



The following changes have been made to this Revised Request for Application

- Page 2 after taking a closer look the deadline for the Truancy Prevention and Support Service for Youth Grant has changed from July 29th, 2022, at 5:00pm to August 5th, 2022, at 5:00pm



District of Columbia
Department of Human Services
Family Services Administration (FSA)

REQUEST FOR APPLICATIONS

Fiscal Year 2023

Truancy Prevention & Support Services for Youth

(Short name: TPSSY)

RFA #JA-FSA-TPSSY-001-22

| | |
|---|--------------------------|
| Announcement Date: | July 6, 2022 |
| RFA Release Date: | July 7, 2022 |
| Pre-application Conference Date: | July 13, 2022 |
| Application Submission Deadline: | July 29, 2022 at 5:00 PM |

Government of the District of Columbia
Department of Human Services
64 New York Ave. NE, 6th Fl.
Washington, DC 20002
(202) 213-3117

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE PANEL FOR REVIEW



EXECUTIVE SUMMARY

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA), hereinafter referred to as the “DHS/FSA” or “Grantor,” is accepting applications for Fiscal Year (FY) 2023 to offer a variety of support services for youths. These support services are short-term and are expected to last from 3-12 months depending on youth needs, helping youth reach a specific goal/objective or accomplish a given task. The support services should focus on the following areas, including but not limited to: **Cultural Enrichment and Life Coaching** (tutoring, music, modeling, fashion, special events, American history, creative entrepreneurship, art and creative expression) **Community Services** (specialized pro-social and enrichment one-time or time- limited events, community volunteer services, internships) **Entrepreneurial/Business Skills** (internships, apprenticeships, finance, career development, SAT Prep, college and vocational readiness, financial literacy, workforce-development, computer literacy, STEM) **Physical and Mental Wellness and Nutrition** (trauma, grief and loss, substance-use reduction, violence prevention/reduction, nutrition training and education, physical health/fitness, health/sex education, mindfulness). All programs must cater to the subpopulations of Hispanic/Latinx, by having multilingual services and staff that cater to bilingual youths as well as young people who identify as LGBTQ or have special needs.

Applicants must be experienced in working with youth at-risk of becoming involved in the juvenile justice system and/or families at-risk of child welfare involvement, and/or youth experiencing housing instability or homelessness, and/or pregnant and parenting youths. The primary target population is youth ten (10) to eighteen (18) years old, participating in YSD programs and services. Additionally, applicants must demonstrate their intent and ability to leverage available non-governmental assets and resources; coordinate with other entities specialized in supporting the target population and propose culturally competent, work plans that will support and facilitate youth participation in services.

| | |
|---|--|
| Funding Opportunity Title: | Truancy Prevention & Support Services for Youth |
| Funding Opportunity Number: | RFA #JA-FSA-TPSSY-001-22 |
| Deadline for Applications: | July 29, 2022 at 5:00 PM The District of Columbia Department of Human Services 64 New York Ave. NE, 6th Fl. Washington DC 20002 kemmy.antoine@dc.gov |
| Total Estimated Available Funding: | To be finalized after FY 23 budget is approved |
| Total Estimated Number of Awards: | Multiple Awards |
| Total Estimated Award Amount: | between \$50,000 - \$100,000/year |
| Period of Performance: | September 1, 2022 to October 31, 2023 |
| Length of Award: | One base year with up to four option years, subject to funding availability |
| Eligible Applicants: | <input checked="" type="checkbox"/> Non-profit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations; <input checked="" type="checkbox"/> Faith-based organizations; and <input checked="" type="checkbox"/> Private Enterprises |



District of Columbia
Department of Human Services (DHS)
Family Services Administration (FSA)

NOTICE
PRE-APPLICATION CONFERENCE

ATTENDANCE IS NOT MANDATORY

Fiscal Year 2023
Truancy Prevention & Support Services for Youth
(Short name: TPSSY)
RFA #JA-FSA-YTSS-001-22

When: July 13, 2022
Where: Via Webex

Time: 2:00 PM – 4:00 PM
Contact Person: Kemmy Antoine,
Family Services Administration (FSA)
Department of Human Services
64 New York Ave. NE, 6th Fl.
Washington, DC 20002
202-213-3117

Please RSVP to attend the Pre-Application Conference no later than July 11, 2022. To RSVP contact Kemmy Antoine, Grant Administrator by email at kemmy.antoine@dc.gov and indicate that you are planning to attend the Pre-Application Conference. The Webex online meeting information will be emailed to you prior to the Pre-Application Conference.



CHECKLIST FOR APPLICATIONS

Truancy Prevention & Support Services for Youth

- Application proposal format follows the “Application Format” listed in Section 4 of the RFA.
- Application shall be created as a PDF file, 1.5 line spacing, double sided, using 12-point type with a minimum of one-inch margins, with all pages numbered. The entire Application must NOT exceed 30 pages (not including attachments).
- Applicant Profile [Attachment A], contains all the information requested and is attached as the Face Sheet.
- Table of Contents comes after the Applicant Profile.
- Applicant Summary (must not exceed 3 pages) and Project Narrative (must not exceed 12 pages). Note: Attachments and appendices do not count toward the page limit.
- Program Budget and Budget Narrative Justifications are complete and comply with the budget form. The line-item budget narrative justification describes the categories of items proposed.
- Proposed Work Plan [Attachment E] is complete and complies with the work plan form.
- Proposed Staffing Plan [Attachment F] is complete.
- Collaboration Commitment Form(s) [Attachment I] are complete.
- Appendix 1: Certifications and Assurances listed in Attachments B and C are signed.
- Appendix 2: Articles of Incorporation, if applicable.
- Appendix 3: Bylaws, if applicable.
- Appendix 4: IRS letter of non-profit corporation status, if applicable.
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
- Appendix 8: Proposed organizational chart.
- Appendix 9: Memoranda of Understanding from key community partners documenting their specific support for the delivery of services for the Truancy Prevention & Support Services for Youth grant.
- Appendix 10: Proposed staff resumes.
- Appendix 11: Proposed staff job descriptions.
- Appendix 12: Signed letter stating that the applicant will market the initiatives as a DHS/FSA Truancy Prevention & Support Services for Youth grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Truancy Prevention & Support Services for Youth grant.



- Appendix 13: District of Columbia Business License.
- Appendix 14: Annual report or other documentation of a history of supporting and providing housing focused and trauma informed outreach to unsheltered individuals residing on the street or in locations not fit for human habitation.
- Appendix 15: Certificates of Good Standing.
- Appendix 16: Certificates of Occupancy.
- Application is submitted electronically. Organization, RFA number, and project name must be clearly identified using the DHS/FSA Receipt Form [Attachment D].
- Applicant submitted the required attachments

The application must be submitted no later than 5:00 PM, Eastern Standard Time (EST) by the deadline date of July 29, 2022, to DHS/FSA, c/o Kemmy Antoine. Applications accepted at or after 5:00 PM will not be forwarded to the Review Panel for funding consideration.



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA), hereinafter referred to as the “DHS/FSA” or “Grantor,” is accepting applications for Fiscal Year (FY) 2023 to offer a variety of support services for youth and families. These support services are long-term and are expected to last 3-12 months, helping youth and families reach specific goals/objectives or accomplish a given task.

Housed within FSA, the Youth Services Division (YSD) opened its doors in 2010. YSD offers free services and supports for youth to strengthen families, mitigate risks related to housing instability, improve school attendance, stabilize youth in crisis, and decrease court involvement. YSD offers several flagship programs and engages youth, their families, community-based providers, and District agencies to address challenging behaviors and circumstances.

YSD offers direct services through five case management programs and two specialty services designed to assist youth-at-risk: Alternatives to the Court Experience (ACE) diversion program, Youth Housing Opportunities and Prevention Education (Youth HOPE) the Parent and Adolescent Support Services Program (PASS) Intensive Case Management (ICM) program, PASS Crisis and Stabilization Team (PCAST), Functional Family Therapy (FFT), Strengthening Teens and Enriching Parents (STEP), and Teen Parent Assessment Program (TPAP). Together all programs serve close to 1,000 youth and their families each year. To learn more about our programs and services, please visit our website:

<https://dhs.dc.gov/page/youth-services-division>.

There are three (3) core areas of intervention targeted by YSD staff in their work with the participating youth and their families, including Spanish-speaking youth and families: (1.) reducing truancy (and other associated behaviors – running away, extreme disobedience, etc.); (2.) avoiding involvement in the juvenile justice system and (3.) helping pregnant and parenting teens obtain their high school diploma or equivalent education certification. All youth in YSD programs have an assigned case manager and/or an FFT social worker.

YSD also supports various internal youth groups and activities that includes: Flower Girls (all female), We Are Kings (all male), Street Law Legal & Life Skills, Newcomers (Latinx immigrants and first-generation American youth), Parent Support Group, an annual college tour, and a host of other seasonal activities and celebratory events.

YSD’s approach is rooted in research, reinforcing the paradigm that providing positive support to youth in their communities is best. Through this RFA, DHS/FSA seeks applicants committed to providing youth with support that encourages positive youth development (PYD). YSD will ensure that all programming meets the standard of this evidence-informed framework.

1.2 Target Population

The primary target population for Truancy Prevention and Support Services for Youth covered by this RFA shall be youth ten (10) to eighteen (18) years old, and their families participating in YSD programs and services.

1.3 Eligible Organizations/Entities

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

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

On the same basis as any other applicants, religious organizations are eligible to participate as long as the services funded by the Truancy Prevention and Support Services for Youth grant are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, in accordance with United States Executive Order 13279 of December 12, 2002.

1.4 Source of Funds

Available fund sources include federal grant funds from the Department of Justice, Office of Juvenile Justice and Delinquency Prevention, and local funds authorized for Fiscal Year (FY) 2023 pursuant to the Fiscal Year 2022 Local Budget Act

This Award is funded pursuant to the Fiscal Year 2022 Local Budget Act of 2021, D.C. ACT 24-0173, effective September 13, 2021; 1 DCMR § 5002.1(a)(3); the American Rescue Plan Act of 2021 (ARPA) and any other applicable District and federal laws and regulations. Funding for grant awards is contingent upon availability of funds.

Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission. DHS also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole.

1.5 Award Period

The period of performance for the Grant Agreement shall be September 1, 2022, through August 31, 2023, unless terminated in writing by the Parties prior to the expiration. At the discretion of DHS, and subject to funding availability, the Grant Agreement might be extended annually up to four (4) additional years for a total of five (5) years. DHS shall give the Grantee the preliminary written notice of its intent to extend at least thirty (30) days before the Award expires. The preliminary notice does not commit the District to an extension.

1.6 Projects and Funds Available

DHS anticipates funding multiple grant awards; DHS does not anticipate exceeding one hundred thousand dollars and zero cents (\$100,000) per grant award.

