: WORK PLAN

Agency:	Program Period:		
Grant #:	Submission Date:		
Focus Population /Service:	Submitted by:		
<i>Total Budget \$</i>	Telephone #		
GOAL 1:			
Measurable Objectives/Activities:			
Process Objective #1: <i>[Example: By December 31, 2019, provide 100 face-to-face outreach contacts for youth in Wards 7 & 8]</i>			
<u>Key activities needed to meet this objective:</u>	<u>Start Date/s:</u>	<u>Completion Date/s:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • 			
Process Objective #2:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • • • • 			
Process Objective #3:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
<ul style="list-style-type: none"> • • • • 			

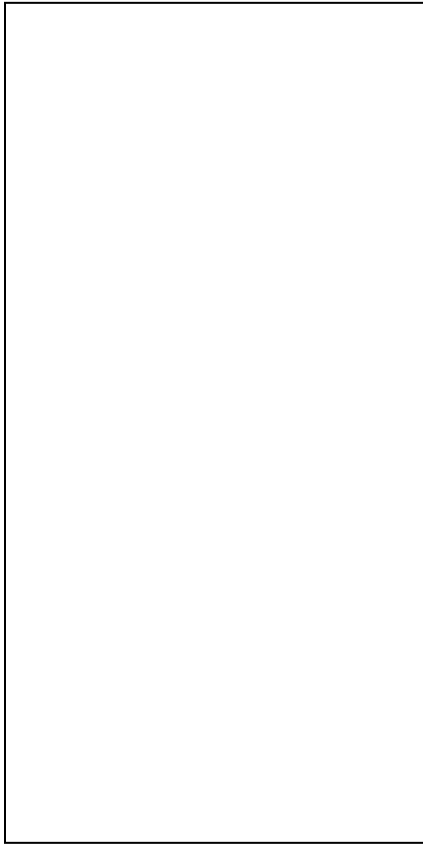
SAMPLE

APPENDIX C – Logic Model

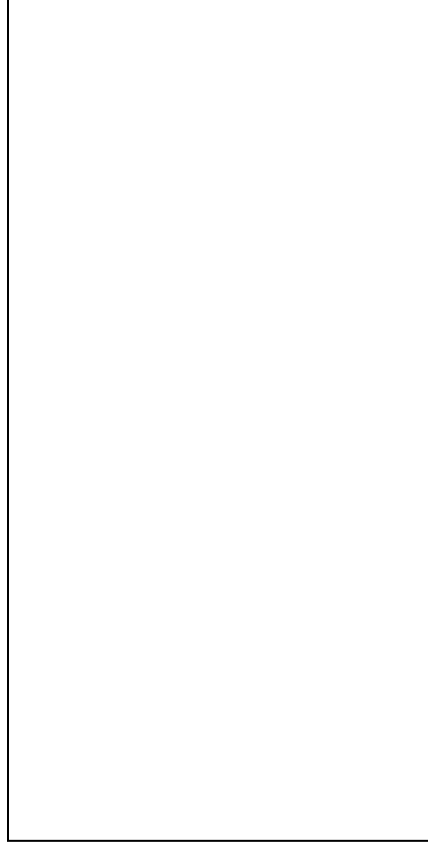
Inputs



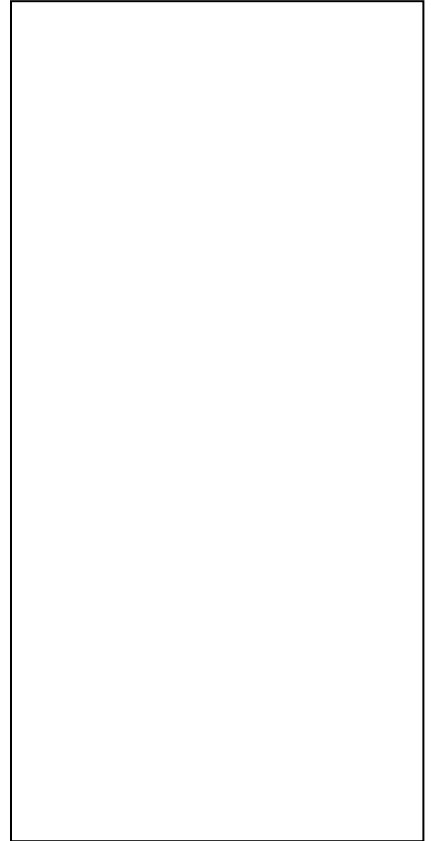
Outputs/Activities



**Short term
/Intermediate**



Long Term Outcomes



APPENDIX D - Categorical Budget and Budget Narrative

Organization Name _____

Budget Summary

	Proposed Budget
Salaries & Wages Subtotal	
Fringe Benefits Subtotal	
Consultants & Experts Subtotal	
Occupancy Subtotal	
Travel & Transportation Subtotal	
Supplies & Minor Equipment Subtotal	
Capital Equipment Subtotal	
Client Costs Subtotal	
Communications Subtotal	
Other Direct Costs Subtotal	
Administrative Cost Subtotal 10%	
Advance Subtotal	
TOTAL	-

