



DC

DEPARTMENT *of*
HUMAN SERVICES

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

REQUEST FOR APPLICATIONS

Fiscal Year 2025
Youth and Family Support Services
(Short name: YFSS)
RFA #JA-FSA-YFSS-001-25

Announcement Date:	July 26, 2024
RFA Release Date:	July 26, 2024
Pre-application Conference Date:	August 5, 2024
Application Submission Deadline:	August 27, 2024 at 5:00 PM EST.

Government of the District of Columbia
Department of Human Services
64 New York Ave. NE, 6th Fl.
Washington, DC 20002
(202) 671-4200

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) 2025 to offer a variety of support services for youth and families. These support services are short-term and are expected to last generally up to six months, and help youth and families reach a specific goal/objective or accomplish a given task. The support services should focus on the following areas, including but not limited to: life-skills mentoring, tutoring, nutritional services/nutritional education, workforce development (entrepreneurship, computer literacy, coding, etc.), college and vocational readiness, financial literacy, parent/guardian support for both teens and adults, or an equivalent support, specialized clinical groups, out-of-school programming (athletics, art, music, dance, etc.), short-term therapeutic services such as trauma, grief and loss, substance-use reduction, violence and truancy prevention/reduction, specialized event activities that provide exposure, enrichment, and skill development, specialized services for subpopulations such as Hispanic/Latinx, LGBTQ+, etc., support for youth with special needs, youth activity coordination, and youth support groups.

Applicants must be experienced in working with youth at-risk of becoming involved in the juvenile justice system, experiencing chronic school absences, and/or families at-risk of child welfare involvement, and/or youth experiencing housing instability or homelessness, and/or pregnant and parenting youths. All applicants must ensure that all of their services are available in Spanish and have Spanish speaking staff to provide services. The primary target population is youth ten (10) to eighteen (18) years old and their families participating in YSD programs, with a smaller portion of services requested for transitional age youth, eighteen (18) to twenty-four (24) years old. 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. Applicants must have strong ability to conduct outreach and engage frequently with YSD case management staff to obtain client referrals.

Funding Opportunity Title:	Youth and Family Support Services
Funding Opportunity Number:	RFA #JA-FSA-YFSS-001-25
Deadline for Applications:	August 27, 2024 at 5:00 PM EST.
Total Estimated Number of Awards:	Six
Total Estimated Program Award Funding:	Up to \$900,000.00
Award Ceiling:	\$200,000.00
Average Size of Award	\$150,000.00
Award Floor:	\$50,000.00
Period of Performance:	October 1, 2024, through September 30, 2025
Length of Award:	One base year with up to four option years, subject to funding availability
Eligible Applicants:	<input type="checkbox"/> Non-profit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations; <input type="checkbox"/> Faith-based organizations; and



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☐ Private Enterprises;



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

NOTICE
PRE-APPLICATION CONFERENCE

ATTENDANCE IS MANDATORY

Fiscal Year 2025
Youth and Family Support Services
(Short name: YFSS)
RFA #JA-FSA-YFSS-001-25

When: August 5, 2024
Where: Via Teams
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
202-671-4200

Please RSVP to attend the Pre-Application Conference no later than Tuesday August 5, 2024.

RSVP t by filling out the form [Youth and Family Support Services Pre-Bidders Registration](#) . Email Kemmy.antoine@dc.gov if you have any issues with the application registration for the Pre-Bidders Conference. The Teams link to access the online meeting will be emailed to you prior to the Pre-Application Conference.

Prospective Grantees planning to attend the Pre-Bidders Conference must submit a registration form. Once the registration form is received, the registrant will receive a link for the conference.



CHECKLIST FOR APPLICATIONS

Youth and Family Support Services

- ☐ 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, using 12-point type with a minimum of one-inch margins, with all pages numbered. The entire Application must NOT exceed 18 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 Youth and Family Support Services 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 Youth and Family Support Services grant and not the parent agency by using the approved logo, tagline, graphic design, or any other identifiers approved by DHS/FSA for the Youth and Family Support Services grant.
- ☐ Appendix 13: District of Columbia Business License.
- ☐ 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 EST., Eastern Standard Time (EST) by the deadline date of August 27, 2024, to DHS/FSA, c/o Kemmy Antoine, at Kemmy.antoine@dc.gov



Applications accepted at or after 5:00 PM EST. 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 soliciting detailed proposals (also referred to as “applications”) from applicants (or “prospective Grantees”) for Fiscal Year (FY) 2025 to offer a variety of support services for youth and families. These support services are short-term and are expected to last 6-12 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, reduce/prevent truancy, 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 six 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), and RISE, a therapy based program. 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 goals 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 (3) improving youth functioning and behavior in the school, home, and community. All youth in YSD programs have an assigned Case Manager and/or Social Worker and/or a Functional Family Therapist (FFT).

YSD also supports various internal youth groups and activities that includes: Flower Girls (all female), We Are Kings (all male), Newcomers (Latinx immigrants and first-generation American youth), Parent Support Group, and a host of other seasonal activities and skill building events.

YSD’s approach is rooted in evidence-supported and best practices, 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 Youth and Family Support Services covered by this RFA shall be youth ten (10) to eighteen (17) years old, as well as transition age youth up to twenty-four (24) 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 Youth and Family Support Services 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

The source of funds for the grant is the General Fund of the District of Columbia. Funding for grant awards is contingent upon availability to 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 October 1, 2024, through September 30, 2025, 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 Purpose of the Grant

Through this RFA, DHS seeks to procure service providers to provide supportive services to youth from ages 10-24 years who are experiencing extensive juvenile and truancy situations. The primary objective of this project is to assist with helping youth and families reach specific goals/objectives or accomplish a given task.