1.7 Anti-Deficiency Considerations

The commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DHS/FSA at its sole discretion.

The Department will collect, and the Grantee shall remit all unexpended and/or unsubstantiated funds within ten (10) business days following conclusion of the Grant Performance Period. Unexpended grant dollars that have not been returned to the Department represent a debt to the District of Columbia.

1.9 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal(s) with the highest score(s) will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.3), the extent to which the proposed project fits within the scope and available funding of the grant, the strength of the application, and the organization’s capacity to achieve the grant’s goals.

1.10 Grant Monitoring

In its sole discretion, DHS/FSA may use several methods to monitor the grant activities, including, but not limited to site visits, desk audits, periodic financial reviews etc. During such visits, the Grantee is required to provide access to facilities where services are rendered, as well as access to records and support documentation. The Department will interview the participants to get their feedback on the efficacy of the services being provided.

Each grant is subject to audit.

1.11 General Terms and Conditions

“Appendix: General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in the Appendix 1.



1.12 DHS's Authority to Make Grants

DHS has grant-making authority under:

- Title 1, Chapter 50 of the District of Columbia Municipal Regulations; and any other applicable local and federal laws, regulations and policies.
- *Section 30 of the Homeless Services Reform Act (HSRA) of 2005*, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-756.01(a), *et seq.*), as amended, and Mayor's Order 2007-80 dated April 2, 2007.

1.13 Contact Person

For further information, please contact: Kemmy Antoine, Grant Administrator at kemmy.antoine@dc.gov

1.14 Updates

In order to receive updates and/or addenda to this RFA, or other related information, applicants are advised to immediately email the following information to Kemmy Antoine, Grant Administrator at kemmy.antoine@dc.gov:

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax number
- E-mail address

1.15 Notice of Intent

Organizations that anticipate submitting an application in response to this request should send a brief letter via e-mail to Kemmy Antoine. The Notice of Intent is not mandatory, nor does it provide any specific obligation with regard to the review or award process.

1.16 Pre-Application Conference

The Pre-Application Conference will be held hosted via Webex on **July 13, 2022**, from 2:00 PM to 4:00 PM. Prospective Grantees planning to attend the Pre-Application Conference should request the online meeting information in their RSVP to Kemmy Antoine at kemmy.antoine@dc.gov by **July 11, 2022**.

1.17 Explanation to Prospective Grantees

Applicants are encouraged to e-mail their questions to Kemmy Antoine, at kemmy.antoine@dc.gov on or before **July 13, 2022, at 2:00 PM**. Questions submitted after the deadline date **will not receive responses**. Please allow ample time for emails to be received prior to the deadline date.



1.18 Deadline for Submitting an Application

The RFA will be issued on **July 7, 2022**. The Pre-Application Conference will be held on **July 13, 2022** and the deadline for submissions of all applications is **July 29, 2022, at 5:00 PM EST**. Applications must be received by the deadline. Applications that are received by the deadline date will receive an acknowledgment. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00 PM EST on July 29, 2022.**

SECTION 2. PROGRAM SCOPE

2.1 Overview

The Youth Services Division (YSD) was created in 2010 to increase accessibility to community support systems and opportunities for positive development for young people in the District. Through this RFA YSD is seeking a variety of support services for youth in the District of Columbia that embrace and educate young people so that they are empowered to persevere through life challenges to avoid system involvement, obtain self-sufficiency, and become successful adults.

In recognizing this need, DHS is seeking Grantee(s) to offer services, for up to 3-12 months as part of an overall strategy for meeting the needs for positive physical, social and emotional development. Support services may be rendered by community-based organizations, individual and/or groups that may fall into one of the following categories, but are not limited to: cultural enrichment, community services, entrepreneurial/business and nutrition and wellness (please see examples in chart below). All services should be rooted in evidence-informed frameworks and practices. The services must be appropriate to the age, gender, sexual orientation, cultural heritage, and developmental and functional level of the youth participating in the program. All prospective Grantees should be able to demonstrate how the proposed services impact the target audience through data and past experience.

Table 1. Examples of Support Service Categories and Types of Support Services

| Examples of Support Service Categories | Examples of Types of Support Services |
|---|--|
| <p>Cultural Enrichment and Life Skill- skills and abilities that help promote social, intellectual, and artistic achievements of cultures, skills and trade and how youths can leverage these skills as they face the realities of life.</p> | <ul style="list-style-type: none"> • Tutoring • Music • Modelling • Fashion • Cultural Pride and History • Art and Creative Expression • Cultural Workforce Development <ul style="list-style-type: none"> ○ Cosmetology ○ Culinary Arts ○ Food Handling ○ Plays ○ College Visits • Special Events • American History <ul style="list-style-type: none"> ○ Field Trips ○ Museum Visit ○ National Park History ○ American Arts ○ Fine Arts |



| | |
|--|--|
| <p>Community Services- Programs that provides youth with work and volunteering experiences for the benefit and betterment of their community without any form of compensation. These programs may provide youth with volunteering and internship experience, educational workshops etc. where they can obtain experiences in a supportive social environment or simply serve in a safe space for youth to spend their out-of-school time.</p> | <ul style="list-style-type: none"> • Specialized pro-social and enrichment one-time or time-limited events • Community Activities • Community Volunteering Services • Internships • Educational Workshops |
| <p>Entrepreneurial/Business Skills- services primarily focused on the ability to provide youths with the readiness, tools, knowledge and skills to develop, organize and implement a business mindset and prepare for adulthood with any of its financial uncertainties.</p> | <ul style="list-style-type: none"> • Internships • Apprenticeships • Finance • Career Development • SAT Prep • College and Vocational Reediness • Financial Literacy • Workforce Development • Computer Literacy • STEM |
| <p>Physical and Mental Wellness and Nutrition- services that develops skills related to proper nutrition and the concept of overall wellness. It focuses on nutrition, exercise and diet, healthy food choices, meal. Preparation, and components for a healthy lifestyle and mindset. Learning how to deal with mental wellbeing, trauma and loss.</p> | <ul style="list-style-type: none"> • Mediations • Trauma • Grief and Loss • Substance-Use Reduction • Violence Prevention/Reduction • Nutrition Training and Education • Physical Health/Fitness • Health/Sex Education • Mindfulness |

The specific program requirements are outlined below in **Section 2.3 Grantee Responsibilities.**

Throughout the duration of the grant agreement, DHS will partner closely with Grantee(s) and other stakeholders (i.e., Department of Behavioral Health, the central coordinating entity, etc.) to refine the service delivery model to ensure effective coordination with services provided by other District agencies and partners.



2.2 DHS Responsibilities

Establish, manage, and revise (as necessary) the eligibility requirements for the various programs; work with Grantee(s) to develop and implement their proposed service model and expand the reach of services to a District-wide network.

Execute the Grantee(s) selection and award process.

Disburse funds to the Grantee(s).

Provide technical assistance, complete comprehensive monitoring and oversight activities for all awarded Grantee(s).

Provide input and approve the staffing plan/structure and all deliverables proposed for the grant.

Offer periodic trainings for Grantee(s) and host periodic Grantee meetings.

2.3 Grantee Responsibilities

Grantee(s) shall specify the activities and budget amounts for which funds are being requested. The District will consider proposals which go beyond the minimum service requirements, outlined below, including but not limited to extended hours of operations, or leveraging key strategic partnerships and other resources in the community, including partnerships with other District agencies.

Grantee(s) shall articulate in their application how they plan to incorporate and address the requirements listed below:

A. Referral Outreach

Grantees must conduct outreach and market their services to the DHS Youth Services Division (YSD) Staff (social workers - and case managers to recruit and obtain youth referrals. Every month the grantee must execute and distribute three outreach marketing tools which may include (flyers, one-pagers, testimonials, graphics, marketing content) that can be distributed among the FSA YSD to share information and to provide outreach. Additionally, grantees must meet at least once a month with YSD staff in person or virtually in small or large groups to outreach and recruit referrals. In these meetings, the grantees will share information about their programs including success stories, opportunities for youth who participate in the program, to answer questions, and in general foster obtainment of additional referrals.

B. Staffing & Professional Development

DHS is seeking Grantees that have experience in working with and supporting the target population. Grantees are expected to utilize a positive youth development and trauma-informed care approach, whenever possible in their service design and delivery.

2.4 Additional Grantee Responsibilities

A. Core Grantees responsibilities:

Have the capacity to offer one or more support services that shall last on average of 3 to 12 months, to young people and their families participating in the YSD. Grantee shall discuss with the YSD Case Manager if additional time for service participation is needed.

Offer an array of interventions as part of an overall strategy for meeting the needs for positive physical, social and emotional development. The services must be appropriate to the



age, gender, sexual orientation, cultural heritage, and developmental and functional level of the youth participating in the program. Design interventions and offer supports tailored to address the specific referral behaviors, as needed.

Prior to program engagement, DHS must review and approve all policies and protocols used by the Grantee when serving youth participating in the program.

Submit detailed documentation on all assessments completed during the intake process and throughout the youth's participation in services, if applicable, Prior to the program's official start of services, DHS shall review and approve the documentations provided.

Supply monthly client surveys reports and updates directly from the clients in regards to the services being provided to them.

Notify DHS if any changes are being made to the documentation provided (i.e., intake assessments) prior to the program engagement.

Monitor closely youth's progress and participation in services through goal plans and monthly progress reports. (A report template will be provided by YSD Staff).

Report individual participation and service outcomes and impact through case closure reports, mid-year and annual Grantee reports, and other data collection and reporting as requested. Demonstrate potential and current impact through data and past experience.

Participate in monthly case conferencing meetings with YSD Case Managers.

Participate in quarterly service site visits. Site visits and service reviews would require YSD staff to visit the Grantee's facility and observe the programming or services being rendered to youth related to this grant. Please note, site visits may be announced or unannounced. YSD staff will coordinate with the Grantee for service shadowing visits.

B. DHS Coordination & Anticipated Client Contact Standards

Ensure culturally competent services; individual service providers shall understand and be familiar with the youth's culture, reinforce positive cultural practices, and acknowledge and build upon ethnic, socio-cultural and linguistic strengths.

Must have the capacity to provide linguistical services through individual service providers that are fluent in the languages spoken by the youth being served or leverage a translation service.

Have the capacity to serve hearing-impaired clients.

Be available to communicate timely and effectively with the YSD Case Manager.

Assign a designated point of contact in charge of managing all referrals made by YSD through an online application and database (Quick Base).

Review the referral documentation, identify any outstanding issues (i.e., missing information) and acknowledge the referral via email within 24 hours of receipt.

Assign a designated individual service provider (e.g., mentor, tutor, coach, instructor,) to work directly with the assigned youth and/or family.

Ensure that youth referred to participate in the community-based support services shall receive between 5-8 hours of direct services per month. Depending on the individual needs and available funding, if a youth needs more than 10 hours per month, the Grantees should get approval in



writing from the Grant Administrator for the proposed number of service hours per month prior to exceeding the maximum 10 hours per month.