Personnel Schedule

Position Title	Site	Option No. 1		Option No. 2		Monthly Salary or Wage	No. of Mo.	Budget Amount
		Annual Salary	FTE	Hourly Wage	Hours per Month			
TOTAL								

Consultant/Contractual

Item	Unit	Unit	Cost	Number	Budget
					-
TOTAL					-

Occupancy Schedule

Facility	Site	Unit	Unit	Cost	Number	Budget
Rent						-
Utilities (Gas/Electric/Water)						-
TOTAL						-

Travel / Transportation Schedule

Item	Unit	Unit	Cost	Number	Budget
					-
TOTAL					-

Supplies

Item	Site	Unit	Unit	Cost	Number	Budget
						-
TOTAL						-

Capital Equipment Schedule

Item	Site	Unit	Unit	Cost	Number	Budget
TOTAL						

Client Cost Schedule

Item	Site	Unit	Unit	Cost	Number	Budget
						-
TOTAL						-

Communications Schedule

Item	Site	Unit	Unit	Cost	Number	Budget
						-
						-
TOTAL						-

Other Direct Costs Schedule

APPENDIX E. APPLICANT / GRANTEE ASSURANCES, CERTIFICATIONS & DISCLOSURES

This section includes certifications, assurances and disclosures made by the authorized representative of the Applicant/Grantee organization. These assurances and certifications reflect requirements for recipients of local and pass-through federal funding.

A. Applicant/Grantee Representations

1. The Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Department of Health on behalf of the organization;
2. The Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
3. All fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; all fiscal records are accurate, complete and current at all times; and these records will be made available for audit and inspection as required;
4. The Applicant/Grantee 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 OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and is current on all payment obligations to the District of Columbia, or is in compliance with any payment agreement with the Office of Tax and Revenue; (attach)
5. The Applicant/Grantee has the administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. If required by DOH, the Applicant/Grantee 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 a fraudulent or dishonest act committed by Applicant/Grantee or any of its employees, board members, officers, partners, shareholders, or trainees;
7. The Applicant/Grantee 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 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;
8. The Applicant/Grantee either has the financial resources and technical expertise

necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

9. The Applicant/Grantee 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;
10. The Applicant/Grantee has a satisfactory record of 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, has otherwise established that it has the skills and resources necessary to perform the services required by this Grant.
11. The Applicant/Grantee has a satisfactory record of integrity and business ethics;
12. The Applicant/Grantee either has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. The Applicant/Grantee is in compliance with the applicable District licensing and tax laws and regulations;
14. The Applicant/Grantee is in compliance with the Drug-Free Workplace Act and any regulations promulgated thereunder; and
15. The Applicant/Grantee meets all other qualifications and eligibility criteria necessary to receive an award; and
16. The Applicant/Grantee agrees to 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 or related to this grant including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefrom, except where such indemnification is prohibited by law.

B. Federal Assurances and Certifications

The Applicant/Grantee shall comply with all applicable District and federal statutes and regulations, including, but not limited to, the following:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. 12101 et seq.);
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. 701 et seq.);
3. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
4. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.);

5. The Clean Air Act (Subgrants over \$100,000), Pub. L. 108-201, February 24, 2004; 42 USC ch. 85 et.seq.);
6. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (26 U.S.C. 651 et.seq.);
7. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
8. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat.56 (29 U.S.C. 201);
9. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. 6101 et. seq.);
10. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. 621 et. seq.);
11. Military Selective Service Act of 1973;
12. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235, (20 U.S.C. 1001);
13. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. 1101);
14. Executive Order 12459 (Debarment, Suspension and Exclusion);
15. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
16. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C.) to include the following requirements:
 - 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant/Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - 2) Establish a drug-free awareness program to inform employees about:
 - a.The dangers of drug abuse in the workplace;
 - b. The Applicant/Grantee's policy of maintaining a drug-free workplace;
 - c.Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - 3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
17. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR 34.20;
18. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01 et seq.);
19. Title VI of the Civil Rights Act of 1964;
20. District of Columbia Language Access Act of 2004, DC Law 15 - 414 (D.C. Official Code § 2-1931 et seq.);

21. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. 1352); and
22. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law §15-353; D.C. Official Code § 4-1501.01 et seq.)(CYSHA). In accordance with the CYSHA any person who may, pursuant to the grant, potentially work directly with any child (meaning a person younger than age thirteen (13)), or any youth (meaning a person between the ages of thirteen (13) and seventeen (17) years, inclusive) shall complete a background check that meets the requirements of the District's Department of Human Resources and HIPAA.