1.7 Projects and Funds Available

DHS anticipates funding multiple grant awards; DHS does not anticipate exceeding two hundred thousand dollars and zero cents (\$200,000.00) per grant award, with an average grant of one hundred and fifty thousand dollars and zero cents (\$150,000.00).

1.8 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.

1.9 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.

1.10 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, 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.

1.11 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, program operations, and interviews of staff and participants, 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.

1.12 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.

1.13 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.

1.14 Contact Person

For further information, please contact:

Kemmy Antoine,
Family Services Administration (FSA)
Department of Human Services
64 New York Ave. NE, 6th FL
Washington, DC 20002
Kemmy.antoine@dc.gov

1.15 Updates

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 Management Specialist at Kemmy.antoine@dc.gov:

- Name of applicant organization
- Contact person
- Telephone
- E-mail address

1.16 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 at Kemmy.antoine@dc.gov. The Notice of Intent is not mandatory, nor does it provide any specific obligation with regard to the review or award process.

1.17 Pre-Bidders Conference

The Pre-Bidders Conference will be held hosted virtually via Microsoft Teams on **August 5, 2024**, from 2:00 PM to 4:00 PM. Prospective Grantees planning to attend the Pre-Application Conference should RSVP at [Youth and Family Support Services Grant Pre-Bidders Registration or https://app.smartsheet.com/sheets/542C5cXmMJrQ29mxfm8hPHFvqX35wQ83QwR43X51?view=grid](https://app.smartsheet.com/sheets/542C5cXmMJrQ29mxfm8hPHFvqX35wQ83QwR43X51?view=grid)

1.18 Explanation to Prospective Grantees

Applicants are encouraged to e-mail their questions to Kemmy Antoine, at Kemmy.antoine@dc.gov on or before **August 5, 2024, at 4:00 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.



1.19 Deadline for Submitting an Application

The RFA will be issued on **July 26, 2024**. The Pre-Bidders Conference will be held on **August 5, 2024** and the deadline for submissions of all applications is **August 27, 2024, 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. EST on August 27, 2024.**

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 short-term services, for up to 6-12 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 four categories, but are not limited to: life skill coaching, comprehensive out of school programming, short-term therapeutic and restorative justice services and truancy prevention and reduction (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 must have the capabilities of providing the services in Spanish and 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
Life-Skills: Skills and abilities that help promote positive youth development, emotional well-being, pro-social skills, coping mechanisms, and resilience.	<ul style="list-style-type: none"> • Mentoring • Financial Literacy • Nutritional Education/Cooking Classes • Support Groups <ul style="list-style-type: none"> ○ LGBTQ+ Group (For Youth & Families) ○ Hispanic/Latinx Services ○ Parental/Guardian Support Group for Teens & Adults • Health & Wellness including Sexual Health • Workforce Development <ul style="list-style-type: none"> ○ Entrepreneurship ○ Computer Literacy



	<ul style="list-style-type: none"> ○ Coding ○ Cosmetology ○ Culinary Arts ○ Food Handling ● College & Vocational Readiness for High School Juniors & Seniors <ul style="list-style-type: none"> ○ Scholarship Resource Navigation ○ College Entrance Exams and Prep ○ College Applications and Financial Aid ○ Vocational School Applications ○ Community Service Opportunities
<p>Comprehensive Out of School Enrichment- Programs that occur before or after school hours, 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.</p>	<ul style="list-style-type: none"> ● Tutoring & Academic Support ● Science, Technology, Engineering, Art and Math (STEAM) ● Cultural & Educational Activities ● Special Events & Activities (pro-social, recreational, educational, and/or skill-building), developed in collaboration with DHS team.
<p>Short-Term Therapeutic Services and Restorative Justice- services primarily focused on enhancing the health/behavioral status of youth over time through treatment, counseling, or health education. Restorative Justice is a form or rehabilitation of offenders through reconciliation with victims and the community at large.</p>	<ul style="list-style-type: none"> ● Grief & Loss ● Anger Management ● Substance-Use/Abuse Education & Harm Reduction Services ● Individual or Group Counseling Support <ul style="list-style-type: none"> ○ Grief and Loss ○ Trauma and Resilience ○ Anger Management ● Mediation & Restorative Justice ● Gender-Specific Groups (educational, affirmation, and reflections) ● Mind-Body Connections - Yoga, breathwork, sounds baths, etc.
<p>Truancy Prevention and Reduction- services that are focused on reducing school absenteeism by addressing academic, school, personal, and family-related factors.</p>	<ul style="list-style-type: none"> ● Tutoring ● Emergency Assistance (food, clothing, laundry, etc.) ● Nutritional Education and Physical Activities ● Transportation Assistance ● Incentives to Increase School Attendance ● Special Events & Activities (pro-social, recreational, educational, and/or skill-



	building) developed in collaboration with DHS team
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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) to refine the service delivery model to ensure effective coordination with services provided.

2.2 DHS Responsibilities

DHS shall be responsible for the following in supporting grantees to fulfill the requirements of this solicitation:

- A) Execute the Grantee selection and award process.
- B) Host kick-off meeting with the Grantee to review requirements, answer questions, and ensure common expectations for moving ahead.
- C) Assign a Grant Administrator and Program Manager, who shall be the financial and programmatic liaisons for Grantees during the term of this grant agreement.
- D) Provide Grantees with written policies, standards, and best practices that shall guide the provision of services and performances expectations.
- E) Provide oversight of Grantee compliance and performance, meeting regularly with Grantee Program Managers to review performances, discuss opportunities for improvement, and provide technical assistance support as needed.
- F) Provide technical assistance to grantees to help ensure grant requirements are met and program operate with a high level of quality and are responsive to youth needs.
- G) 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.
- H) Disburse funds to the Grantee(s).
- I) Provide input and approve the staffing plan/structure and all deliverables proposed for the grant.