Provide the contact information (full name, phone number and email address) of the individual service provider assigned to work with the youth/family. Designated individual service providers are expected to contact the YSD Case Manager/Therapist listed on the referral form to conduct an Initial Case Conference. Case conferences are designed to brief the designated individual service provider about the intentions of the referral and to identify strategies/specific. Case conferences include, but are limited to phone calls, virtual meetings, or in-person meetings.

Contact DHS Case Manager/Therapist to conduct an Initial Case Conference.

Initiate outreach activities within 24 hours after conducting the Initial Case Conference, with the purpose of engaging youth in the recommended services.

- Outreach methods to youths and families include, but are not limited to, phone calls, emails, text messages, mailed letters, and visiting the youth's home. Grantees should provide outreach efforts at least 3 times per week for up to 15 business day to the youth before having an early case closure due to no point of contact.
- Make efforts to achieve face-to-face contact with a youth within 5 business days of receiving the referral.
- Reach out to YSD Case Manager or Social Worker and assigned Supervisor if the youth and parent/guardian initially do not respond to phone calls, text messages, or emails within 72 hours.
- Notify the YSD Case Manager or Social Worker, assigned supervisor, and YSD Grant Administrator in writing and within ten (10) business days, indicating the youth/family's unresponsiveness and/or non-commitment to all initial outreach and engagement efforts.
- Notify the out to the YSD Case Manager or Social Worker, assigned supervisor, or YSD Grant Administrator, with an intention to close out the case, if the youth and parent/guardian has not initiated services or responded to attempted contacts during initial outreach after fifteen (15) business days.
- Cease all efforts to engage the youth unless otherwise directed by the Grant Administrator in writing.
- Close the case early and complete the closure documentation.

Notify the YSD Case Manager, assigned supervisor, and YSD Grant Administrator if a youth is not compliant with services.

- Notify the YSD Case Manager, assigned supervisor, and YSD Grant Administrator if at any point after initial engagement a youth is non-compliant with services for two consecutive weeks.
- Notify the YSD Case Manager that the youth is not compliant with services. Any further outreach efforts shall cease until guidance is received from the Grant Administrator or the designated point of contact.

The Grantee shall also notify the YSD Case Manager, assigned supervisor and YSD Grant Administrator if the youth/family gets reassigned to any new designated individual service providers and should include a rationale of why the reassignment took place.



The Grantees must report any alleged child abuse or neglect to the Child and Family Services Agency (CFSA) at (202) 671-SAFE and should notify the Grant administrator in writing no later than 24h or the next business day.

C. DHS Required Trainings

All staff working on this grant, must attend District-sponsored trainings, as directed by DHS. This includes, but is no limited to:

- Complete Mandated Reporter Certification
- CPR First Aid
- Crisis Intervention
- DHS Unusual Incident Reporting
- Motivational Interviewing and Ethics
- Receive training on the QuickBase database system
- Stewards of Children: Child Sex Abuse Prevention Training

2.5 Confidentiality of Records

The Grantee must demonstrate an ability to maintain the confidentiality of youth's information and adhere to all Federal and local laws related to confidentiality.

This RFA requires that all information concerning: victims and potential victims of domestic violence; presence of a communicable disease or non-communicable disease such as HIV/AIDS; mental illness or treatment for mental illness; and substance or alcohol abuse, is to be held strictly confidential and shall not be divulged to unauthorized persons, in accordance with The District of Columbia Public Assistance Act of 1982, as amended, (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005(D.C. Law 16-35; D.C. Official Code § 4-754.11(7) and any other applicable District and federal confidentiality laws. The Grantee must demonstrate an ability to maintain the confidentiality of clients' information, adhere to all Federal and local laws related to confidentiality (HIPAA) and to report the information specified below to DHS. Specifically, the Grantee must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Ensure that all staff with access to confidential or sensitive information is aware of and trained on the relevant provisions of local and Federal laws and regulations regarding client



information and confidentiality, including statutes addressing mental health, HIV/AIDS, substance abuse, domestic violence, and minors.

- Establish clear policies and procedures to ensure and make clients aware of their right to privacy and confidentiality in case management service delivery and information dissemination. The Grantee must post a notice at its offices that the policies are available and make a copy available upon request by any client. The Grantee must allow any individual who provided protected personal information the right to inspect and receive a copy of the personal information collected about him/her.
- The Grantee entity shall submit with the application a signed confidentiality statement, found in Attachment J, for each current staff person who will be working on the Truancy Prevention & Support Services for Youth Grant or youth per the requirements of the End Youth Homelessness Act of 2014 and this RFA. Each volunteer must also sign a confidentiality agreement prior to participation in a grant program covered by this RFA.

2.6 Reporting Requirements

Grantee(s) must be responsible for continuously monitoring and tracking the engagement in services and the progress of the youth, using an electronic platform -- QuickBase, to be provided by DHS.

Grantee(s) must comply with the required monthly Individual Progress Documentation Report regarding youth referred by DHS along with any data requests made by DHS. The report shall be submitted to the Grant Administrator by the **10th day of each month** or when requested, reflecting all activities completed in the previous month, using the template provided by DHS.

The report will minimally include the following information:

- All clients served by the Grantees
- General demographic information
- A description of the contact (frequency and type) with each youth participating in the program
- A description of the services provided to each youth, information on the youth's engagement and participation in services
- Progress towards meeting the youth' goals, as outlined in their service plan.
- The staff assigned to work with the youth and their Grant information (full name, primary phone number and email address)
- A listing and explanation of any/all concerns/issues related to youth participating in the program or other organizational issues.
- Description of any/all unusual incidents

Develop and maintain a quality assurance system that collects and assesses at a minimum, the data outlined listed below. DHS will monitor this process and data pertinent to the quality of service for youth participating in the program.

- Number and percentage of youth who complete the program
- Number and percentage of youth transferred to another Grantee



- Number and percentage of youth with improved competence(s) in one or more of the following areas—academic, social and vocational

Submit an overview of their quality assurance and/or continuous quality improvement system as part of their business plan.

Establish and maintain a secure up-to-date record on each youth referred to the program. These case files shall include, but not limited to, client assessments, Case Plans, contact notes, interventions, progress notes, service referrals, documentation of youth's connection to (and engagement in) supportive services, unusual incidents, detail information on educational and career goals, current standing and other information pertinent to the youths participating in the program in a manner conducive to managing care and audit review.

Keep records of overall activities, evaluations of supportive services, and files on all staff engaged in services through the present agreement. To ensure confidentiality and security.

Keep records in a locked file controlled by appropriate applicant staff

Retain records for at least three (3) years following the termination of any contract.

Demonstrate an ability to ensure the confidentiality and security of records in their proposal(s).

Establish and maintain the capacity to provide and implement Emergency Preparedness Plans for youth participating in their programs in the event that there is a disaster or declared emergency. The Emergency Preparedness Plan shall include, at minimum, all aspects of operations such as key staff contact information, communication protocol, transportation, shelter, food provision, supply distribution, and other service delivery. An Emergency Preparedness Plan must be submitted by Grantee **within 45 days of the award**.

- The Grantees must provide Emergency Preparedness training to service Grantee staff to ensure readiness when there is a disaster or declared emergency.
- The Grantees shall collaborate with DHS in the implementation of the Emergency Preparedness Plan in the event of a disaster or declared emergency.

The Grantee must maintain a back-up location that will ensure the continuation of operations in the event that a disaster or catastrophe destroys or makes unusable the administrative offices. The back-up location shall be submitted to the Grant Administrator 45 days after award.

The Grantee must develop and maintain a Continuity of Operations Plan (COOP) as part of a Comprehensive Emergency Management Program using a comprehensive planning process based on federal guidance and best practices in emergency management and continuity planning in accordance with DHS COOP policy published. A COOP should be available upon request.

The Grantees must also assist DHS with any investigations of complaints, as well as assist with the resolution of complaints. Assistance shall include working with staff to gather information and documentation related to the complaints and investigations, as well as identifying and making available staff for interviews related to complaints and investigations. Additionally, working with YSD staff to address finding and recommendations related to complaints and investigations.

- The Grantees must establish uniform procedures for filing all grievances and resolution within 30 days of the award and shall post these procedures in common areas, including dining rooms, meeting areas, common hallways and administrative offices, in the facilities used to provide services. The procedures for filing all grievances shall be a part of the Program Rules and shall be approved by DHS prior to project initiation.



- The Grantee shall ensure that all filed grievances, including staff filed grievances, are emailed completing an online [DHS Unusual Incident Form](#). The Grantee will work with the YSD Case Manager or Grant Administrator to access the online database. The Grantee must submit electronic reports of all grievances and resolution plans to the Grant Administrator as needed.

At a glance, Grantee(s) shall track, monitor and report on the data elements presented in the table below.

Table 2. Report Types and data element associated with support services

| Report Type | Components | Data elements |
|--|------------------------|---|
| Monthly Individual Progress Document Report | Monthly Narrative | <p>High level summary highlighting the overall services + projects completed related to this grant. The Monthly Narrative should include:</p> <ul style="list-style-type: none"> ▪ Total Monthly Referrals ▪ Total Case Closures <ul style="list-style-type: none"> ○ Rescinded/ Closed Classes or Successful Completions ▪ Staff Roster for the Month <ul style="list-style-type: none"> ○ Contractor Name, Position, Phone Number ▪ Program Enhancements (if applicable) ▪ Trainings staff completed related to project ▪ Programmatic Events (if applicable) ▪ Status updates on all case notes, monthly reports and case closure notes in the QuickBase System ▪ Coordinated efforts/ community partnerships that create additional programming opportunities (if applicable) |
| | Caseload Contact Sheet | <ul style="list-style-type: none"> ▪ Client First and Last Name ▪ Type of Services Received ▪ Specify if services were provided in person or virtual platform etc. ▪ Session Start and End Time (each day client engaged in a session for the month) ▪ Specify any issues or concerns with clients and follow up plans. ▪ Updates on the clients Individualized Service Plan (if applicable) <ul style="list-style-type: none"> ○ Assessment Follow-Up Plans |

Close Out Report: The Grantee shall submit to DHS a final report no later than 30 days after expiration of the Grant Agreement. The final report shall summarize all data collection, data analysis, findings, and recommendations. DHS shall provide a template for this report.



2.7 Deliverables

Grantee(s) are expected to complete and submit to the Grant Administrator the deliverables listed below, in the quantity, formats, and corresponding deadlines.