C. Mandatory Disclosures

1. The Applicant/Grantee certifies that the information disclosed in the table below is true at the time of submission of the application for funding and at the time of award if funded. If the information changes, the Grantee shall notify the Grant Administrator within 24 hours of the change in status. A duly authorized representative must sign the disclosure certification

2. Applicant/Grantee Mandatory Disclosures

A. Per OMB 2 CFR §200.501– any recipient that expends \$750,000 or more in federal funds within the recipient’s last fiscal, must have an annual audit conducted by a third – party. In the Applicant/Grantee’s last fiscal year, were you required to conduct a third-party audit?	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
B. Covered Entity Disclosure During the two-year period preceding the execution of the attached Agreement, were any principals or key personnel of the Applicant/Grantee / Recipient organization or any of its agents who will participate directly, extensively and substantially in the request for funding (i.e. application), pre-award negotiation or the administration or management of the funding, nor any agent of the above, is or will be a candidate for public office or a contributor to a campaign of a person who is a candidate for public office, as prohibited by local law.	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
C. Executive Compensation: For an award issued at \$25,000 or above, do Applicant/Grantee’s top five executives <u>do not receive</u> more than 80% of their annual gross revenues from the federal government, Applicant/Grantee’s revenues are greater than \$25 million dollars annually AND compensation information is not already available through reporting to the Security and Exchange Commission. <i>If No, the Applicant, if funded shall provide the names and salaries of the top five executives, per the requirements of the Federal Funding Accountability and Transparency Act – P.L. 109-282.</i>	<input type="checkbox"/> YES
	<input type="checkbox"/> NO
D. The Applicant/Grantee organization has a federally-negotiated Indirect Cost Rate Agreement. If yes, insert issue date for the IDCR: _____ If yes, insert the name of the cognizant federal agency? _____	<input type="checkbox"/> YES
	<input type="checkbox"/> NO

E. No key personnel or agent of the Applicant/Grantee organization who will participate directly, extensively and substantially in the request for funding (i.e. application), pre-award negotiation or the administration or management of the funding is currently in violation of federal and local criminal laws involving fraud, bribery or gratuity violations potentially affecting the DOH award.	<input type="checkbox"/> YES
	<input type="checkbox"/> NO

ACCEPTANCE OF ASSURANCES, CERTIFICATIONS AND DISCLOSURES

I am authorized to submit this application for funding and if considered for funding by DOH, to negotiate and accept terms of Agreement on behalf of the Applicant/Grantee organization; and I have read and accept the terms, requirements and conditions outlined in all sections of the RFA, and understand that the acceptance will be incorporated by reference into any agreements with the Department of Health, if funded; and I, as the authorized representative of the Grantee organization, certify that to the best of my knowledge the information disclosed in the Table: Mandatory Disclosures is accurate and true as of the date of the submission of the application for funding or at the time of issuance of award, whichever is the latter.

Date:

Sign:

NAME: INSERT NAME

TITLE: INSERT TITLE

AGENCY NAME:

APPENDIX F - Notice of Intent to Apply

Please submit this Notice of Intent to Apply via email to Adrienne Barksdale at Adrienne.barksdale@dc.gov by **Friday, July 16, 2021 at 5:00pm**

Attachments for RFA#_HAHSTA_IAPP_07.09.21

Applicant Name	
Mailing Address	
City, State, Zip	
Contact Person Name and Title	
E-mail	
Phone	

<p><u>Adulthood Preparation Subjects</u> Please identify what APS you will be integrating into your program. Minimum of <u>three</u> is required.</p>
<p><input type="checkbox"/> Healthy relationships <input type="checkbox"/> Adolescent development <input type="checkbox"/> Financial literacy <input type="checkbox"/> Parent-child communication <input type="checkbox"/> Educational and career success <input type="checkbox"/> Healthy life skills</p>

Signature

Date