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. Quickbase Data Entry

Grantees must ensure that it accepts and utilizes referrals throughout the grant period through the Quickbase system. The grantee must enter notes in Quickbase of services provided to each youth

B. Staffing & Professional Development

Grantees must 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.

C. Perform Outreach

Grantees must coordinate and perform direct outreach activities including calls, home visits, and texts messages as well as partner with DHS case managers to engage youth that have been referred to the Grantees for services.

D. Provide Bi-Lingual Services

Grantees must be able to provide all services in Spanish.

2.4 A. General Requirements

Grantees shall, at minimum:

- Have the capacity to offer one or more support services that shall last generally up to six 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 and if tailored services and programs are required.
- 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.
- Offer services in Spanish for youth who need the required language assistance.
- 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 participation in services, if applicable, Prior to the program's official start of services, DHS shall review and approve the documentations provided.
- 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 culture, reinforce positive cultural practices, and acknowledge and build upon ethnic, socio-cultural and linguistic strengths.



Grantees 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, Grant Administrator and Program 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., 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 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/specifics. Case conferences include, but are limited to phone calls, virtual meetings, or in-person meetings.

Contact DHS Case Manager 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 include, but are not limited to, phone calls, emails, text messages, mailed letters.
- Make efforts to achieve face-to-face contact with a youth within 5 business days of receiving the referral.
- Reach out to YSD staff and YSD supervisors 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, 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.
- Reach out to the YSD Case Manager, 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 five (5) business days.
- Notify the YSD Case Manager, assigned supervisor, Program Manager 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.



- 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, Program Manager and YSD Grant Administrator if a youth is not compliant with services.

- Notify the YSD Case Manager, assigned supervisor, Program Manager 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, Program Manager and YSD Grant Administrator if there are any changes to services such as staff changes, availability, or interruption in services.

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

2.5 Continuity of Operations Plan

The Grantee shall submit a Continuity of Operations (COOP) plan annually or upon request to DHS for approval. The Grantee shall ensure the COOP plan is updated annually or as needed to account for operational or staffing changes. All updates or changes to the COOP plan shall be submitted to the Grant Administrator for approval.

The COOP plan shall have established policies and guidance to ensure essential functions of the program continued in the event of man-made, natural, or technological emergency disruption or the threat of disruption to normal operations.

The COOP plan shall detail at a minimum: organizational chart; staffing plan listing essential staff, including their contact information and backup contact information; sub-contractors; necessary supplies; identify and rank critical mission function; identify chains or delegation of authority and how decisions will be made; list external resources necessary to accomplish the above critical functions; list necessary supplies to shelter in place for five (5) days for staff and residents; identify back-up locations or plans for serving clients if location is closed; identify critical records, hard and electronic copies, such as: payroll, insurance, legal, personnel files, lease agreements, accounts payable, identify computer inventory, software, and technology needs to accomplish, alternate facilities (if applicable), logistical support services, infrastructure systems with contact information, e.g.: water, electrical power, heating, and air conditioning to ensure the continued operations of services contracted.

2.6 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 youth 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 youth 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 youth. 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 Youth and Family Support Services Grant. Each volunteer must also sign a confidentiality agreement prior to participation in a grant program covered by this RFA.

2.7 Grantee Reporting Requirements

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

Grantee(s) must comply with the required monthly 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 youth 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's goals, as outlined in their service plan.
- Progress towards achieving YSD key goals per youth – no juvenile justice involvement, improved school attendance, and improved behavioral functioning. Grantees will be subject to track and report quarterly on the Key Performance Indicators as they are measured by the Youth Services Division. These KPI's are aligned with the goals stated above.
- 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 are currently receiving services
- Number and percentage of youth who complete the program as well as those who exited without completing
- Number and percentage of youth with improved competence(s) in one or more of the following areas— CAFAS score, attendance, and juvenile justice involvement

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 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	High level summary highlighting the overall services + projects completed related to this grant. The Monthly Narrative should include: <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.

2.8 Deliverables

Grantee(s) are expected to complete and submit to the Grant Administrator the deliverables listed below, in the quantity, formats, and corresponding deadlines. A final list of deliverables will be included in the grant agreement once awarded.

Table 3. Deliverables



No.	Deliverable	Frequency	Format / Method of Delivery	Due Date
1	Staffing Plan	Quarterly	Written Report (electronic)	45 days post award; to be renewed annually
2	Staff Training Plan (see required trainings on page 11)	Annual	Written Report (electronic)	45 days post award; to be renewed annually
3	MOUs and or Agreements with partner organizations (if applicable)	Annual	PDF Copies	30 days prior to the start of services
4	Budget Narrative	Annual	Written Report (electronic)	45 days post award; to be renewed annually
5	Work Plan	Annual	Written	45 days post award; to be renewed annually
6	Invoices	Monthly	Electronic	By the 10 th of the next month
7	Staff Background Check Clearances	Annual	Written Report (electronic)	Prior to Hiring Staff
8	Monthly Progress Report	Monthly	Electronic	By the 10 th of the next month
9	Unusual Incident Report	Within 24 hours of occurrence	Electronic	Within 24 hours
10	Quickbase Data Entry	Within 48 hours of client contact	Electronic	Within 48 hours of client contact
8	Program Rules	Annual	Written Report (electronic)	45 days post award; to be renewed annually
9	Emergency Preparedness Plan	Annual	Written	45 days post award; to be renewed annually
10	Emergency Back Up Location	Annual	Written	45 days post award; to be renewed annually



11	Outreach Plan	Annual	Written Report (electronic)	45 days post award; to be renewed annually
12	Continuity of Operations Plan	Once	Written (Electronic)	45 days post award; to be renewed annually
13	Quality Assurance Plan	Annual	Written Report (electronic)	45 days post award; to be renewed annually
14	Close Out Report	Annual	Written Report (electronic)	30 days after award period of performance expired

2.9 Staffing Requirements

A. Staffing Structure

The key personnel specified in the RFA are considered to be essential to the work being performed hereunder.

