



DEPARTMENT OF HEALTH

Health Systems and Preparedness Administration

High-Need Healthcare Career Scholarship Program

REQUEST FOR APPLICATIONS

FO# HEPRA-HNHCS-12.20.24

SUBMISSION DEADLINE:

THURSDAY, JANUARY 23, 2025, BY 3:00 PM

The 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 DC Health terms of agreement.

DC DEPARTMENT OF HEALTH

Health Systems and Preparedness Administration

NOTICE OF FUNDING AVAILABILITY (NOFA)

FO# HEPRA-HNHCS-12.20.24

High-Need Healthcare Career Scholarship Program

The District of Columbia, Department of Health (DC Health) is requesting proposals from qualified applicants to provide services in the program and service areas described in this Notice of Funding Availability (NOFA). This announcement is to provide public notice of DC 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.

Funding Opportunity Title:	High-Need Healthcare Career Scholarship Program
Funding Opportunity Number:	HEPRA-HNHCS-12.20.24
DC Health Administrative Unit:	Health Systems and Preparedness Administration
DC Health Program Bureau	Office of the Deputy Director
Funding Opportunity Contact:	Nichole Pierre, Program Coordinator hnhcsp@dc.gov
Funding Opportunity Description:	DC Health is seeking proposals for a scholarship program to support District of Columbia residents in high-demand healthcare training to address workforce shortages for Home Health Aides, Certified Nurse Aides, and Emergency Medical Technicians.
Eligible Applicants	For-profit and non-profit schools within the District of Columbia that provide education and certification for: <ul style="list-style-type: none">• Home health aides• Certified nurse aide• Emergency medical technicians,• Advanced emergency medical technicians; and• Paramedics.
Anticipated # of Awards:	Up to 15
Anticipated Amount Available:	Up to \$1,300,000.00

Annual Floor Award Amount:	\$5,000
Annual Ceiling Award Amount:	\$600,000
Legislative Authorization	Code of the District of Columbia § 7-791.02. High-Need Healthcare Career Scholarships and Supports Program
Associated CFDA#	N/A
Associated Federal Award ID#	N/A
Cost Sharing/Match Required?	N/A
RFA Release Date:	December 20, 2024
Letter of Intent Due date:	N/A
Application Deadline Date:	January 23, 2025
Application Deadline Time:	3:00 pm
Links to Additional Information about this Funding Opportunity	DC Grants Clearinghouse https://communityaffairs.dc.gov/content/community-grant-program#4 DC Health EGMS https://egrantsdchealth.my.site.com/sitesigninpage

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 Tax ID# and be registered in the federal Systems for Award Management (SAM) with an active UEI# to be registered in DC Health's Enterprise Grants Management System.

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RFA TERMS AND CONDITIONS

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 subaward is contingent on DC Health’s receipt of funding (local, federal, or private) 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 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 site visits (either in-person or virtually) 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 (i.e., the total number of years for which funding has been approved). This includes DC Health Electronic Grants Management System (EGMS), 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 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 2 CFR 200 and Department of Health and Services (HHS)

published 45 CFR Part 75, 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://oca.dc.gov/page/division-grants-management> or click here: [Citywide Grants Manual and Sourcebook](#).

If your organization would like to obtain a copy of the **DC Health RFA Dispute Resolution Policy**, please visit the DC Health Office of Grants Management webpage, [here](#). Any additional questions regarding the RFA Dispute Resolution Policy may be directed to the Office of Grants Management (OGM) at doh.grants@dc.gov. Your request for this document will not be shared with DC Health program staff or reviewers.

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 at least **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:

- Certificate of Clean Hands dated within 60 days of the application deadline
 - Current business license or certificate of licensure or proof to transact business in local jurisdiction
 - Current certificate of insurance
 - Copy of cyber liability policy
 - IRS tax-exempt determination letter (for nonprofits only)
 - IRS 990 form from most recent tax year (for nonprofits only)
 - Current list of Board of Directors, on letterhead, signed and dated by a certified official from the Board (this cannot be the executive director)
 - Assurances, certifications and disclosures
 - Proposal abstract
 - Project narrative
 - Budget table
 - Budget justification
 - Organization chart
 - Work plan
 - Risk self-assessment
-
- Documents requiring signature have been signed by an organization head or authorized representative of the applicant organization.
 - The applicant needs a Unique Entity Identifier number (UEI#) and an active registration in the System for Award Management to be awarded funds.
 - The project narrative is written on 8½ by 11-inch paper, 2.0 spaced, Arial or Times New Roman font using 12-point type (*11-point font for tables and figures*) with a one-inch margins.
 - The application proposal format conforms to the “Proposal Components” (See section 5.2) 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 and other attachments are complete and comply with the forms and format provided in the RFA.
 - Submit your application via EGMS by the application due date and time. **Late applications will not be accepted.**

1. GENERAL INFORMATION

1.1 KEY DATES

- Notice of Funding Announcement Date: **December 6, 2024**
- Request for Application Release Date: **December 20, 2024**
- Pre-Application Meeting Date: **visit <https://OGMDCHHealth.eventbrite.com>**
- Deadline to Register in EGMS for New Applicants: **January 9, 2025**
- Deadline to Submit Questions for Response in the FAQ: **January 20, 2025**
- Application Submission Deadline: **January 23, 2025**
- Anticipated Notice(s) of Intent to Fund: **February 3, 2025**
- Anticipated Award Start Date: **March 1, 2025**

1.2 OVERVIEW

The mission of DC Health is to promote and protect the health, safety, and quality of life of residents, visitors, and those doing business in the District of Columbia. 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.