Table 3. Deliverables

| No. | Deliverable | Quantity | Format / Method of Delivery | Due Date |
|-----|---|-----------|-----------------------------|---|
| 1 | Staffing Plan | Quarterly | Written Report (electronic) | 30 days post award |
| 2 | Staff Training Plan (see required trainings on page 11) | Annual | Written Report (electronic) | 30 days post award; to be renewed annually |
| 3 | MOUs and or Agreements with partner organizations (if applicable) | 1 | PDF Copies | 30 days prior to the start of services |
| 4 | Budget Narrative | Annual | Written Report (electronic) | 30 days post award; to be renewed annually |
| 5 | Work Plan | Annual | Written | 30 days post award; to be renewed annually |
| 6 | Program Rules | 1 | Written Report (electronic) | 30 days post award |
| 7 | Emergency Preparedness Plan | 1 | Written | 45 days post award; to be renewed annually |
| 8 | Emergency Back Up Location | Annual | Written | 45 days post award; to be renewed annually |
| 9 | Individual Progress Documentation Report | Monthly | Written Report (electronic) | 10 th day of each month |
| 10 | Transportation Plans and Budget | 1 | Written | 30 days post award |
| 11 | Close Out Report | 1 | Written Report (electronic) | 30 days after award period of performance expired |



2.8 Certifications and Assurances

The Grantee(s) shall complete and return the Certifications [Attachment B] and Assurances [Attachment C] with the application submission.

Grantee(s) shall ensure their staff and unsupervised volunteers providing direct services to youth have valid background check clearances. Background check clearances must be submitted to the DHS Grant Administrator for approval before staff may begin providing services pursuant to this grant and must be renewed annually. Grantee(s) need to submit the following background check clearance package for staff providing direct services:

- Federal and local and criminal background checks issued by the Metropolitan Police Department (MPD) and the Federal Bureau of Investigation (FBI). Background checks shall be conducted in all jurisdictions in which the individual has resided for the prior five (5) years.
- Tuberculosis tests with negative results. A licensed physician shall sign the medical clearance report.
- Drug test with negative results covering the following drug panel: marijuana, cocaine, opiates – opium and codeine derivatives, amphetamines and methamphetamines; phencyclidine – PCP; synthetic drugs, and alcohol.
- If the staff will be providing transportation services to youth participating in their programs, Grantees must submit a copy of the driver's license, driving record and insurance certificate.

2.9 Additional Performance & Quality Assurance Standards

DHS/FSA expects that the Grantee(s)'s performance will result in measurable, quality improvements in the target population, which will be reported in the close out performance reports. The Grantee(s) will be expected to meet bi-monthly basis with DHS/FSA to share status updates on grant activities, review data and performance, etc. In addition, the Grantee(s) will be required to meet performance standards and acceptable quality level to be determined by DHS/FSA and the Grantee(s).

The Grantee(s) shall monitor and evaluate activities associated with completing this project.

At a minimum, the Grantee(s) shall ensure the following:

- Grantee(s) shall develop a quality assurance program to include a review of the timely completion of tasks and progress made toward achieving the goals of the project.
- The Grantee(s) shall track, and address issues and suggestions raised by the target populations when feasible.
- The Grantee(s) shall develop a process to monitor and evaluate activities of staff performing services under this RFA, including staff working as part of a team to provide services that are related to a client's service plan. At a minimum, the Grantee(s) shall include a review of the appropriateness, quality, and effectiveness of services on a semi-annual basis per the request of the Grant Administrator. Grantee(s) shall be responsible for documentation of services provided to clients, including updates regarding overall client progress as well as any issues that may arise.
- The Grantee(s) shall inform all clients of the services available and of their rights as a participant in the program. The Grantee(s) shall inform all clients of the process by which to file a complaint or grievance, and the process by which a grievance disposition can be appealed. The Grantee(s) are expected to develop and comply with, a process for receiving, investigating and addressing client complaints and client requests for reassignment of their case manager.



- The Grantee(s) shall ensure the delivery of services are free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, gender identity, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, and source of income.

SECTION 3. GENERAL PROVISIONS

3.1 Payment Provisions

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

DHS will not reimburse the Grantee for any work undertaken before DHS notifies the recipient of the final award of the grant.

If the prospective Grantee(s) seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under this RFA, the availability, amount and frequency thereof as detailed in the Grant Agreement. Grantee(s) may reasonably expect to receive an initial advance payment of up to 25% of the funded amount upon having an executed Grant Agreement.

For the remaining funding, DHS will reimburse the Grantee only for expenditures incurred to perform work under the Grant Agreement. DHS may make advance payments to the Grantee to assist the Grantee in meeting its expenditure obligations for the services provided under the grant agreement, the availability, amount and frequency thereof will be detailed in the grant agreement.

The Grantee shall return to DHS any funds relating to the Grant paid to the Grantee in excess of the Eligible Costs of services and/or Budget provided under this Agreement (including advance payments as described in the Grant Agreement within ten (10) business days of completion of the Grant or upon notification of DHS in writing. If the Grantee fails to return excess funds, DHS may deduct the appropriate amount from subsequent payments due to the Grantee. DHS also reserves the right to recover such funds by any other legal means necessary.

DHS operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The Grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include all required supporting documentation.

Reimbursements will be mailed to the address on file for the Grantee. DHS may make electronic payments in lieu of mailing checks. DHS generally pays grant invoices 30 days after the Grantee submits them through the e Invoicing portal.

3.2 Insurance

The Grantee, when requested, must be able to show proof of all insurance coverage required by law. All Applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

It is DHS' expectation that the Grantee's budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

3.3 Audits and Accounting

The Grantee shall maintain an accounting system that:

- A. Conforms to generally accepted accounting principles.
- B. Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and
- C. Allows for the identification and review of documents supporting an accounting entry.

The Grantee shall assist, and shall require that its contractors, subcontractors, and subgrantees assist, in the inspection and provision of financial records relevant to the Grant, including financial statements and tax returns.

At any time before final payment on this Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, and for three (3) years thereafter, the District shall have the right to audit the Grantee, its contractors, subcontractors, or subgrantees.

If a federal agency undertakes an audit of the Grantee in connection with the Grant, the Grantee shall make available to DHS all information that the audit requires, including information from its contractors, subcontractors, subgrantees, and, as practicable, vendors.

The Grantee shall, upon DHS request, repay to DHS a reimbursed expenditure that DHS has disallowed after an audit.

3.4 Non-discrimination in the Delivery of Services

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intra-family offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, et seq.), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

3.5 Conflicts of Interest

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, the Grantee(s) or a person participating in an administrative decision regarding a project is likely to profit or otherwise receive undue benefit from the decision or his or her immediate family member is likely to profit or otherwise receive undue benefit from the decision.

3.6 Staff Requirements

Grantee(s) shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties they have been assigned. Grantee(s) shall submit a Staffing Plan that includes all staff that will be assigned to perform under the grant agreement, indicating the roles, responsibilities and time allocated to support the grant. *See Attachment F: Staffing Plan template*. Applications must include current resumes for all staff assigned to work on the grant, and an organizational chart.

Grantee(s) shall maintain complete written job descriptions covering all positions funded through the grant, which must be included in the project files and be available for inspection on request.

The job descriptions shall include education, experience, and/or licensing/certification criteria, descriptions of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the Grantee(s) shall obtain written documentation of work experience and personal references.

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

The Applicant shall employ adequate administrative and professional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned.

All licensed mental health professional (Social Worker or Licensed Professional Counselor) hired to provide direct services to youth and their families served shall have a minimum a Master's Degree in Social Work, Mental Health Counseling or related field from an accredited College. He/she/they must be a Licensed Independent Clinical Social Worker or a Licensed Professional Counselor in the District of Columbia and have a minimum of two years of experience in case management, mental health services and direct service delivery.

3.7 Facility Requirements

Applicants may include the costs related to a facility in their application. Any costs associated with the use of that space would be treated as operating overhead. However, if a Grantee wishes to use existing space, then the Grantee must demonstrate that TPSSY programs funded under this RFA are an expansion, not supplementation, of their existing service delivery model. For example, if a Grantee is already offering services in an existing facility, the District will not pay any operating overhead for facility costs unless the Grantee can demonstrate the additional funding creates an expansion of their existing service delivery and customer base.

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

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

Accessibility: The Grantee(s) shall ensure that all facilities offered for the provision of services under this program are accessible to persons with mobility limitations, consistent with the Title II of the Americans with Disabilities Act of 1990, effective July 16, 1990 (Pub. L. No. 101-336; 42 U.S.C. §§ 12101, *et seq.*), as amended, and Section 504 of the Rehabilitation Act of 1973, effective September 16, 1973 (Pub. L. No. 95-602; 29 U.S.C. §§ 701, *et seq.*), as amended.

3.8 Records and Record Keeping

Grantee(s) shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee(s) shall provide DHS/FSA such access to programs and financial records as may be necessary for monitoring purposes. The Grantee(s) shall provide DHS/FSA such access to programs and financial records as may be necessary for monitoring purposes.

Grantee(s) shall keep accurate and secure case records for assigned clients including, but not limited to:

- Eligibility/Referral documents;
- Intake information, including household demographic information;
- Authorization to Release Information (signed by client);
- Copy of Program Rules and Services (signed by client);
- Copy of Client's Rights and Responsibilities (signed by client);
- Service Plan with specific objectives, goals, time frames, and identified responsibilities;
- Case notes that document how the goals identified in the Service Plan are addressed;
- Service Referrals to other agencies and/or resources (document follow-up, feedback, and recommendations by other agencies);
- Discharge, Transfer or Termination Summaries.

Grantee(s) are expected to keep records of overall activities, evaluations of supportive services, and files on all staff engaged in services provided under the prospective Grant Agreement. To ensure confidentiality and security, the Grantee(s) shall keep records in a locked file controlled by appropriate staff and available to the Grant Administrator upon request. The Grantee(s) shall retain records for at least three (3) years following the final close-out of the grant.

3.9 Evaluation

Grantee(s) shall describe the plan that will be used to evaluate the effectiveness of the TPSSY program, in alignment with the scope and goals of the RFA, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

DHS expects that the Grantee(s)'s performance will result in measurable, quantifiable improvements in the target population, which will be reported in performance reports. The Grantee(s) will be expected to



meet bi-monthly with DHS to share information and review reports related to the status of grant activities. In addition, the Grantee(s) will be required to meet performance standards and acceptable quality level of services that will be detailed in the grant agreement and highlighted below.

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

DHS reserves the right to refine the service model during and after the base year to ensure effective coordination and seamless service integration.

At a minimum, Grantee(s) are expected to complete the following evaluation activities:

- Develop and share the criteria to be used to assess the results of the work developed
- Determine and share the data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable
- Develop and share the methodology that will be used to determine if the proposed TPSSY program parameters are being met.