Grantees shall ensure qualified professional staff is available to provide training, technical assistance, financial management, quality assurance, oversight, and monitoring for all provided services. At a minimum, the Provider's key personnel shall include:

Program Manager/Director: The Program Manager must have at a minimum, a Bachelor degree in the Human Services, Health Care, or Social Work field, or be a Licensed Clinical Social worker (LCSW) or a Licensed Professional Counselor (LPC) in DC or have the required experience or relatable qualifications. They must have professional knowledge of the theories, principles, techniques, and practices of social service delivery systems. They must have a minimum of two (2) years professional supervisory and/or managerial experience in the human services and/or social service delivery systems. They must have a minimum of four (4) years of professional experience working with youth or young adults. This person will be responsible for day-to-day program operations, outreach, staff supervision, management, liaison with organizational executive leadership and DHS, and quality assurance for Quickbase data compliance.

Bi-lingual Specialist: All Bi-lingual Specialist must meet minimum qualification standards. The minimum qualification for Bi-Lingual Specialists is a High School Diploma and 5 years of experience working with the target population in a residential or community setting. Knowledge of Spanish verbal and written and ability to converse and translate information in Spanish written and verbally.

Grantee(s) shall employ staff to meet the specifications of the Youth and Family Support Service program and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. All professional staff shall maintain appropriate credentials.



Grantee(s) shall maintain complete written job descriptions covering all positions funded through the grant, which must be available upon 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 the Youth and Family Support Service program, the Grantee(s) shall obtain written documentation of work experience and personal references.

If volunteers or interns are used on this project, Grantee(s) shall maintain a personnel file for each volunteer that shall contain documentation of the volunteer's home address and email address or phone number, professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which contribute toward the success of this project. All volunteers and interns whether directly hired by the grantee or placed by a third-party entity must have completed the required DHS background checks.

Grantee(s) shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project. Grantees are expected to make every effort possible to be fully staffed within 30 days of grant award.

Grantees shall provide the Department with the names and resumes for all paid personnel, including subcontractors, who will have responsibility for performing work under this grant. Grantees shall maintain documentation that the personnel possess adequate qualifications, certifications, and training to perform the duties to which personnel is assigned and hold current licenses and/or certification, as applicable.

Following approval of the Staffing Plan by DHS, the Grantee shall submit any changes in staffing patterns in advance and in writing to the Grant Administrator (GA) for approval. Staffing patterns includes the number and types, or categories of staff assigned to carry out functions of this Scope of Work (SOW). A change in staffing patterns includes, but is not limited to, organization restructuring, key personnel turnover, or staff augmentation. Upon request, the Provider shall submit to the GA a monthly schedule that contains all positions required under this SOW with the names of the staff members who are filling the positions per shift for the month.

The Grantee shall also notify DHS in writing within 24 hours of key personnel termination or receipt of resignation. The Grantee shall submit a service delivery coverage plan within 72 hours following key personnel separation along with an anticipated date of replacement and make every attempt possible to fill vacant key personnel positions within 60 days of vacancy.

The Grantee shall submit a service delivery coverage plan within 72 hours of awareness departure or pending departure of key personnel with anticipated date of replacement. The plan shall designate a point of contact for coverage of duties of departing person.

The Grantee shall be required to develop and submit a plan to the GA with organizational structure, organizational charts, position descriptions, and staffing qualifications.

The District reserves the right to demand a change in or removal of any staff provided by the Grantee or the sub-grantees based on unsatisfactory performance at no additional cost to the District.

B. Staff Suitability Screening



The prospective grantee shall ensure that all their staff and all volunteers have the appropriate clearances and background checks.

The DHS policy on Suitability Screening (Attachment N) outlines the requirements for employment suitability screening for contracted providers and sub-prospective grantees serving clients (hereinafter “Service Providers”) of the District of Columbia (“District” or “DC”) Department of Human Services (DHS) Family Service Administration (FSA). This policy covers:

- The different types of staff positions,
- General suitability screening,
- Requirements for drug screening and,
- Requirements for criminal background screening

The Suitability Screening for Services Providers Employees & Volunteers Serving Clients of the DC Department of Human Services policy applies to all Service Provider full-time and part-time staff (including Services Provider employees and contracted staff, volunteers, interns, sub-prospective grantees, and subcontractors). Service Providers must ensure all required checks are conducted before submitting clearance packages to the appropriate DHS Grant Management Specialist (hereafter referred to as GA) for approval.

Service Providers include any entity funded by FSA. This policy applies to all Service Provider regardless of the type of award, including but not limited to contracts (including Human Care Agreements) and grants.

C. Staff Recordkeeping

The Grantee shall provide and maintain staff documents in a locked file with access by senior management staff and DHS monitors.

The Grantee shall maintain a written job description for each position funded through the grant that must be included in the grantee’s files and be available for inspection on request by the GA. The job description shall include:

- Education, experience, and/or licensing/certification criteria,
- A description of duties and responsibilities,
- Hours of work, and
- Performance evaluation criteria.