The mission of the Health Systems and Preparedness Administration (HSPA) is to safeguard and enhance the health and well-being of residents, visitors, and those doing business in the District of Columbia. We achieve this by fostering excellence in health professional practice, regulating health systems and facilities, and coordinating robust emergency preparedness, response, resiliency, and recovery efforts. Through partnerships and an effective regulatory framework, we ensure the quality, safety, and readiness of our health systems to meet both everyday healthcare needs and public health emergencies.

1.3 PURPOSE

The purpose of this funding is to support District residents who are pursuing training in high-demand healthcare fields. It aims to address the critical shortage of healthcare professionals in the District, improve healthcare access and equity, and create career advancement opportunities for participants. The funding covers tuition, examination fees, and other costs related to certification or licensure, helping participants successfully complete their training and meet the employment requirements associated with the program.

1.4 SOURCE OF GRANT FUNDING

DC Health is authorized for this program D.C. Act 24-468 High Needs Healthcare Career Scholarship and Health Professional Loan Repayment Program Amendment Act of 2022. This act supports loan repayments for specialized and subspecialized medical practices and part-time participants in medically underserved areas (D.C. Law 16-71; D.C. Official Code § 7-751.01(4))

and (5) including tuition, fees, and or other expenses for High-Need Healthcare Career Scholarships and Support Programs. Funding is authorized via the FY25 Budget Support Act of 2024.

1.5 AWARD INFORMATION

1.5.1 AMOUNT OF FUNDING AVAILABLE

The total funding amount of \$1.3 million will be awarded to up to 15 entities, to be determined based on the availability of funds and the demonstrated need.

1.5.2 PERIOD OF PERFORMANCE AND FUNDING AVAILABILITY

The first budget period of this award is anticipated to begin on March 1, 2025, and to continue through September 30, 2025. The number of awards, budget periods, and award amounts are contingent upon the continued availability of funds and grantee performance and compliance.

1.5.3 ELIGIBLE ORGANIZATIONS/ENTITIES

The following are eligible organizations/entities who can apply for grant funds under this funding opportunity.

Schools (non-profit/ for profit) that provide education and certification for:

- Home health aides
- Certified nurse aide
- Emergency medical technicians,
- Advanced emergency medical technicians; and
- Paramedics.

Considered for funding shall be organizations meeting the above eligibility criteria and having documentation of providing services evidence of successful training programs, partnerships with community organizations, and a demonstrated commitment to addressing the healthcare workforce shortage in high-need areas.

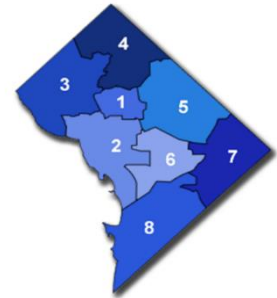
1.5.4 NON-SUPPLANTATION

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

2. BACKGROUND

2.1 DEMOGRAPHIC OVERVIEW

The District of Columbia (DC or the District) is a diverse and compact geographic area that covers 61 square miles with a population of 689,545 as of the 2020 US Census.^{1,2} The District is organized into eight geopolitical wards, with the largest population in Ward 6 (108,202 residents) and the smallest population in Ward 7 (76,255 residents). Wards 1 and 2 have the largest proportion of adults ages 18-64 (80% and 84%), Wards 7 and 8 have the largest proportion of youth ages 0-18 years (24% and 30%), and Wards 3 and 4 have the largest proportion of adults over age 65 (18% and 15%).³



In terms of race and ethnicity, the District's population is highly diverse—approximately 41% Black/African American, 38% white, and 5% Asian, with Hispanic or Latino residents of any race making up 11% of the population.⁴ However, the population is also highly segregated, with significant economic disparities observed by ward and race. For example, Wards 2 and 3 have the highest percentage of white residents and the lowest percentage of Black/African American residents, whereas Wards 7 and 8 have the highest percentage of Black/African American residents and the lowest percentage of white residents. While 2021 District-wide median household income was more than \$91,000, median household income in Ward 3 was more than 3.6 times higher than in Ward 8; median household income among white District residents was approximately 1.7 times higher than among Hispanic/Latino residents and 3.1 times higher than among Black/African American residents.⁵ In December 2021, District-wide unemployment was 5.8%; however, unemployment in Ward 8, the highest in the District, was more than 4 times higher than in Ward 3, the lowest in the District.⁶

¹ Government of the District of Columbia, Office of Planning. *District of Columbia Population Change by Ward: 2010 to 2020*. Published August 13, 2021.

<https://planning.dc.gov/sites/default/files/dc/sites/op/publication/attachments/Map%20-%20Population%20Change%20by%20Ward%202010-2020.pdf>

² NOTE: In April 2020, the District decennial census data was collected. Some preliminary data analysis has been completed and disseminated; however, it is important to note that DC census takers continue to evaluate the 2020 census data and address data concerns surrounding undercounting of residents of color, discrepancies with the Census' American Community Survey (ACS) data, and the impact of the COVID-19 pandemic on data collection. <https://planning.dc.gov/node/1553646>

³ United States Census Bureau. American Community Survey 1-year estimates. Census Reporter Profile: District of Columbia. <https://censusreporter.org/profiles/04000US11-district-of-columbia/>. Published 2019

⁴ United States Census Bureau. QuickFacts: District of Columbia. <https://www.census.gov/quickfacts/fact/dashboard/DC/POP010220>

⁴ DC Open Data. DC Health Planning Neighborhoods. <https://opendata.dc.gov/datasets/DCGIS::dc-health-planning-neighborhoods/about>. Updated December 8, 2021.