3.10 Grant Termination

The Grant, and the offer of the Grant, shall be subject to DHS' termination:

- A. At any time, in whole or in part, for the convenience of the Government should DHS determine that such termination is in the best interest of the public or the Government;
- B. Immediately for:
 - 1) Lack of funding;
 - 2) Failure of the Grantee to follow District or applicable federal law, including statutes, rules and regulations;
 - 3) Failure of the Grantee to carry out DHS' ordered grant remediation plan;
 - 4) An ethics violation involving the grant, pursuant to the ethical standards in the most recent version of the District Ethics Manual, published by the District's Board of Ethics and Government Accountability (bega.dc.gov), as of the date that the GAN was sent;
 - 5) Cessation of insurance coverage without replacement of similar coverage; or
 - 6) Fraud, waste or abuse.
- C. After the Grantee has acknowledged or otherwise signified receipt of the Grant, fourteen (14) calendar days after the Grantee receives from DHS written notice of termination due to:
 - 1) *Force majeure*, as defined and described below; or
 - 2) Cause, as defined and described below.

Termination for *force majeure* or cause

- A. For *force majeure* DHS may terminate the grant and the Grantee may seek certain reimbursement, as described in this section.
- B. For cause DHS may terminate the grant, but the Grantee may not receive the reimbursement allowed for termination on the basis of *force majeure*.
- C. Cause and *force majeure* defined:
 - 1) Cause is a basis for DHS' termination of the grant, when DHS determines that the Grantee has:



- a) Failed to achieve the intended outputs within the time frame that has been approved;
 - b) Performed incompetently, recklessly, or unlawfully.
- 2) *Force majeure* is a condition or occurrence which provides a valid excuse to failure to perform within the time frame of the grant, an unexpected and disruptive event which DHS determines could not have reasonably been anticipated or controlled, and includes:
- a) Timely applying for a government permit or approval but not timely receiving same from the government agency;
 - b) A change in applicable law;
 - c) An unforeseen weather event;
 - d) Organized labor strike or slowdown; and
 - e) Refusal of a necessary third party to approve, agree, or participate, following the Grantee's reasonable attempts to secure same.

D. The Grantee may not invoke *force majeure* as an excuse for poor planning, failure to accommodate foreseeable delays by suppliers, or the Grantee's failure to manage its own resources.

E. For *force majeure*, the Grantee may seek reimbursement for otherwise-reimbursable expenditures incurred up to the date of termination, as well as reasonable costs incurred for demobilization.

DHS/FSA may exercise an option to renew the grant for up to four additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and funds are available.

Should a Grantee intend to discontinue the provision of services prior to the conclusion of the grant period, the Grantee must notify the DHS/FSA in a written statement at least sixty days prior to the abatement of services.

3.11 Rights to Data

All data produced in the performance of this grant shall be the sole property of the District of Columbia. The Grantee shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

3.12 Compliance with Tax Obligations

Prior to execution of a grant agreement an applicant must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

3.13 Award Process

DHS/FSA will make the funds available through a competitive process to identify organizations interested in offering and administering the Truancy Prevention & Support Services for Youth. Applications that meet all eligibility and application requirements will be evaluated, scored, and rated by a DHS/FSA designated review panel.

The final decision to fund applicants rests solely with DHS/FSA. After reviewing the recommendations of the review panel and any other relevant information, DHS/FSA shall decide which applicant(s) to fund.

SECTION 4. APPLICATION FORMAT

4.1 Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. **If applicants are applying to offer more than one Truancy Prevention & Support Services for Youth (See Table 1. Support services categories, p.5) a separate narrative must be submitted for each Truancy Prevention & Support Services (to include specific experience, staffing model, service model, and budget proposal). Applicants must state their preference for serving one of two of the Truancy Prevention & Support Services.** It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services. Excluding attachments and appendices, the Application **must not exceed 30 pages.**

4.2 Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. *See Attachment A.*

4.3 Table of Contents

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

4.4 Applicant Summary (Maximum 3 pages)

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

4.5 Project Narrative (Maximum 12 pages)

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

- Specify the service(s) (**see chart on page 6**) to be provided and the service model. Elaborate how this service model will address the needs of the population. Please specify the expected outcomes and impacts the service model will have for the target population.
- Please specify the age range your organization has the capacity to serve.
- Proposed impact of the project due to the involvement of your organization.
- Relevant past experience serving the target population
- Detailed work plan for activities (**See Attachment E**):
 - Please specify when the program will be ready to accept referrals and whether they will require a ramp up period.



- Please provide an outreach plan that details how the grantee will provide continuous outreach and marketing of program availability to YSD case managers and social workers in order to gain client referrals, build collaboration, teamwork, and trust and troubleshoot client participations issues



4.6 Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. **Please note if the organization is applying to offer more than one Truancy Prevention & Support Services for Youth Category, please ensure to provide a separate Program Budget and Narrative for each service.** The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. Please indicate in your Budget Narrative the number of clients that can be served with the proposed staffing model. Please indicate how the budget will be impacted if the Grantee is to accept more referrals (discuss in detail what are the referral increments that will trigger a budget increase and indicate corresponding budget increase).

The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

- Personnel:** Show proposed salaries and wages for all project staff.
- Transportation:** Account for transportation of clients if needed to and from workshops, meetings, mentoring sessions and other need for transport to get to events and activities.
- Fringe Benefits:** Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.
- Supplies:** List proposed supplies and educational materials.
- Other:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions and postage.
- Indirect:** Show calculation and indirect rate.

4.7 Certifications and Assurances

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

4.8 Appendices

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

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable);
- Planned job descriptions (if applicable);
- Articles of Incorporation, if applicable;



- Bylaws, if applicable;
- IRS letter of non-profit corporation status, if applicable; or
- Form 990, Return of Organization Exempt from Income Tax, if applicable;
- Two letters of support or endorsement from community partners
- Signed letter stating that the applicant will market the entity as a DHS/FSA Project and not the parent agency by using the approved logo, tagline, graphic design, and other identifiers approved by DHS/FSA for the Project;
- District of Columbia Business License;
- Certificate of Good Standing;
- Certificate of Occupancy; and
- Fire Inspection.



SECTION 5. REVIEW AND SCORING OF APPLICATIONS

5.1 Review Panel

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

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DHS staff. Whenever feasible, each panel may include at least one person from outside of DHS.

5.2 Scoring Criteria

The reviewers score each proposal in accordance with the criteria and the points available as detailed below:

Criteria A: Program Design (40 points)

- The program design must detail all proposed activities and a work/project plan that demonstrates timely implementation. All proposed activities must be linked to the accomplishment of project objectives and must be consistent with the Program Scope.
 - The program design must detail the plan to establish, execute, and offer the support service(s) for YSD youth. The program design must detail and demonstrate how the applicant will meet, execute, and manage the following objectives:
 - Design a program consisting of services that can be provided at least weekly for a period of 3 to 12 months in the area of cultural enrichment & life skills, community services, entrepreneurial/business skills, physical & mental wellness nutrition (See Table 1). Ensures program design is flexible so that youth can be served individually or in small groups, as well as can accommodate youth who have varied schedules.
 - Monitor the client’s progress with weekly updates and reporting. Work to ensure that clients are receiving, engaging and staying enrolled in support services.
 - Utilize QuickBase to capture and report all client level data within 48 hours of service delivery, QuickBase data needs to be detailed and informed.
 - Serve, and/or address the needs of various subpopulations (e.g. LGBTQ+, youth and families who have immigrated to the US, Hispanic community, sexually exploited youth, youth with behavioral health needs, etc.).
 - Utilize a youth development approach and/or LGBTQ+ cultural competency to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility.
 - Utilize a harm reduction approach to reduce the negative consequences associated with drug and alcohol use; and
 - All other services the Grantee is rendering related to this grant.

Criteria B: Organizational Capability and Relevant Experience (30 points)



- **(10 points):** The applicant must detail and demonstrate its knowledge, experience and expertise in creating and maintaining the specified support services for the target population. Knowledge, experience and expertise, should at minimum include:
 - Documented community ties, documented collaborations with youth providers, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant;
 - Past experience and knowledge in developing and providing support services for the target population in the District or major metropolitan area;
 - This should also include past experience and knowledge in providing case management and supportive services to youth; and
 - Past experience and knowledge in presenting findings and making specific recommendations based on these findings. This should also include end results after the specific recommendations were provided.

In reviewing the elements of the paragraph above, DHS will consider:

- The knowledge and experience of the proposed project director and/or staff, including the day-to-day program manager, consultants and/or contractors in planning and managing the proposed activities. The Grantee will be evaluated in terms of recent, relevant and successful experience of staff in undertaking comparable activities.
 - How proven linkages to the community will prove beneficial in this undertaking.
- **(10 points):** The Applicant must detail and demonstrate its ability to provide services with cultural competency and a youth development and harm reduction approach. At minimum, the Applicant must:
 - Identify and demonstrate an understanding of issues affecting the target population; and
 - Provide reference from partners through letters of support from community-based organizations and/or advocacy groups.
 - **(10 points):** The Applicant must include a staffing plan. The staffing plan shall detail how the application will hire or maintain current qualified staff. The plan at minimum, must include details on succession for key positions and recruitment strategies.

Criteria C: Sound Fiscal Management and Reasonable Budget (20 points)

- **(8 Points) Financial Management:** The Applicant shall provide details on its financial standing and ability to manage resources. The Applicant shall identify resources outside of this grant agreement that will be applied and/or leveraged towards services under this grant. Additionally, the applicant shall provide details on how funds under this grant will be managed, tracked, and reconciled on a monthly basis. The Applicant may also identify how it shall facilitate public/private collaborations to ensure that services funded under this grant will be coordinated



with other services provided throughout the District, and that the District's investments are used to leverage additional investments/donations to the maximum extent possible to address the needs of the homeless population, which includes individuals, youth, and families. The Applicant must provide evidence of sound fiscal management and financial stability. Examples of evidence include audited financial statements.

- **(12 Points) Proposed Budget & Cost Effectiveness:** Provide a cost-effective proposed budget and narrative description of the use of grant funds to address the requirements of this grant.

Criteria D: Organizational Capability and Relevant Experience (10 points)

- **(5 Points)** The Applicant must demonstrate how its organization, including its leadership, will support the services under this RFA. This should include, at minimum, how these services align with the organization's mission, goals, strategic objectives, and/or day-to-day operations and services. The Applicant must also demonstrate that it has obtained key stakeholder approval and support of providing services under this RFA. Provide documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. Examples of approval could include a letter of intent signed by all current, governing board members.
- **(5 Points)** Organization and order of the application package.

5.3 Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS/FSA. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/FSA shall decide which applicants to award funds and the amounts to be funded.