The Grantee shall maintain an individual personnel file for employee working under the grant which will contain:

- The application for employment,
- Professional and personal references,
- Applicable credentials/certifications,
- Personnel actions including time records,
- Pre-employment Background Checks documentation to include (based on Suitability Screening):
 - Federal Bureau of Investigation (FBI) Background Clearance
 - Metropolitan Police Department (MPA) Background Clearance
 - State of Residency Background Clearance (if applicable)
 - Child Protection and Sex Offender Registry Checks



- Drug and Alcohol Screenings
- Documentation of all training history,
- Documentation of a current Tuberculosis Test,
- An annual evaluation for the current or preceding year,
- Notation of any allegations of professional or other misconduct,
 - The grantee's action with respect to these allegations, and
 - The date and reason for the grantee's actions if staff member is terminated.

The Grantee shall provide and maintain staff documents in a locked file with access by senior management staff and DHS monitors. The Grantee shall make available all personnel materials to the GA upon request.

D. Staff Training Requirements

The Grantee shall provide orientation session for each staff member and volunteer covering administrative procedures, programs goals, and policies and practices to be adhered to under this award.

Grantee shall ensure that all staff funded by the award completes the following DHS required trainings:

E. 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
- Motivational Interviewing and Ethics
- QuickBase Database System.
- Unusual Incident Reporting
- Crisis Intervention
- Conflict Resolution: A Non-violence Approach
- Sexual Harassment

2.10 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 Cultural Competency

In applying for this Grant, prospective Grantee(s) shall demonstrate their understanding and experience with working with youths and their families along with individuals from various backgrounds, cultures, racial and economic differences. It is important that the Grantee articulate a plan to administer culturally competent and culturally sensitive services for youth and their families including LGBTQ+ individuals.

3.2 Grant Management and Administrator

Grantees under this RFA shall:

- 1) Participate freely with the Grant Administrator, providing information as requested.
- 2) Develop a Quality Assurance Plan designed 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 resident's service plan.
- 3) Provide data monthly to DHS/FSA in accordance with the reporting requirements included in the Grant Agreement.
- 4) Provide data in accordance with the reporting requirements detailed in Section 2.7 in a manner conducive to detailed independent verification. All reporting requirements shall be carried out in accordance with the DHS/FSA's policies and procedures and report templates, including any subsequent amendments. The Grantee(s) shall comply with relevant privacy and confidentiality standards, HIPAA, and any electronic formatting specifications.
- 5) Prepare documentation and participate in an Annual Performance Evaluation and Audit.
- 6) Attend meetings to obtain updates from DHS, participate in continuous improvement discussions, and provide or explain additional information regarding reports submitted. The Grantee(s) shall be required to send appropriate management staff to attend such meetings as required by DHS/FSA.
- 7) Obtain approval from DHS/FSA for any informational materials prior to printing to ensure that appropriate citations are included, and the focus of the materials meet the public information and education needs for which they are designed to address. Where appropriate, Grantee(s) must translate its program information into the languages of the target populations that it serves or, at a minimum, into the four of the six languages required by the Language Access Act. These languages include Amharic, Chinese, French, Korean, Spanish, and Vietnamese.



- 8) Provide information such as positive outcome stories, information about special events, issues/concerns, etc., to the DHS/FSA Grant Administrator, as needed or upon request.
- 9) 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 Grantee(s) shall ensure the delivery of services are free from discrimination 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. In addition, Grantee(s) shall ensure the delivery of services is free from workplace sexual harassment of residents and staff. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions

3.3 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.



3.4 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.

- A. **GENERAL REQUIREMENTS.** The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Administrator (GA) giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the GA.

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

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

B. **INSURANCE REQUIREMENTS**

1. Commercial General Liability Insurance ("CGL") - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries a CGL policy,



written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or it's equivalent) to The Government of the District of Columbia
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
- e) Defense costs shall be in addition to and not erode the limits of liability

2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Grantee shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia



- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Defense costs shall be in addition to and not erode the limits of liability
- e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent)

3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to the GA of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

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

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
 - b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
 - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
4. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Grantee on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.



5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the GA of commercial umbrella or excess liability insurance with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.
7. Sexual/Physical Abuse & Molestation - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So called “silent” coverage or “shared” limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the ORM for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Grantee for work under this agreement shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Grantee. In either instance, the Grantee must provide



proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

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

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

F. LIABILITY. These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this grant.

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

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

I. NOTIFICATION. The Grantee shall ensure that all policies provide that the GA shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no longer complying with the above requirements. The Grantee shall provide the GA with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the GA with an updated Certificate of Insurance should its insurance coverages renew during the grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Grantee at least 30 days' notice of the change. Grantee must comply, at your expense, and deliver to the GA evidence of compliance before the change becomes effective.

J. CERTIFICATES OF INSURANCE. The Grantee must send to GA, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the



insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding grant number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

**And mailed to the attention of:
(Kemmy Antoine/Department of Human Services)
(64 New York Avenue, 6th Floor)
(202-213-3117)
(Kemmy.antoine@dc.gov)**

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

- K. **DISCLOSURE OF INFORMATION.** The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this grant.
- L. **CARRIER RATINGS.** All Grantee's and its subcontractors' insurance required in connection with this grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. **WARRANTIES.** When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). GA should collect, review for accuracy, and maintain all warranties for goods and services.

3.5 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.

3.6 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.

3.7 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.

3.8 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.

3.9 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 YFSS 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.



3.10 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.

3.11 Evaluation

Grantee(s) shall describe the plan that will be used to evaluate the effectiveness of the YFSS 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 YFSS program parameters are being met.

3.12 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.

3.13 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.

3.14 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.