⁵ DC Health Matters. *2021 Demographics*.

https://www.dchealthmatters.org/?module=demographicdata&controller=index&action=index&id=130951§ionId=936#sectionPiece_72

⁶ DC Department of Employment Services. *Labor Force, Employment, Unemployment, and Unemployment Rate by Ward*.

https://does.dc.gov/sites/default/files/dc/sites/does/page_content/attachments/DC%20Ward%20Data%20Dec21-Nov21-Dec20.pdf

Table 1: Selected Characteristics of DC Residents, by Ward.

	White, Non-Hispanic (2020)	Black/ African American, Non-Hispanic (2020)	Hispanic/ Latino, any race (2020)	Median Household Income (2021)	Unemployment Rate (Dec. 2021)
Ward 1	46.9%	21.5%	20.2%	\$110,339	3.7%
Ward 2	64.3%	8.2%	10.9%	\$112,244	3.1%
Ward 3	69.2%	7.0%	9.7%	\$143,339	2.9%
Ward 4	26.9%	43.3%	22.0%	\$94,163	4.9%
Ward 5	23.6%	56.5%	11.6%	\$91,189	6.5%
Ward 6	55.3%	26.1%	7.3%	\$113,922	4.4%
Ward 7	3.6%	87.5%	4.7%	\$42,201	9.0%
Ward 8	4.5%	87.8%	3.3%	\$39,473	12.1%
District-wide	38.0%	40.9%	11.3%	\$91,414	5.8%

2.2 PROGRAM INFORMATION

The District of Columbia is facing a critical shortage of healthcare professionals, particularly in fields like Home Health Aides, Certified Nurse Aides, Emergency Medical Technicians, Advanced EMTs, and Paramedics. This shortage undermines healthcare access, equity, and service delivery, especially in underserved areas. With rising demand driven by population growth, aging demographics, and more complex health needs, the strain on the system is escalating.

The High-Needs Healthcare Career Scholarship Program (HNHCSP) aims to address this shortage by providing financial support for District residents to pursue training in these high-demand fields. The program covers up to 100% of tuition and related costs, removing financial barriers to certification and licensure.

This initiative not only seeks to increase the number of healthcare professionals but also ensures they are well-trained, supported, and able to contribute effectively to the District’s healthcare system. By requiring participants to work full-time in the District for at least two years after certification, the program helps retain healthcare workers, contributing to long-term stability and improved access to care. The HNHCSP aligns with the Mayor’s goal of creating a sustainable, equitable healthcare workforce in the District.

The High-Needs Healthcare Career Scholarship Program (HNHCSP) supports District residents pursuing professional training in high-demand healthcare fields, such as Home Health Aides (HHA), Certified Nurse Aides (CNA), Emergency Medical Technicians (EMT), Advanced Emergency Medical Technicians (AEMT), and Paramedics (NRP). This program helps address the

critical shortage of healthcare professionals in the District of Columbia by providing up to 100% tuition coverage, along with supplemental funds for training and examination expenses. To ensure the success of the program, training providers should offer a strong curriculum, experienced instructors, and resources for exam preparation. Financial assistance will cover up to 100% of tuition, exam fees, and other indirect costs related to certification/licensure for participants.

DC Health will track program outcomes by requiring providers to submit enrollment/attendance records, training completion data, licensure achievement, and post-certification employment data for all participants. These efforts align with DC Health's and the Mayor's goal of improving healthcare access and equity by building a sustainable healthcare workforce.

Training programs must be licensed to operate in the District of Columbia and, if applicable, recognized by the Higher Education Licensure Commission. EMS programs must have a National Registry of Emergency Medical Technicians (NREMT) first-attempt cognitive exam pass rate of at least 80%. Nursing aide programs must have full or conditional approval from the District.

HNHCSP participants are required to commit to full-time employment (40 hours per week) for two years after earning their certification/licensure. Providers must submit timely reports on exam pass rates, certification achievement, and employment outcomes. Failure to meet reporting deadlines may result in delays in funding and corrective action plans.

3. PURPOSE

DC Health is requesting applications from qualified applicants to provide training and necessary support for D.C. residents to help individuals obtain the necessary licensure and certification to become qualified professionals in high-need healthcare careers, including home health aides, certified nurse aides, emergency medical technicians, advanced emergency medical technicians, and paramedics.

3.1 Approach

The High-Needs Healthcare Career Scholarship Program (HNHCSP) supports District residents pursuing professional training in high-demand healthcare fields, such as Home Health Aides (HHA), Certified Nurse Aides (CNA), Emergency Medical Technicians (EMT), Advanced Emergency Medical Technicians (AEMT), and Paramedics (NRP). This program helps address the critical shortage of healthcare professionals in the District of Columbia by providing up to 100% tuition coverage, along with supplemental funds for training and examination expenses. To ensure the success of the program, training providers should offer a strong curriculum, experienced instructors, and resources for exam preparation. Financial assistance will cover up to 100% of tuition, exam fees, and other indirect costs related to certification/licensure for participants.

DC Health will track program outcomes by requiring providers to submit enrollment/attendance records, training completion data, licensure achievement, and post-certification employment data for all participants. These efforts align with DC Health's and the Mayor's goal of improving healthcare access and equity by building a sustainable healthcare workforce.

Training programs must be licensed to operate in the District of Columbia and recognized by the Higher Education Licensure Commission unless exempt. EMS programs must have a National Registry of Emergency Medical Technicians (NREMT) first-attempt cognitive exam pass rate of at least 80%. Nursing aide programs must have full or conditional approval from the District.