SECTION 6. APPLICATION SUBMISSION

6.1 Submission Date and Time

In order to be considered for funding, applications must be received no later than 5:00 PM on July 29, 2022. All applications will be recorded upon receipt. Applications received after 5:00 PM on July 29, 2022 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

3.14

6.2 Location to Submit Application

Applications must be received electronically at or before the deadline date and time to:

Contact Person: Kemmy Antoine,

kemmy.antoine@dc.gov

LATE APPLICATIONS WILL NOT BE ACCEPTED

SECTION 7. LIST OF ATTACHMENTS

Attachment A Applicant Profile

Attachment B Certifications

Attachment C Assurances

Attachment D Original Receipt

Attachment E Work Plan

Attachment F Staffing Plan

Attachment G Budget (separate attachment)

Attachment H Definitions

Attachment I Collaboration Commitment Form

Attachment J Confidentiality Statement



Attachment A – Applicant Profile

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

**TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH
RFA # JA-FSA-TPSSY-001-22**

Applicant Name: _____

Contact Person: _____

Office Address: _____

Ward(s): _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

DUNS Number: _____

Program Descriptions: _____

Budget (Total funds requested): _____



Attachment B - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**



Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement) and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

- A. The applicant certifies that it and its principals:



- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (c) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;



(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

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

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 67, subpart F, for Grantees as defined at 28 C.F.R. Part 83:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

DC Department of Human Services, Office of Grants Management, 64 New York Avenue, NE, Washington, DC 20002

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH

RFA #JA-FSA-TPSSY-001-22

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21,

A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements, 28 C.F.R. Part 66, Common Rule, that governs the application, acceptance and use of Federal funds for this federally assisted project.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. §§ 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 87 Stat. 975). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. § §569a-1, *et seq.*) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature & Title

Date

Attachment D – Original Receipt

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH

RFA #JA-FSA-TPSSY-001-22

If your organization is submitting an application for more than one Youth and Truancy Support Service, please be sure to submit an Original Receipt for each service.

The Department of Human Services is in receipt of the original application and four (4) copies submitted in response to the Request for Applications for Truancy Prevention & Support Services for Youth

Submitted by: _____

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

Phone Number)

(Fax Number)

For DHS Only:

Application and _____ copies

Received on this date: _____

At (time): _____

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 5:00 PM

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

**TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH
RFA #JA-FSA-TPSSY-001-22**

Note: Begin proposed work plan at award date

If your organization is submitting an application for more than one Truancy Prevention & Support Services for Youth, please be sure to submit a Workplan for each service.

The proposed work plan must detail measurable project objectives by fiscal quarter and month for the life of the project. These objectives should further be defined by key activities, milestones, and project deadlines. An example work plan for one objective is included below. Grantee(s) may use their own format.

| | | | | | | | | | | | | |
|------------------------------|----------------------|-------------|-------------|-----------------------|-------------|-------------|----------------------|-------------------------|------------|-----------------------|-------------|-------------|
| Agency: | | | | | | | | Submission Date: | | | | |
| Services Area: | | | | | | | | Project Manager: | | | | |
| Budget: | | | | | | | | Telephone #: | | | | |
| Measurable Objectives | First Quarter | | | Second Quarter | | | Third Quarter | | | Fourth Quarter | | |
| Objective 1: | Sep. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. |
| | | | | | | | | | | | | |
| Activities: | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | |
| Milestones: | | | | | | | | | | | | |



Attachment F – Staffing Plan

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)**

TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH

RFA #JA-FSA-TPSSY-001-22

If your organization is submitting an application for more than one Truancy Prevention & Support Services for Youth, please be sure to submit a Staffing Plan for each service.

| Name | Position Title | Filled/ Vacant | Annual Salary | % of Effort | Start Date |
|------|----------------|-------------------|---------------|-------------|------------|
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Director’s Signature

Date



DC

DEPARTMENT of
HUMAN SERVICES

Attachment G - Budget

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)
TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH
RFA #JA-FSA-TPSSY-001-22

Below is a budget template you can utilize and customize to your organization’s specifications. In submitting the budget with the application package, Grantee(s) must also break out all expenses into the services they support (e.g. meal program, case management, etc.). *If your organization is submitting an application for more than one Truancy Prevention & Support Services for Youth, please be sure to submit a Budget and Budget Narrative for each service.*

Budget Narrative: Please indicate in your Budget Narrative if there is minimum number of clients that need to be served, or a maximum that you can accommodate in order to sustain the proposed budget.

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

Attachment H – Definitions

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)

TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH

RFA #JA-FSA-TPSSY-001-22

Accessibility: The ability of a person (assisted or unassisted) to access products, services, devices, and environments, in order to derive the benefits of those products, services, devices, and environments for themselves, if eligible.

Acuity: The depth of need of the presenting program participant. When utilizing the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool), acuity indicates the presence of a presenting issue based upon evidence of housing instability or vulnerability. In using the VI-SPDAT, acuity is expressed as a number with a higher number representing more complex, co-occurring issues that are likely to impact overall housing stability.

Adequate nighttime residence: A housing accommodation that is not likely to jeopardize the health, safety, or welfare of its occupants.

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

Adult: Any individual who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor under District Law.

Assertive Community Treatment (ACT): An evidence-based practice that improves outcomes for people with severe mental illness who are most at-risk of psychiatric crisis and hospitalization and involvement in the criminal justice system. ACT helps a person outside the hospital or rehabilitation center through a multidisciplinary team approach with assertive outreach in the community that focuses on developing consistent, caring, person-centered relationships.

By Name List: A real-time, up-to-date list of all people experiencing homelessness that includes categories such as Veteran status, chronic status, active/inactive status, homeless/housed status, etc. By-Name Lists allow communities to know every person experiencing homelessness “by name” and facilitate efficient decisions around how best to refer individuals experiencing homelessness to housing resources.

Caseload: Can refer to the number of active program participants the TPSSY program is servicing, and it can refer to the number of program participants a Case Manager could be handling at any one time. With the exception of extenuating circumstances, Grantee(s) must maintain a minimum 30:1 ratio of clients to Case Managers at all times (i.e. 30 TPSSY clients for each Case Manager employed by the TPSSY program). Program participants are likely to have a range of needs and acuity levels.



Case Management: A service that engages homeless individuals and families and provides assistance in: identifying barriers, needs and strengths; developing goals; identifying resources and support; and, connecting homeless individuals and/or families within the Continuum of Care to the needed resources, supports and supportive services to achieve identified goals. Case Management is:

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

Case Manager: A service professional that engages individuals and provides assistance in identifying barriers, needs and strengths; developing goals; identifying resources and support; and connecting individuals with the needed resources, housing and/or economic security supports and supportive services to achieve identified goals.

Central Coordinating Entity: The organization responsible for managing the Street Outreach hotline, hotline transportation services, as well as dispatching information on potential outreach needs in the community to the appropriate Street Outreach Grantee(s).

Chronically Homelessness: As defined in HUD's Continuum of Care Program interim rule at 24 CFR 578.3, a chronically homeless person is:

An individual who: 1) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; 2) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and 3) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria for a chronically homeless individual, before entering that facility; or

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

Client: An individual or family seeking, receiving, or eligible for publicly funded services within the Continuum of Care.

Community Based Behavioral Health Service Providers: Providers who are authorized by the District's Department of Behavioral Health to deliver services that support individual recovery with qualified, culturally competent staff in a safe facility. Such providers must comply with local and federal rules and regulations, and only a certified provider is eligible to participate in the District's public behavioral health system. Services include diagnostic assessment, medication, counseling and community support.

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



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

Critical Time Intervention: Assistance with homeless persons with severe mental illness, debilitating conditions, and diminished social and economic opportunities in their transition from the streets, homeless shelters, hospitals, criminal justice system or other institutional settings.

Crisis Intervention: Under HSRA, this is assistance to prevent individuals and families from becoming homeless, which may include, but need not be limited to, cash assistance for security deposits, rent or mortgage payments, credit counseling, mediation with landlords, and supportive services.

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

Day Program: Defined by the HSRA to mean a facility that provides open access to structured activities during set hours of the day to meet the supportive services needs of individuals and families who are homeless or at imminent risk of becoming homeless.

Day Services: Day Services includes a continuum of services delivered during Daytime Hours which are intended to meaningfully engage individuals experiencing homelessness. Such services include, but are not limited to: creating a positive, dignified, safe, and protective environment for each individual and his/her personal belongings; providing a coordinated entry into the homeless services continuum; connecting people to housing, employment, and other supportive services; providing healthy meals and reliable hygiene services; and, ensuring access to peer-led, professionally-supported, therapeutic programming.

DC Child and Family Services Agency (CFSA): CFSA is the public child welfare agency in the District of Columbia responsible for protecting child victims and those at risk of abuse and neglect and assisting their families to improve safety, permanence, and wellbeing and to strengthen families.

DC Department of Behavioral Health (DBH): DBH provides prevention, intervention and treatment services and supports for children, youth and adults with mental and/or substance use disorders including emergency psychiatric care and community-based outpatient and residential services. DBH serves eligible adults, children and youth and their families through a network of community based providers and unique government delivered services.

DC Department of Health (DC Health): DC Health promotes health, wellness and equity, across the District, and protects the safety of residents, visitors and those doing business in our nation's Capital. DC Health's responsibilities include 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.

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



Engagement: The act of identifying, locating and interacting with a client for the purposes of developing a relationship and providing case management or other supportive services. Engagement occurs when each of the following occurs:

- a. a person who is homeless is willing to interact with a TPSSY or mental health worker;
- b. there are multiple contacts;
- c. there is continuity in the contacts of either a referral or connection to another provider or the homeless person has an awareness of the role of the TPSSY or mental health worker; and
- d. there is a record of the contacts.

Exit Plan: An approach to formally assisting a program participant move from actively receiving supports to ceasing the involvement of a case manager in providing direct assistance with life and/or housing stability.

Family: A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and/or statements reasonably tend to demonstrate that they intend to remain together as a family unit; or a pregnant woman in her third trimester.

Harm Reduction: A set of strategies that reduce negative consequences of substance use and other risk behaviors and that incorporate a spectrum of strategies from safer use, to managed use, to abstinence. Examples of harm reduction programs include, but are not limited to, needle exchange programs, safer sex programs, and safer substance use programs. A strong harm reduction program focuses on specific interventions to reduce harm (e.g. Naloxone administration), but also provides supported linkage to services such as; job readiness, drug detox and treatment, mental health services, wound care services, PrEP education, linkages to the PrEP regimen, overdose prevention, STI screening and other social service needs of individuals experiencing homelessness.

HEARTH Act: The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed by President Obama on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including: a consolidation of HUD's competitive grant programs, the creation of a Rural Housing Stability Assistance Program, a change in HUD's definition of homelessness and chronic homelessness, a simplified match requirement, an increase in prevention resources, and an increase in emphasis on performance.

Homeless: According to the District's Homeless Services Reform Act (HSRA), "homeless" is defined as:

- A. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 180 days or less and who resided in a shelter or place not meant for human habitation immediately before entering that institution;
- B. An individual or family who will imminently lose their primary nighttime residence, if:



- a. The primary nighttime residence will be lost within 14 days of the date of application for Continuum of Care services;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, such as family, friends, and faith-based or other social networks, needed to obtain other permanent housing;
- C. Unaccompanied youth who:
- a. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for Continuum of Care services;
 - b. Have experienced persistent housing instability as measured by 2 moves or more during the 60-day period immediately preceding the date of applying for Continuum of Care services; and
 - c. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence, in the household, of a child or youth with a disability; or 2 or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- D. Any individual or family who:
- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.