3.15 Award Process

DHS/FSA will make the funds available through a competitive process to identify organizations interested in offering and administering the Youth and Family Support Services. 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 Youth and Family Support Service, (See Table 1. Support services categories, p.5) a separate narrative must be submitted for each Youth and Family Support Service (to include specific experience, staffing model, service model, and budget proposal). Applicants must state their preference for serving one or two of the Youth and Family 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 18 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 2 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 15 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 the 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 a detailed 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.
 - Please provide a special events calendar for each season of at least one youth special event for YSD clients to participate in. It is vital that you offer the youth the experience of exploring outside and special event activities that enrich their opportunities. Special Events should be available for (Fall, Spring and Summer).

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 Youth and Family Support Service 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, meeting, 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.
- Special Events:** Include a budget for three small events each year for cultural enrichment activities.
- 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 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. Code § 2-222.01 et seq.

1. Unless otherwise provided by law, nonprofit organizations shall be compensated for indirect costs incurred in the provision of goods or performance of services under this Grant pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to be compensated for indirect costs:
 - (1) As calculated using a de minimis rate of 10% of all direct costs under this Grant;
 - (2) By negotiating a new percentage indirect cost rate with the D.C. Department of Human Services (DHS);
 - (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however nonprofit organizations may request to renegotiate indirect cost rates pursuant to subsection (c) of this section; or
 - (4) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant. D.C. Official Code §2-222.02(a).
2. If this Grant is funded with federal funding or by a federal agency, indirect costs shall be compensated consistent with the requirements for pass-through entities in 2 C.F.R. § 332(a)(4), or any successor regulations. D.C. Official Code §2-222.02(b).



3. The Grantee shall pay indirect costs to any nonprofit organization or subgrantee at the same rate as the nonprofit organization would receive as a grantee with the District. D.C. Official Code §2-222.02(c).

4.8 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.

4.9 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 of 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 (if applicable).



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 services and a work/project plan that demonstrates timely implementation. All proposed services must be linked to the projected impact and objective of the services and must be consistent with the Organization's Goals and Objectives and Program Scope. The Program Design must specifically address how the services offered will impact the life-skills of the youth and in extension their families.
 - The program design must detail the plan to establish, execute, and maintain a detailed outreach plan in order to obtain referrals, YSD staff support and youth and family support. The program design must detail and demonstrate how the applicant will meet, execute, and manage the following objectives.
 - Create a 6-12-month program in the area of life-skills coaching, comprehensive out of school programming, short-term therapeutic services and restorative justice services and truancy prevention and reduction (**See Table 1**).
 - Monitor client's progress towards Individualized goals. 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.
 - Serve, and/or address the needs of various subpopulations (e.g. LGBTQ+, youth and families who have immigrated to the US, 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 support services, life-skill programming for the target population. Additionally, the applicant must detail and demonstrate its knowledge, experience and expertise, in providing support, truancy, and life-skill services for youth and by extension their families. Application should demonstrate at minimum:
 - 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, bi-lingual capabilities 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
 - Detail ability to provide support services in Spanish.
 - 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. The Applicant must identify the qualification of key youth program staff, as well as the leadership team. The applicant must demonstrate an ability to provide quality case management, and program oversight, as well as quality assurance. 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: Overall Feasibility of the Project (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 EST. on August 27, 2024. All applications will be recorded upon receipt. Applications received after 5:00 PM EST. on August 27, 2024 will not be considered for funding. Supplements, deletions, or changes to the application will not be accepted after submission.

6.2 Location to Submit Application

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

Contact Person: Kemmy Antoine, at 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 K Suitability Screening for Service Provider Employees and Volunteers



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

YOUTH AND FAMILY SUPPORT SERVICES

RFA # JA-FSA-YFSS-001-25

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

4. Typed Name and Title of Authorized Representative

5. Signature

3. Federal Tax Identification No.

6. Date



Attachment C - Assurances

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

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

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.



DC

DEPARTMENT of
HUMAN SERVICES

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)**

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

If your organization is submitting an application for more than one Youth Support and Family 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 submitted in response to the Request for Applications for Youth and Family Support Services

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 EST.



Attachment E – Work Plan

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

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

Note: Begin proposed work plan at award date

If your organization is submitting an application for more than one Youth and Family Support Service, 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:												
1.												

[illegible]



Attachment F – Staffing Plan

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

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

If your organization is submitting an application for more than one Youth and Family Support Service, please be sure to submit a Staffing Plan for each service.

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director's Signature

Date

**DC**DEPARTMENT of
HUMAN SERVICES**Attachment G - Budget**

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION (FSA)
YOUTH AND FAMILY SUPPORT SERVICES
RFA #JA-FSA-YFSS-001-25**

Below is an example of a high-level budget. 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 Youth and Family Support Service, 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)**

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

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.

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.

Caseload: Can refer to the number of active program participants the YFSS 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 YFSS clients for each Case Manager employed by the YFSS 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).

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.

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.

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 YFSS 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 YFSS 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.

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 YFSS program.

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.

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.

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

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.

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

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”.

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.

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.



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.

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.

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)**

YOUTH AND FAMILY SUPPORT SERVICES

RFA #JA-FSA-YFSS-001-25

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.)

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)
YOUTH AND FAMILY SUPPORT SERVICES
RFA #JA-FSA-YFSS-001-25

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) 2025 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 Youth and Family Support Services, 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 YFSS 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 YFSS 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 YFSS clients’ protected information for fraudulent purposes.

Signature & Title

Date



3.16 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).