HNHCSP participants are required to commit to full-time employment (40 hours per week) for two years after earning their certification/licensure. Providers must submit timely reports on exam pass rates, certification achievement, and employment outcomes. Failure to meet reporting deadlines may result in delays in funding and corrective action plans.

4. PERFORMANCE REQUIREMENTS

Applicants should propose projects that meet the criteria listed below.

4.1 TARGET POPULATION

Grantees shall provide services to individuals identified in [D.C. Act 24-468](#), specifically those pursuing careers in high-need healthcare fields who are dedicated to serving underserved communities in the District of Columbia. These individuals must successfully complete the required education, training, examinations, and licensing or certification necessary for high-need healthcare roles.

4.2 LOCATION OF SERVICES

Grantees must be located within the District of Columbia. Educational programs must be provided in-person. Virtual education may not be funded via this funding opportunity.

4.3 ALLOWABLE ACTIVITIES

Allowable activities under the High-Need Healthcare Career Scholarship Program may include providing:

- Quality training that includes classroom instruction, hands-on training, clinical placement, and exam registration.
- Scholarships to cover tuition, examination fees, training materials, student stipends, emergency funding as needed, and other related expenses for participants pursuing licensure and certification.
- Exam preparation through courses and resources for the necessary licensure and certification examinations to increase participants' chances of passing.
- Advertising/ marketing material to bring awareness about the program to potential participants interested in high-need healthcare careers.

- Uniforms, work shoes, textbooks, and other course related supplies that are essential for training and clinical placements

Requests will be reviewed on an as-needed basis, with additional training requests considered based on their alignment with the goals of the RFA and the High Needs Healthcare Career Scholarship.

4.4 PROGRAM STRATEGIES

Grantee shall employ strategies and implement activities in the service areas outlined in this section. Applicants shall demonstrate how the proposed project plan will impact each of these areas and demonstrate their organizational capacity to do so:

Service Area 1: Training Program Performance and Completion

Key Performance Indicators:

- A. Output: Student Participation Stipends and Emergency Fund Disbursement**
 - 2-Part disbursement of \$500 at the beginning and end of the training program. These funds should be distributed to confirmed participants after the first month of confirmed program enrollment and the final payment upon program completion.
 - Students can apply for up to \$5,000 in Emergency Funds to cover unforeseen events that affect their ability to continue or complete their training. To receive reimbursement, both the student and the program must provide proof of the hardship.
- B. Output: Training Program Completion Rates**
 - Percentage of enrolled participants who successfully complete the training program.
 - Average time taken by participants to complete the program compared to the planned duration of the program.
 - Early Dropout Rate/Percentage
 - Enrollment Totals by Program Type
 - Student Makeup:
 - Age
 - Gender
 - Race
- C. Output: Certification and Licensure Earned**
 - Percentage of participants who pass the licensure and certification exams on their first attempt.
 - Number of participants who obtain licensure or certification within a specified timeframe post-training.

Service Area 2: Post-training Employment Outcomes

Key Performance Indicators:

- A. Outputs: Employment Outcomes**
 - Percentage of students who obtain employment within six months of completing the training program and earning their certification/licensure.

- The distribution of graduates across healthcare fields, along with the specific job titles or roles they currently hold.
- Salary range of employed graduates* *If known*

5. APPLICATION REQUIREMENTS

5.1 ELIGIBILITY DOCUMENTS

CERTIFICATE OF CLEAN HANDS

This document is issued by the Office of Tax and Revenue and must be dated within 60 days of the application deadline.

CURRENT BUSINESS LICENSE

A business license issued by the Department of Licensing and Consumer Protection or certificate of licensure or proof to transact business in local jurisdiction.

CURRENT CERTIFICATE OF INSURANCE

This document must be issued by your insurance company. All DC Health grantees must meet the minimum insurance requirements as outlined in Appendix A: Minimum Insurance Requirements. Should an applicant be awarded the grant, the Office of Risk Management will conduct a review of exposures of the grantee organization based off the final approved workplan and may make changes to the insurance requirements.

COPY OF CYBER LIABILITY POLICY

This document must be issued by your insurance company. All DC Health grantees must meet the minimum insurance requirements as outlined in Appendix A: Minimum Insurance Requirements. Should an applicant be awarded the grant, the Office of Risk Management will conduct a review of exposures of the grantee organization based off the final approved workplan and may make changes to the insurance requirements.

IRS TAX-EXEMPT DETERMINATION LETTER

This applies to nonprofits only.

IRS 990 FORM

This must be from the most recent tax year. This applies to nonprofits only.

CURRENT LIST OF BOARD OF DIRECTORS, ON LETTERHEAD, SIGNED AND DATED BY A CERTIFIED OFFICIAL FROM THE BOARD.

This CANNOT be signed by the executive director. This applies to nonprofits only.

ASSURANCES, CERTIFICATIONS AND DISCLOSURES

This document must be signed by an authorized representative of the applicant organization. (see attachment).

Note: Failure to submit **ALL** required documents will result in a delay in the decision and approval process. Incomplete submissions will require additional review and may cause the application to be rejected or extend the review process.

5.2 PROPOSAL COMPONENTS

PROJECT ABSTRACT

A one-page project abstract is required. Please provide a one-page abstract that is clear, accurate, concise, and without reference to other parts of the Project Narrative. The project abstract must be **single-spaced, limited to one page in length**, and include the following sections:

Annotation: Provide a three-to-five-sentence description of your project that identifies the population and/or community needs that are addressed.