Homeless Management Information System (HMIS): A software application designed to record and store client-level information on the characteristics and services needs of people experiencing homelessness. Each CoC maintains its own HMIS, which can be tailored to meet local needs, but also must conform to HUD HMIS Data and Technical Standards.

Homeless Person or Family: An individual or family who lacks a fixed, regular, and adequate nighttime residence or the financial ability to immediately acquire one, including any individual or family who is fleeing, or is attempting to flee, domestic violence, and who have no other residence and lack the resources or support networks to obtain safe housing; or has a primary nighttime residence that is:

- a. A supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
- b. A public or private place not designed for, ordinarily used as, a regular sleeping accommodation for human beings.

Homeless Services Reform Act (HSRA): The Homeless Services Reform Act of 2005 (HSRA) became law in October 2005. Homeless service providers must deliver services to clients, and have procedures for

resolving disputes between providers and clients seeking or participating in homeless services, as per the expectations of the Act.

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

All recipients of CoC Program-funded PSH shall follow a Housing First approach to the maximum extent practicable. To that end, a Housing First orientation is specified as one of the universal qualities that a coordinated assessment process should include. Coordinated assessment tools should not be used to determine “housing readiness” or screen people out for housing assistance, and therefore should not encompass an in-depth clinical assessment. A more in-depth clinical assessment can be administered once the individual or family has obtained housing to determine and offer an appropriate service Housing Inventory Count (HIC): Required by HUD, the HIC is a point-in-time inventory of all of the dedicated beds and units within a Continuum of Care’s homeless services system, categorized by type of project and population served.

Housing Navigation: Serves as a main point of contact for helping high priority individual get “document ready” for housing as quickly as possible. After the housing match is made, the housing navigator may provide additional supports necessary to finalize the housing placement. The housing navigator may provide referrals, offer coordination, or provide in-person support to clients for their mental health, physical health, entitlement enrollment, and other service needs.

Housing the Homeless Database (HTH): The current software application in Quickbase used by the Department of Human Services for homeless clients referred to the District’s homeless services programs.

Hypothermia Shelter/Beds: A public or private building that the District shall make available whenever the actual or forecasted temperature, including the wind chill factor, falls below 32 degrees Fahrenheit, in order to provide 24-hour shelter to families and 24 hour shelter to individuals (during aforementioned weather conditions only) who are homeless and cannot access other shelter. Specific beds may be designated as hypothermia beds at shelters, facilities and programs that are not categorized as hypothermia shelters. Hypothermia shelters/beds may be designated as seasonal (once opened initially they shall stay open every night for the season) or alert only (only open when hypothermia alerts are called). Hypothermia shelters/beds may be used (at the discretion of the District) outside of the season based on need.

Individual: Any man or woman who has reached the age of majority under District law as defined in section 46-101 of the D.C. Code; or qualifies as an emancipated minor under District Law.

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

Intake: How participants are admitted into the TPSSY program.

Integrated Community Response Team (ICRT): DBH’s approach to improve behavioral health outcomes in the District with a focus on proactive service offerings and tailored responses for individuals experiencing a behavioral health crisis. The ICRT is a multi-site 24/7 model of care consisting of a multidisciplinary team of licensed clinicians, community behavioral health specialists, and individuals with lived experience. The ICRT is designed to support communities by providing:



- 1) critical incident response, including deploying responders to any other situations requiring behavioral health supports;
- 2) targeted community outreach intended to improve the utilization of services and support the identified needs of communities;
- 3) supportive behavioral health services, including regular engagement with individuals showing signs of mental health and/or substance use disorder to connect them to treatment and other services and persuade them to seek a safe environment; and
- 4) community education, including participating in a wide array of community support requests, trainings, educational outreach efforts and community stakeholder meetings, to provide recommendations on behavioral health needs and engagement strategies to promote the wellness of District residents.

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

Legal Services: Services provided by bar-admitted attorneys in the District of Columbia which advise and represent clients in eviction cases, administrative hearings, housing conditions suits, etc. In addition, legal services can provide advocacy on behalf of clients with respect to reasonable accommodations, discrimination, equal access, etc.

LGBTQ+: A person who self-identifies as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or questioning their sexual orientation or gender identity and expression.

Life skills: Skills and abilities that help promote mental well-being and competence in young people as they face the realities of life. These skills may include: problem solving, critical thinking, effective communication skills, decision-making, creative thinking, interpersonal relationship skills, self-awareness building skills, empathy, and coping with stress and emotions.

Light-touch Medical Services: services that do not require an accredited medical facility, licensed medical professionals, or specialized equipment to administer. Such services include, but are not limited to: education (about health risks, the health care delivery system, disease transmission, testing opportunities, harm reduction interventions); the ability to administer assistive services (e.g. first aid, small-wound care, temperature, blood pressure); and the ability to do care navigation (e.g. medication management advice, health insurance application assistance, medical appointment assistance).

Lived Experience: The term lived experience is used to describe the first-hand accounts and impressions of living as a member of a minority or oppressed group. When formerly homeless individuals talk about what it's like to experience homelessness, they are describing their lived experiences.

Low Barrier Shelter: Defined by the HSRA, low barrier shelter is used for the purpose of sheltering and engaging individuals who avoid temporary shelter because of identification, time limit, or other program requirements. It refers to overnight housing accommodation for individuals who are homeless, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter to individuals without imposition of identification, time limits, or other program requirements. As of July 1, 2017, the District considers a certain number of beds in the following shelters to be “low barrier:”

- Adams Place Men’s Shelter, 2210 Adams Place NE (150 beds)
- New York Avenue Men’s Shelter, 1355 New York Avenue, NE, (360 beds)
- Harriet Tubman Women’s Shelter, 1900 Massachusetts Ave SE, (100 beds)
- 801 East Men’s Shelter, 2700 Martin Luther King Jr. Ave, SE (380 beds)



- Casa Ruby Youth Shelter, 2822 Georgia Ave NW, (14 beds)
- Nativity Shelter for Women, 6010 Georgia Ave., NW (25 beds)
- Pat Handy Shelter for Women, 810 5th St. NW (213 beds)
- CCNV, 425 2nd St, NW (100 beds)

Minor child: A child, including those by adoption, eighteen (18) years of age or younger.

Naloxone (also known as Narcan): This is a medication approved by the Food and Drug Administration (FDA) to prevent overdose by opioids such as heroin, morphine, and oxycodone. It blocks opioid receptor sites, reversing the toxic effects of the overdose. Naloxone is administered when a patient is showing signs of opioid overdose. The medication can be given by intranasal spray, intramuscular (into the muscle), subcutaneous (under the skin), or intravenous injection.

Out of School Programming: Programs that occur before or after school, in the summer, on the weekends, or during other times when school is not in session. These programs may provide youth with academic support and enrichment, supportive social environments or simply serve as a safe space for youth to spend their out-of-school time.

Performance Measures: A process that systematically evaluates whether your program's efforts are making an impact on the clients you are serving.

Permanent Housing: Program/service that provides affordable housing (typically with a rental subsidy that is not time-limited) to homeless individuals and/or families.

Permanent Supportive Housing: Defined in the HSRA as supportive housing for an unrestricted period of time for individuals who were once homeless and continue to be at imminent risk of becoming homeless, including persons with disabilities as defined in 24 C.F.R. 582.5, for whom self-sufficient living may be unlikely and whose care can be supported through public funds. Likewise, under the CoC Interim Rules, HUD defines PSH as permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Personnel: The staff hired by the service provider to deliver case management and/or associated services in the TPSSY program.

Prevention Services: Those services that assist persons in crisis while creating new resources and service methodologies that reduce the incidence of crisis and prevent an individual or family from becoming homeless. Services typically include financial assistance.

Point in Time (PIT) Count of People Experiencing Homelessness in the District of Columbia: The Community Partnership for the Prevention of Homelessness conducts the annual Point-in-Time (PIT) Count for the District of Columbia. The PIT Count provides a "snapshot" of the number and demographic characteristics of adults and children who were experiencing homelessness in the District on that day. TCP has conducted the count, a requirement for all jurisdictions receiving Federal homeless assistance funding, on behalf of the District of Columbia since 2001. This single-day enumeration of the homeless services continuum of care gives TCP and our partners in District Government an opportunity to identify gaps in the current portfolio of services and informs future program planning with special consideration to Homeward DC, the local strategic plan to end homelessness.

Pre-Exposure Prophylaxis (PrEP): Is the use of HIV-anti medication that keeps HIV negative clients from becoming infected. The pill, Truvada contains two medicines (tenofovir and emtricitabine) that are also used to treat HIV. If one is exposed to HIV through sexual contact or injection drug use, the medicine can work to keep the virus from establishing a permanent infection.



Program Rules: The set of provider rules, client rights, and complaint and appeal procedures, proposed by a particular provider for the purpose of governing the behavior and treatment of its clients and approved by the Mayor subject to § 4-754.32.

Progressive Engagement: An approach to service delivery that starts with an understanding of the strengths and resiliencies that each person has, and works to leverage those in promoting housing and life stability. Case management, therefore, starts with a “light-touch” and becomes more involved, intensive and frequent when a program participant demonstrates that without more assistance their tenancy would be in peril. Once the situation has been resolved or new skills have been learned, the intensity and frequency of case management services regresses back to a “light-touch”.

Rapid Re-Housing (RRH): A particular type of housing intervention, which includes time-limited case management assistance, with co-occurring financial assistance as needed. It is intended for an individual with moderate acuity, meaning they have a number of medium-level issues in their life or one or two more complex issues. After becoming connected with community supports and mainstream services, it is expected that the individual will stabilize in housing and no longer require case management or financial assistance through the homeless service provider.

Re-certification: Refers to the process of a client being assessed for additional services to include financial assistance (rental and utilities) and case management services for an additional three months.

Rental Assistance: Financial and programmatic supports that enable individuals to obtain and maintain affordable housing. Such assistance can include, but is not necessarily limited to, time-limited assistance with security deposits and/or a subsidized portion of monthly rental costs, in accordance with the District’s Rent Reasonableness standards.

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

Restorative Justice: Restorative Justice is a theory of justice that emphasizes repairing the harm caused by crime and conflict. It places decisions in the hands of those who have been most affected by a wrongdoing, and gives equal concern to the victim, the offender, and the surrounding community.

Safe Environment: Defined as either: 1) a physical location that protects clients and staff from physical harm from abuse, assault, threat, exhaustion, or the elements; or 2) a psychological/emotional “space” where homeless persons are entitled to speak, to be respected, to tell their story, to ask for help, and to be heard.