Government of the District of Columbia
Department of Human Services

FAMILY SERVICES ADMINISTRATION

POLICY TITLE			
Suitability Screening for Service Provider Employees & Volunteers Serving Clients of the DC Department of Human Services			
GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF HUMAN SERVICES	APPROVED BY:	Rachel Pierre	REVISION HISTORY:
	DATE:	1/26/24	
	EFFECTIVE DATE:	1/29/24	

1. Policy

This policy outlines the requirements for employment suitability screening for contracted providers and sub-grantees serving clients (hereinafter “Service Providers”) of the District of Columbia (“District” or “DC”) Department of Human Services (DHS) Family Services Administration (FSA). This policy covers:

- ☐ The different types of staff positions,
- ☐ General suitability screening,
- ☐ Requirements for drug screening and,
- ☐ Requirements for criminal background screening.

This policy applies to all Service Provider full-time and part-time staff (including Service Provider employees and contracted staff, volunteers, interns, sub-grantees and subcontractors). Service Providers must ensure all required checks are conducted before submitting clearance packages to the appropriate DHS Contract Liaison Specialist or Grant Administrator (hereafter referred to as CLS/GA) for approval.

Service Providers include any entity funded by FSA. This policy applies to all Service Providers regardless of the type of award, including but not limited to contracts (including Human Care Agreements) and grants.

FSA reserves the right to revise this policy at any time.

2. Background

All Service Provider staff, volunteers, subcontractors, sub-grantees, interns, and any other individuals tasked with implementing the Service Provider’s scope of work with FSA clients must exercise good judgment, discretion, and a high level of professionalism. The FSA client population consists of adults, children, youth, and families, who may possess varying degrees of vulnerability. Service Provider staff and unsupervised



implementing the Service Provider's scope of work with FSA clients must exercise good judgment, discretion, and a high level of professionalism. The FSA client population consists of adults, children, youth, and families, who may possess varying degrees of vulnerability. Service Provider staff and unsupervise



volunteers who provide case management or other services that require direct contact with clients must possess good character, stability, discretion, empathy, and sensitivity. The overarching goal of this policy is to ensure the greatest degree possible of the safety of FSA clients and that FSA clients are served by committed professionals who meet rigorous standards while also recognizing the authority Service Providers have in making their own hiring decisions.

FSA recognizes that racial and socio-economic factors have contributed to the disproportionate impact of the criminal justice system on certain individuals. Further, individuals with criminal records experience limits in their access to employment, housing, and educational opportunities. FSA supports initiatives to provide second chances to individuals and families, especially when their “debt to society” is paid. This policy is not intended to add hurdles to individuals’ community reentry, but to define the exercise of due diligence required in identifying and mitigating risks necessary to ensure FSA clients receive services in a safe and secure environment.

4. Definitions

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

Agreement: Any contract, grant, or human care agreement entered between a Service Provider and DHS for the provision of services.

Child: An individual twelve (12) years of age and under.

Client: An individual or household seeking, receiving, or eligible for Continuum of Care services covered by the Homeless Services Reform Act of 2005, as amended, D.C. Official Code §§ 4-751.01, *et seq.* (HSRA).

Contract Liaison Specialist (CLS): The individual authorized by the Contracting Officer (CO) to perform all actions necessary to verify whether services conform to the quality and other requirements of a contract. Also, referenced as Contract Administrator.

Contracting Officer (CO): The official authorized to bind the District contractually through a Human Care Agreement (HCA) or contract and all documents relating to the contract.

Clearance Package: The required background clearance material submitted by the Service Provider to the CLS/GA.

Criminal Background Check: The investigation of an individual’s criminal history through the record systems of the Federal Bureau of Investigation (FBI) and the District of Columbia Metropolitan Police Department (MPD). Other agencies may be involved as appropriate.

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

Grant Administrator (GA): One authorized by the terms of the grant agreement to perform all actions necessary to verify whether services conform to the quality and other requirements of a grant agreement.



Protection Sensitive Positions: Positions that are not safety-sensitive positions, but that include duties or responsibilities that involve caring for children, youth, or vulnerable Adults.

Security Sensitive Position: Positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Service Provider: The entity selected by the District to provide services and perform activities set forth in a Contract or Grant agreement.

Service Provider Staff: All employees, interns, work-study hires, and volunteers, in any full-time, part-time, temporary, or seasonal position. This definition applies to the listed categories for contractors and subcontractors.

Volunteer: An individual who works without any monetary or any other financial compensation.

Vulnerable Adult: One who is eighteen (18) years of age or older and has a physical or mental condition that impairs one's ability to provide for one's own care or protection.

Youth: An individual between thirteen (13) and seventeen (17) years of age.

5. Authority

This policy is consistent with the mission of FSA and with all applicable federal and District of Columbia laws and regulations, including, but not limited to, the following:

Item	Document Type	Title	Date
1	D.C. Law	Criminal Background Checks for the Protection of Children Act of 2004; D.C. Law 15-353; D.C. Official Code § 4-1501.01, <i>et seq.</i> , as amended.	April 13, 2005
2	D.C. Regulations	Criminal Background and Traffic Records Checks for District Government Contractors that Provide Direct Services to Children or Youth, 27 DCMR Chapter 5	May 1, 2009
3	D.C. Law	Fair Criminal Record Screening Amendment Act of 2014; D.C. Law 20-152; D.C. Official Code §§ 32-1341 - 32-1346.	December 17, 2014
4	Mayor's Order	Updated District Government Sexual Harassment Policy, Guidance and Procedures; Mayor's Order 2023-131	October 31, 2023
5	D.C. Law	Homeless Services Reform Act of 2005; D.C. Law 16-35; D.C. Official Code § 4-751.01, <i>et seq.</i> , as amended	October 22, 2005
6	D.C. Law	Human Rights Act of 1977; D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, <i>et seq.</i> , as amended.	December 13, 1977



6. Legal Authority

A. Mayor's Order 2008-92, dated June 26, 2008, and with the concurrence of the City Administrator; Mayor's Order 2007-95, dated April 18, 2007; Mayor's Order 2012-84, dated June 18, 2012; and in accordance with the provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code §§ 4-1501.01 et seq. (2012 Repl.)); and Sections 422 (2), (3), and (11) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2), (3), (11) (2012 Repl.)).