Problem: Describe the principal needs and problems addressed by the project.

Purpose: State the purpose of the project.

Goal(s) And Objectives: Identify the major goal(s) and objectives for the project. Typically, the goal(s) are stated in a sentence, and the objectives are presented in a numbered list.

Methodology: Briefly list the major activities used to attain the goal(s) and objectives

The High-Need Healthcare Career Scholarship Program aims to address the critical shortage of healthcare workers in high-demand roles within the District of Columbia. The program provides financial assistance and educational support to individuals pursuing careers as home health aides, certified nurse aides, emergency medical technicians, advanced emergency medical technicians, and paramedics—roles essential for meeting the healthcare needs of underserved communities, especially as the population grows and demand increases.

The District is currently facing a significant shortage of frontline healthcare professionals, exacerbated by high turnover rates and limited educational pathways for those entering these fields. The lack of qualified workers negatively impacts the quality and accessibility of care in communities with the greatest need. The scholarship program seeks to help individuals enter and succeed in these critical roles by offering training, certification, and licensure opportunities, in partnership with local educational institutions.

The primary goal is to increase the number of qualified healthcare workers in high-need roles. The program will provide scholarships to enrolled participants in healthcare training programs and ensure they receive the necessary education, and hands-on training, complete exam registration and obtain certification/licensure. Participants will also be supported through partnerships with local institutions to receive high-quality career services referrals. The program aims for at least 45% of participants to obtain licensure or certification within one year of completing their training, with a commitment to serving in the District for a minimum of two years.

The project will establish partnerships with accredited institutions to deliver specialized training, covering tuition, exam fees, training materials, participant stipends, and indirect educational costs. A provided reporting system will track participant progress, including certification/licensure exam pass rates and employment outcomes.

By providing scholarships and comprehensive support, the program aims to alleviate the healthcare workforce shortage, equip individuals with the skills needed for high-demand roles, and ultimately improve the quality of care in underserved communities in the District.

PROJECT NARRATIVE (10-page maximum)

The narrative section should describe the applicant’s approach for implementation of the program. The narrative should include the following sections:

OVERVIEW

This section should briefly describe the purpose of the proposed project and how the application aligns with the RFA. It should also summarize the overarching problem to be addressed and the contributing factors. Applicant must clearly identify the goal(s) of this project.

PROJECT OR POPULATION NEED

This section should help reviewers understand the needs of the population intended to be served by the proposed project.

- Who does your program aim to train (i.e., home health aides, certified nurse aids, EMTs, AEMTs, and/or paramedics)?
- What barriers do your program’s prospective trainees face in terms of receiving training and licensure for their professions? What barriers exist for your program’s prospective trainees in order to work in the District of Columbia?
- Describe your program’s capacity/experience in providing specialized training for roles such as home health aides, certified nurse aides, EMTs, AEMTs, and paramedics.
- How does your institution ensure that its training programs are of high quality and meet industry standards for certification and licensure? Please provide details on your curriculum, faculty qualifications, and any accreditation or partnerships with regulatory bodies that ensure participants receive the education necessary to pass certification exams and excel in their roles.
- What support services will your institution provide to scholarship recipients throughout their training? This includes academic, disability support, bilingual supports, language support services, financial counseling, career coaching, and job placement assistance and other. How will you ensure that these services help students successfully complete their training, obtain certification, and transition into full-time employment?
- How will your institution track and report the progress of scholarship recipients, including their exam pass rates, completion rates, and employment outcomes? What systems will you put in place to ensure accurate reporting and to demonstrate the effectiveness of the program in increasing the number of qualified healthcare workers in high-need roles?
- Given the program’s goal of retaining qualified healthcare professionals in the District for a minimum of two years, what strategies will your institution use to foster long-term career success and retention in high-need healthcare roles? How will you collaborate with local healthcare employers to support job placement and retention for graduates of your training programs?

PROJECT DESCRIPTION

This section should provide a clear and concise description of strategies and activities they will use to achieve the project outcomes and should detail how the program will be implemented.

Applicants must base their strategies and activities on those described in Sections 3.1 Approach, 4.3 Allowable Activities, and 4.4 Program Strategies, above. Describe activities for each strategy, how they will be implemented, and how they will be operationalized to achieve program goals, objectives, and outcomes

Please outline a comprehensive plan for the development or usage of marketing materials, curriculum, and other necessary resources to effectively support the project objectives. The applicant will also ensure that these materials are aligned with best practices to achieve the desired outcomes for all participants.

PARTNERSHIPS

This section should describe plans to involve other key partners in the applicant's work. Identify and describe how you will engage with key community partners to enhance the project's success. These partnerships may include local healthcare organizations, community groups, or other relevant stakeholders. The applicant should outline how these partnerships will be utilized to strengthen project implementation, increase reach, or provide specialized expertise and resources.

PERFORMANCE MONITORING

This section should describe applicant's plan for collecting and reporting data...

Describe your intended approach to monitoring and evaluating the performance and outcomes of the project. This may include setting measurable goals and implementing data collection methods to track progress. Examples of performance monitoring strategies could include regular progress reports, participant feedback surveys, or other relevant assessment tools. Applicants are encouraged to tailor their monitoring plan to the specific needs and objectives of the project.

ORGANIZATIONAL CAPACITY

This section should provide information on the applicant's current mission and structure and scope of current activities; describe how these all contribute to the organization's ability to conduct the program requirements and meet program expectations.