Secure Environment: Defined as a physical location where multiple interdependent measures are taken to (a) prevent unauthorized access; (b) protect clients, personnel, and property from damage and/or harm; (c) trigger an appropriate incident response when unauthorized access or harmful behavior occurs.

Self-sufficiency: A functional and economic state based on the provision of services that result in less dependency on governmental support systems while at the same time, maintaining permanent housing and employment.

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

Severe Weather Conditions: Refers to outdoor weather conditions whenever the actual or forecasted temperature, including the wind chill factor or heat index, falls below 32 degrees Fahrenheit or rises above 95 degrees Fahrenheit.



Sexually Transmitted Infection (STI): An infection that is transferred from one person to another through genital, oral, and/or anal contact. Examples of STIs include: HIV, hepatitis C, hepatitis B, gonorrhea, chlamydia, and syphilis.

Shelter Diversion: Diversion services are used to prevent homelessness for people seeking to avoid entering into shelter by helping them identify immediate alternative housing arrangements and, if necessary, connect them with services or financial assistance to help them return to permanent housing.

Short-Term: For the purposes of this grant, short-term is defined as programming occurring between 4-6 months.

SSI: The Supplemental Security Income for the Aged, Blind, and Disabled cash assistance program authorized by Title XVI of the Social Security Act of 1935, as amended (42 U.S.C. §§ 1381 to 1383f).

SSI/SSDI Outreach, Access, and Recovery (SOAR): The SOAR program increases access to Social Security disability benefits for people with behavioral health issues experiencing or at risk of homelessness.

SOAR Methodology: A coordinated approach intended to increase access to SSI and SSDI benefits, shorten the SSI/SSDI benefit application timeline, and increase the approval rate of SSI/SSDI benefit applications. This methodology features the following components:

- 1) Experienced case managers trained to document disability and submit complete, high-quality applications using the SOAR methodology;
- 2) Collaborative relationships with the local Social Security Administration (SSA) field offices and Disability Determination Services (DDS) personnel;
- 3) Coordination with referral sources, and community partners to identify potential candidates through team meetings, outreaches, and referrals;
- 4) Assessments of individuals who have potential eligibility for SSI/SSDI and, if necessary, document rejection reason(s);
- 5) Case managers serving as the client's appointed representative (i.e. standing in for the Applicant, responding to questions, receiving copies of all mail sent to the Applicant, and communicating back and forth with SSA and DDS) for the purpose of applying for SSI/SSDI and complete SSI/SSDI applications on behalf of the client;
- 6) Case managers collecting medical records from providers who have treated the client;
- 7) Case managers writing a comprehensive SOAR Medical Summary Report (including psychosocial, treatment, and functional information that is co-signed, if possible, by a physician or psychologist who has seen the client);
- 8) Coordinating case management services, engaging with the client throughout the process, and link client to support services addressing service needs related to issues (e.g., physical/behavioral health, alcohol/drug use, domestic violence, sexual abuse, lack of income, lack of family support etc.);
- 9) Utilizing the SOAR Online Tracking Application to track and report application outcomes, including number of SOAR applications initiated and completed, number of approvals/denials, and time between SOAR application to decision by stage (initial application, reconsideration, Administrative Law Judge) etc.; and
- 10) Active participation in the District's SOAR working group.



Street Outreach: Refers to the act of engaging individuals living on the street or in locations not fit for human habitation (“unsheltered individuals”) through the appropriate level of outreach (based on individual needs) to facilitate connections to housing systems, homeless services, public benefits, physical and behavioral health care, harm reduction interventions, and other mainstream resources to increase the health, safety, and quality of life of unsheltered individuals.

Sub-contractor: A subcontractor is a person who is hired by a general contractor (or prime contractor, or main contractor) to perform a specific task as part of the overall project and is normally paid for services provided to the project by the originating general contractor.

Supportive Housing: Transitional housing and permanent supportive housing.

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

Suspension: Defined by the HSRA § 4-754.35, suspension of services can occur if a client fails or refuses to comply with the provider's Program Rules and the client responsibilities, or engages in any of the behaviors listed in § 4-754.36(2), the provider may suspend services to the client for an appropriate period of time in light of the severity of the act or acts leading to the suspension, but in no case for any period longer than 30 days.

Synthetic cannabinoids: A mixture of herbs, spices or shredded plant material, often referred to as “K2,” or “Spice,” that is typically sprayed with synthetic compounds known as cannabinoids that are chemically similar to THC, the psychoactive ingredient in marijuana. Because of this similarity, synthetic cannabinoids are sometimes misleadingly called "synthetic marijuana" (or "fake weed"), and they are often marketed as safe, legal alternatives to that drug. In fact, they are not safe and may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, more dangerous or even life-threatening. Because the chemical composition of many synthetic cannabinoid products is unknown and may change from batch to batch, these products are likely to contain substances that cause dramatically different and potentially life-threatening effects than the user might expect.



Target Population: Individuals residing on the street or in locations not fit for human habitation (“unsheltered individuals”). These individuals may be disconnected from services and resources, may be at high risk for health and safety concerns, may be chronically homeless, and may need additional help navigating the CoC. Street Outreach’s mobile nature is uniquely suited to connect them to housing systems and services, and provide support services needed to increase, health, safety, and quality of life of these individuals.

Targeted Affordable Housing (TAH): Units or subsidies that offer long-term affordability and are dedicated for use by the homeless services system. TAH is not intended to address affordable housing needs in the District more broadly, but is targeted to key populations of individuals and families being served by the homeless services system that do not need ongoing supportive services and that, but for long-term subsidies, could not exit homelessness or would return to homelessness.

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

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

Termination: Defined by the HSRA § 4-754.36, a provider may terminate its delivery of services to a client when the provider documents that it has considered suspending the client in accordance with § 4-754.35 or has made a reasonable effort, in light of the severity of the act or acts leading to the termination, to transfer the client.

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

Transportation: Defined as any mode of transportation used to assist the individual with housing and employment related services, such as Metro SmarTrip fare cards, mileage and/or rideshare.



Trauma Informed Care: Most individuals seeking public behavioral health services and many other public services, such as homeless and domestic violence services, have histories of physical and sexual abuse and other types of trauma-inducing experiences. Trauma-informed organizations, programs, and services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and re-traumatization can be avoided.

Therapeutic Services: services primarily focused on changing the health status of patients over time through direct care, treatment, counseling, or health education information.

Vulnerability Index-Service Prioritization Decision Assistance Tool known as (VI-SPDAT) or (SPDAT): The Vulnerability Index is a tool for identifying and prioritizing the homeless population for housing according to the fragility of their health. The SPDAT is an evidence-informed approach to assessing an individual's or family's acuity. The VI-SPDAT tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person or family's life where support is most likely necessary in order to avoid housing instability. Co-occurring social and medical factors are the primary factors that contribute to homelessness. The VI-SPDAT was created through the merger of the Vulnerability Index, as owned and made popular by Community Solutions, and the SPDAT Pre-screen Tool, which is part of the SPDAT tool suite owned and created by OrgCode Consulting, Inc.

Warm Handoff: A real-time and in-person referral meeting where an initial provider introduces their client to a new provider to facilitate the transition of primary case management. This method provides clients with the assurance that they, the initial provider, and new provider are all part of a team and that their wellbeing is the central focus of the team's efforts. This reinforces positive expectations, good communication, and continuous care.

Welcoming Environment: A bright, positive, and person-centered atmosphere created by the staff through personalized greetings, respectful processes/procedures, furniture arrangements, room configurations, and decorations. All of these things add up to create either a welcoming environment for clients.

Youth: A person who is aged 24 years or younger.



Attachment I – Collaboration Commitment Form

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)

TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH

RFA #JA-FSA-TPSSY-001-22

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. Complete one Collaboration Commitment Form for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization:

Name: _____

Address: _____

Tel & Fax No.: _____

Describe Collaboration: (Use additional blank sheets if needed.)

Four horizontal lines for describing the collaboration.

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s):

Name: _____ Tel.: _____

Signature: _____ Date: _____

Name: _____ Tel.: _____

Signature: _____ Date: _____



Attachment J – Confidentiality and Non-Disclosure Agreement

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)
TRUANCY PREVENTION & SUPPORT SERVICES FOR YOUTH
RFA #JA-FSA-TPSSY-001-22

The District of Columbia (District) Department of Human Services (DHS) Family Services Administration (FSA), hereinafter referred to as the "DHS/FSA" or "Grantor," is accepting applications for Fiscal Year (FY) 2023 to offer a variety of support services for youth and families. These support services are short-term and are expected to last 4-6 months, helping youth and families reach a specific goal/objective or accomplish a given task. For purposes of this Confidentiality and Nondisclosure Agreement, clients of DHS and participating providers or Grantees who will provide services to the target audience referenced in this RFA,

I, _____, am employed by: _____
(Name of organization)

I understand that in the course of my duties pursuant to the DHS Grant Agreement for Truancy Prevention & Support Services for Youth, I may receive or have access to personally identifiable and confidential information (protected information). I further understand that such client protected information is highly sensitive, confidential, and/or otherwise protected from disclosure to the public. I understand that any divulgence of privileged, sensitive, and/or confidential information to unauthorized persons whether intentional or inadvertent may compromise the government and people of the District of Columbia.

Therefore, I agree that unless such actions are authorized by an Agreement and/or District or Federal law, I will not disclose, discuss, or divulge any client protected information that I have received or accessed pursuant to my duties and participation in the District of Columbia Daytime Services for Individuals Experiencing Homelessness Grant. I further agree that I will take all reasonable affirmative steps to protect DC TPSSY Clients' protected information in my possession from unauthorized use or disclosure.

I further agree to immediately notify the appropriate Privacy Point of Contact if I become aware of any unauthorized use, access, or disclosure of DC TPSSY Clients' protected information: contact the DHS Office of Program Review, Monitoring and Investigation (OPRMI) by emailing a description of the incident and circumstances to OPRMI@dc.gov; calling the Unusual Incident Hotline at (202) 673-4464; or, Completing and submitting the online Unusual Incident Form.

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

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

Signature & Title

Date



3.15 Appendix 1: General Terms and Conditions

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

1. Funding for an award is contingent on continued funding from the DHS/FSA grantor or funding source.
2. The RFA does not commit DHS/FSA to make an award.
3. DHS/FSA reserves the right to accept or deny any or all applications, if DHS/FSA determines it is in the best interest of DHS/FSA to do so. DHS/FSA shall notify the applicant if it rejects that applicant's proposal.
4. DHS/FSA may suspend or terminate any RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
5. DHS/FSA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DHS/FSA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DHS/FSA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DHS/FSA may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DHS/FSA may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DHS/FSA shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars 2 CFR 200, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the Grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the Grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (Citywide Grants Manual and Sourcebook).