Describe how you will be able to successfully implement and sustain the project. This includes detailing the skills, experience, and resources your institution brings to the initiative. Highlight key staff members, their relevant expertise, and any infrastructure or systems supporting the project. In addition, explain how their organization's mission, values, and past successes align with the project goals. This may also include identifying any partnerships, community relationships, or organizational strengths that will contribute to the project's success.

WORK PLAN

The Work Plan is required (see attachment). The work plan 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. Objectives should be SMARTIE. The attributes of a SMARTIE objective are as follows:

- Specific: includes the “who,” “what,” and “where.” Use only one action verb to avoid issues with measuring success.
- Measurable: focuses on “how much” change is expected.
- Achievable: realistic given program resources and planned implementation.
- Relevant: relates directly to program/activity goals.
- Time-bound: focuses on “when” the objective will be achieved.
- Inclusive: brings traditionally marginalized or impacted groups into focus.
- Equitable: aims to address injustice or inequity.

Objectives are different from listing program activities. Objectives are statements that describe the results to be achieved and help monitor progress towards program goals. Activities are the actual events that take place as part of the program

The target population for this project includes individuals from diverse backgrounds aspiring to enter high-need healthcare roles, particularly in areas with limited access to healthcare services. Many residents of the District, especially in Health Professional Shortage Areas, face barriers such as economic instability, lack of access to training programs, and limited awareness of career opportunities in healthcare. These challenges contribute to high rates of unmet healthcare needs and chronic conditions within these communities.

Identified through community assessments and data analysis, the target population spans various zip codes in the District, particularly those with high rates of unemployment and low educational attainment. By focusing on these areas, the program aims to improve health outcomes and increase healthcare service delivery.

BUDGET TABLE

The application should include a project budget worksheet using the excel spreadsheet in District Grants Clearinghouse. An attachment is provided for application preparation purposes but the budget data must be inputted into EGMS. The project budget and budget justification should be directly aligned with the work plan and project description. All expenses should relate directly to achieving the key grant outcomes. Budget should reflect the budget period, as outlined below (Key Budget Requirements).

Note: Enterprise Grants Management System (EGMS) will require entry of budget line items and details. This entry does not replace the required upload of a budget narrative using the required templates.

Key Budget Requirements

The budget should reflect a nine-month period, as follows:

- March 1, 2025 – September 30, 2025

Costs charged to the award must be reasonable, allowable, and allocable under this program. Documentation must be maintained to support all grant expenditures. Personnel charges must be based on actual, not budgeted labor. Salaries and other expenditures charged to the grant must be for services that occurred during the grant's period of availability.

BUDGET JUSTIFICATION

The application should include a budget justification (see attachment). The budget justification is a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the proposed project narrative.

Include the following in the budget justification narrative:

Personnel Costs: List each staff member to be supported by (1) funds, the percent of effort each staff member spends on this project, and (2) in-kind contributions. If personnel costs are supported by in-kind contributions, please indicate the source of funds. Please include the full name of each staff member, or indicate a vacancy, position title, percentage of full-time equivalency dedicated to this project, and annual salary. Personnel includes, at a minimum, the program director responsible for the oversight and day-to-day management of the proposed program, staff responsible for service delivery and/or coordination, staff responsible for monitoring programmatic activities and use of funds, and staff responsible for data collection, quality, and reporting.

Fringe Benefits: Fringe benefits change yearly and should be confirmed before submitting your budget. List all components that make up the fringe benefits rate.

Consultants/Contractual: Applicants must ensure that their organization or institution has in place and follows an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. For each consultant, specify the scope of work for the consultant, the hourly rate, and the number of hours of expected effort. Applicants must have a written plan in place for subrecipient monitoring and must actively monitor subrecipients.

Travel: The budget should reflect the travel expenses associated with implementation of the program and other proposed trainings or workshops, with breakdown of expenses, e.g., airfare, hotel, per diem, and mileage reimbursement.

Supplies: Office supplies, educational supplies (handouts, pamphlets, posters, etc.), personal protective equipment (PPE).

Equipment: Include the projected costs of project-specific equipment. Provide itemized costs, specifications, quantity, unit, unit cost, and basis for cost estimate (actual cost or price quotation).

Communication: Cost estimates for any communications and dissemination activities included in the work plan should be covered in the budget.

Other Direct Costs: Other direct costs category contains items not included in the previous categories. Give justification for all the items in the “other” category (e.g., separate justification for printing, publication costs for presentations/posters, telephone, postage, software programs, computers, etc.). All costs associated with training activities should be placed in the “other direct cost” category except costs for consultant and/or contractual.

ORGANIZATIONAL CHART

A one-page organizational chart is required (*no template provided*).

RISK SELF-ASSESSMENT

The risk self-assessment (see attachment) is to assess the risk of applicants. The form should be completed by the Executive Director, Board Chairperson or a delegate knowledgeable of the organization’s current and past capabilities.

6. EVALUATION CRITERIA

Indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. The four review criteria are outlined below with specific detail and scoring points. These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review:

CRITERION 1: NEED

(10 POINTS) – Corresponds to Sections: Overview and Project or Population Need

- The extent to which the applicant’s program type addresses identified workforce gaps in the healthcare sector. (5 points)
- Expected Number of Students: Alignment with the local demand for trained professionals in the specified healthcare fields. (5 points)

CRITERION 2: IMPLEMENTATION

(50 POINTS) – Corresponds to Sections: Project Description and Work Plan

- Cost Per Student: Justification/ Detailed breakdown of how the funds will be used/ what it will cover (e.g. training, exams, etc.) (10 points)
- Enrollment Total: Total number of students expected to be enrolled, ensuring that the program can meet its goals within the specified timeframe. (15 points)
- The extent to which the applicant describes how the availability of additional services (e.g., exam preparation, tutoring, job placement assistance) contributes to student success. (25 points)

CRITERION 3: EVALUATIVE MEASURES

(10 POINTS) – Corresponds to Sections: Performance Monitoring

- Pass Rate (%): The program’s expected or historical pass rate for certification exams, indicating effectiveness in preparing students for certification. (6 points)
- Program License Standing: The percentage of graduates who achieve and maintain licensure, indicating long-term program success. (2 points)
- HELC Status: Whether the program is licensed or accredited by the appropriate regulatory bodies, such as the Higher Education Licensure Commission (HELC). If no accreditation, documentation of exemption must be provided. (2 points)

CRITERION 4: CAPACITY

(20 POINTS) – Corresponds to Sections: Partnerships, Organizational Capacity

- Review of any program/ institutional disciplinary issues (if applicable) that could impact the program’s ability to function effectively, or the reputation of the training provider. (5 points)
- Board Status: In active compliance status in full approval status with board regulations and requirements with no provisional or conditional approval limitations. (5 points)
- The extent to which the applicant describes how it leverages partnerships with local healthcare providers, institutions, or multicultural organizations, and how these partnerships contribute to job placement of students and renewal of certifications beyond a two-year period. (5 points)
- Organizational/ Provider Capacity: The program’s ability to deliver, including the strength of staff, resources, infrastructure, and experience to support and manage the training, testing, and job placement processes. (5 points)

7. REVIEW AND SCORING OF APPLICATION

7.1 ELIGIBILITY AND COMPLETENESS REVIEW

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 that their applications did not meet eligibility.

7.2 EXTERNAL REVIEW

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in public health program planning and implementation, health communications planning and evaluation, and social services planning and implementation. 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.

7.3 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. DC Health will also conduct an excluded parties list search (EPLS) of the organization and executives via the federal System for Award Management (SAM).

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.

8. POST AWARD ASSURANCES & CERTIFICATIONS

Should DC Health move forward with an award, additional assurances may be requested in the post award phase. These documents include:

- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Certification of current/active Articles of Incorporation from DCLP.
- Certificate of Occupancy
- Most Recent Audit and Financial Statements

Failure to submit the required assurance package will likely make the application ineligible to receive a Notice of Grant Award.

9. APPLICATION SUBMISSION

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.

9.1 REGISTER IN EGMS

DC Health 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 will **not** be approved by the Office of Grants Management in time for submission. To register, complete the following:

1. **Access EGMS:** The user must access the login page by entering the following URL: <https://egrantsdchealth.my.site.com/sitesigninpage>. Click the button REGISTER and following the instructions. You can also refer to the [EGMS Reference Guides](#).
2. 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.
3. Your EGMS registration will require your legal organization name, your **UEI# 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).
4. When your Primary Account User request is submitted in EGMS, the 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. 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.

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 and Clara McLaughlin (202) 442-9237. Here are the most common registration issues:

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

9.2 UPLOADING THE APPLICATION

All required application documents must be uploaded and submitted in EGMS. Required documents are detailed below. All of these must be aligned with what has been requested in other sections of the RFA.

- ***Eligibility Documents***
 - Certificate of Clean Hands dated within 60 days of the application deadline
 - Current business license or certificate of licensure or proof to transact business in local jurisdiction
 - Current Certificate of Insurance
 - Copy of Cyber Liability Policy
 - IRS Tax-Exempt Determination Letter (for nonprofits only)
 - IRS 990 Form from most recent tax year (for nonprofits only)
 - Current list of Board of Directors, on letterhead, signed and dated by a certified official from the Board (this cannot be the Executive Director)
 - Assurances Certifications Disclosures

- ***Proposal Documents***
 - Proposal Abstract
 - Project Narrative
 - Budget Table
 - Budget Justification
 - Organization Chart
 - Work Plan
 - Risk self-assessment

9.3 DEADLINE

Submit your application via EGMS by 3:00 p.m., on the deadline date of January 23, 2025. Applications will **not** be accepted after the deadline.

It is highly recommended that applicants submit their applications at least 48 hours before the deadline.

10. PRE-APPLICATION MEETING

Please visit the [Office of Grants Management Eventbrite page](#) to learn the date/time and to register for the event.

The meeting will provide an overview of the RFA requirements and address specific issues and concerns about the RFA. Applicants are not required to attend but it is highly recommended.

Registration is required.

RFA updates will also be posted on the [District Grants Clearinghouse](#).

Note that questions will only be accepted in writing. Answers to all questions submitted will be published on a Frequently Asked Questions (FAQ) document onto the District Grants Clearinghouse every three business days. Questions will not be accepted after January 15, 2025.

11. GRANTEE REQUIREMENTS

If the applicant is considered for funding based on the results of the completion and receives a Notice of Intent to Fund and subsequently accepts grants award, the following requirements are in effect:

11.1 GRANT TERMS & CONDITIONS

All grants awarded under this program shall be subject to the DC Health Standard Terms and Conditions. The Terms and Conditions are embedded within EGMS, where upon award, the applicant organization can accept the terms.

11.2 GRANT USES

The grant awarded under this RFA shall be used exclusively to pay costs associated with the implementation of the grant. Payment requests will be monitored by DC Health to ensure compliance with the approved budget and work plan.

11.3 CONDITIONS OF AWARD

As a condition of award, a successful applicant who is issued a Notice of Grant Award (NOGA) will be required to:

1. Revise and resubmit a work plan and budget with justification in accordance with the approved scope of work and assignments prescribed by a DC Health Notice of Intent to Fund and any pre-award negotiations with assigned DC Health project and grants management personnel.
2. Meet pre-award requirements, including submission and approval of required assurances and certification documents, documentation of non-disbarment or suspension (current or pending) of eligibility to receive local or federal funds.

3. Adhere to mutually agreed upon terms and conditions of a grant agreement and Notice of Grant Award issued by the Department of Health and accepted by the grantee organization. The NOGA shall outline the scope of work, standards, reporting requirements, fund distribution terms and any special provisions required by federal agreements.
4. Utilize performance monitoring and reporting tools developed and approved by DC Health.

11.4 INDIRECT COST

Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies. For federally-funded grants, indirect costs are applied in compliance with 2 CFR 200.332.

For locally-funded grants, DC Law 23-185, the Nonprofit Fair Compensation Act of 2020 (D.C. Official Code sec. 2-222.01 et seq.) allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget, negotiate a new percentage indirect cost rate with the District grantmaking agency, use a previously negotiated rate within the last two years from another District government agency, or use an independent certified public accountant's calculated rate using OMB guidelines. If a grantee does not have an indirect rate from one of the four aforementioned approaches, the grantee may apply a de minimis indirect rate of 10% of total direct costs.

11.6 VENDOR REGISTRATION IN DIFS

All applicants that are new vendors with any agency of the District of Columbia government require registration in DIFS, the District's payment system. To do so, applicants must register with the [Office of Contracting and Procurement](#). It is recommended that all potential new vendors with the District begin the registration process prior to the application submission.

11.7 INSURANCE

All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.

DC Health reserves the right to request certificates of liability and liability policies pre-award and post-award and make adjustments to coverage limits for programs per requirements promulgated by the District of Columbia Office of Risk Management.

11.8 AUDITS

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited. Grantees subject to 2 CFR 200, subpart F rules must have available and submit as requested the most recent audit reports, as requested by DC Health personnel.

11.9 NONDISCRIMINATION IN THE DELIVERY OF SERVICES

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving funds under this RFA.

11.10 QUALITY ASSURANCE

DC Health will utilize a risk-based management and monitoring assessment to establish a monitoring plan for the grantee. Grantees will submit interim and final reports on progress, successes, and barriers.

Funding is contingent upon the Grantee's compliance with terms of the agreement and progress in meeting milestones and targets outlined in the approved work plan and evaluation plan. All programs shall be monitored and assessed by assigned project and grants management personnel. The Grantee will receive a performance rating and subject to review at any time during the budget period.

A final performance rating shall be completed by DC Health and provided and held for record and use by DC Health in making additional funding or future funding available to the applicant. All performance reports are subject to review and oversight by the DC Health Office of Grants Management.

12. ATTACHMENTS

Attachment: [Assurances and Certifications](#)

Attachment: [Budget Table](#)

Attachment: [Budget Justification](#)

Attachment: [Work Plan](#)

Attachment: [Risk Self-assessment](#)

Appendix A: Minimum Insurance Requirements

APPENDIX A: MINIMUM INSURANCE REQUIREMENTS

INSURANCE

A. GENERAL REQUIREMENTS. The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the PM giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the PM. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Grantee decide to engage a subcontractor for segments of the work under this contract, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subgrantee and promptly deliver such requirements in writing to the Contractor and the CA. The Grantee must provide proof of the subcontractor's required insurance to prior to commencement of work by the subcontractor. If the Grantee decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this grant, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured. The additional insured status under the Grantee and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the PM in writing. All of the Grantee's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising

out of the performance of this Statement of Work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance (“CGL”) - The Grantee shall provide evidence satisfactory to the PM with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the PM in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.
2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the PM of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the PM in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Grantee shall provide evidence satisfactory to the PM of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer’s Liability Insurance - The Grantee shall provide evidence satisfactory to the PM of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Grantee shall provide evidence satisfactory to the PM of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.
5. Medical Professional Liability - The Grantee shall provide evidence satisfactory to the PM of a Medical Professional Liability policy with limits of not less than \$1,000,000 each incident and \$2,000,000 in the annual aggregate. The definition of insured shall include the Grantee and all Grantee's employees and agents. The policy shall be either (1) written on an occurrence basis or (2) written on a claims-made basis. If the coverage is on a claims-made basis, Contractor hereby agrees that prior to the expiration date of Contractor's current insurance coverage, Contractor shall purchase, at Contractor's sole expense, either a replacement policy annually thereafter having a retroactive date no later than the effective date of this Contract or unlimited tail coverage in the above stated amounts for all claims arising out of this Contract.
6. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
7. Sexual/Physical Abuse & Molestation - The Grantee shall provide evidence satisfactory to the PM with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required

amounts. So called “silent” coverage under a commercial general liability or professional liability policy will not be acceptable.

8. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the PM of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee’s umbrella or excess liability policy or (ii) \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- C. DURATION.** The Grantee shall carry all required insurance until all grant work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- D. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor’s liability under this contract.

- E. CONTRACTOR’S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- F. MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.

- G. NOTIFICATION.** The Grantee shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the PM with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the PM with an updated Certificate of Insurance should its insurance coverages renew during the contract.

- H. **CERTIFICATES OF INSURANCE.** The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance must be submitted to the: Enterprise Grants Management System.

The PM may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. **DISCLOSURE OF INFORMATION.** The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this contract.
- J. **CARRIER RATINGS.** All Grantee's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.