7. Requirements

A. General.

DHS expects Service Providers to maintain a highly qualified and diverse workforce comprised of suitable individuals of moral character and dedication to carry out the work funded by DHS in a manner that honors the public trust. These employees must be committed to promoting the safety and security of FSA clients.

DHS expects Service Providers to assess the suitability of each applicant, appointee, volunteer, and employee through uniform background checks and drug and alcohol testing, as deemed necessary through the requirements outlined below, which meet DHS's need for flexible personnel administration, government accountability, individual privacy, and other protected rights.

B. Positions Subject to Enhanced Suitability Screening

Not all positions have the same requirements. The types of positions that are subject to enhanced suitability screenings for Service Provider appointees, volunteers, and employees are positions with duties and responsibilities that shall be categorized as follows:

Safety sensitive, which are positions in which it is reasonably foreseeable that if the employee performs the position's routine duties while under the influence of drugs or alcohol, the employee could suffer a lapse of attention or other temporary deficit that would likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

Protection sensitive, which are positions that are not safety-sensitive positions, but that include duties or responsibilities that involve caring for children or vulnerable Adults.

Security sensitive, which are positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Please see additional details and examples of the types of positions that fit each category below.

Service Providers are expected to keep records of all staff working on a Scope of Work funded by FSA and which category each staff falls into – general or one of the positions where enhanced suitability screening is needed. DHS may request these records at any time for oversight purposes.



Each Service Provider head (or his or her designee), with the concurrence of the CLS/GA, shall determine and designate which Service Provider staff, volunteers, subcontractors, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA are subject to enhanced suitability screenings.

- a. The Service Provider head (or his or her designee) shall establish a roster of the designated positions. This roster can be requested by DHS at any time for review.
- b. A Service Provider shall not automatically designate every position as safety, protection, or security sensitive. The Service Provider must consider individually each position according to the relevant factors.

Each Service Provider shall review position sensitivity designations whenever the job description is updated or changed to ensure that they are consistent with the position's actual duties and responsibilities. A Service Provider employee who is detailed, temporarily promoted, or temporarily reassigned from a non-covered position to a covered position shall affirmatively agree to an enhanced suitability screening upon the effective date of the personnel action, and to periodic criminal background and traffic record checks, as appropriate, while detailed, temporarily promoted, or temporarily reassigned to the covered position.

C. General Suitability Screening

General Suitability Screening is applicable to all Service Provider staff, volunteers, subcontractors, sub-prospective grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA.

After the issuance of an offer of employment, and to the extent practicable before actual employment commences, all individuals shall undergo a general suitability screening. Service Provider shall conduct a general suitability screening that includes verification of the following:

- a. Past employment, including dates and titles held.
- b. Educational background, including all relevant diplomas, degrees, and relevant certifications.
- c. Licenses, certifications, and training, required for the position; and
- d. At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which he or she is being considered. The reference checks shall be made with the individual's former employer except that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.

All Service Providers must maintain records of the suitability screening process that can be shared with DHS upon request.

All Service Providers must ensure that all staff, volunteers, subcontractors, sub-prospective grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA meet the staff requirements outlined in the Agreement with DHS.

All Service Providers must maintain records verifying that staff meet these requirements that can be shared with DHS upon request.



Unless otherwise provided by law or regulation, in filling a position subject to a general suitability screening, a screening need not be conducted if the appointee is already employed with the Service Provider in a position subject to a general suitability screening, and the nature of the personnel action for the new appointment is one (1) of the following:

- a. Promotion.
- b. Demotion.
- c. Reassignment; or
- d. An appointment or conversion of an employee or sub-contractor who has been serving continuously with a Service Provider for at least one (1) year in a position(s) under an appointment subject to a general background check.

D. Safety Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service provider-sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. For those serving children reports from the Child Protection Register of the District's Child and Family Services Agency (CFSA) and the National Sex Offender Registry.
- c. Traffic record check (persons who occupy a safety, protection, or security sensitive position and drive as part of their routine duties).
- d. Pre-employment drug and alcohol test.
- e. Reasonable suspicion drug and alcohol test;
 - a. Some signs of impairment may include:
 - b. Bloodshot eyes, pupils larger or smaller than usual.
 - c. Unusually disheveled physical appearance.
 - d. Falling asleep or fainting.
 - e. Tremors, slurred speech, or impaired coordination; and
 - f. Unusual smells on breath, body, or clothing.
- f. Post-accident or incident drug and alcohol test.
- g. Random drug and alcohol test; and
- h. Return-to-duty or follow-up drug and alcohol test.
 - a. Employees in safety-sensitive positions who acknowledge a drug or alcohol problem and complete a counseling or rehabilitation program, shall be subject to return-to-duty and follow-up tests, except when the employee has been separated from the safety-sensitive position.

Examples of safety-sensitive duties and responsibilities include, but are not limited to:

- a. Operating large trucks, heavy or power machinery, or mass transit vehicles, tools, or equipment.
- b. Handling hazardous quantities of chemical, biological, or nuclear materials.
- c. Maintaining the safety of patrons in and around a pool or aquatic area.
- d. Engaging in duties directly related to public safety, including, but not limited to, responding or coordinating responses to emergency events.
- e. Carrying a firearm; and
- f. Direct care and custody of children, youth, or other vulnerable persons, which may affect their health, welfare, or safety.



E. Protection Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service Provider protection-sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable);
- c. Pre-employment drug and alcohol test.
- d. Reasonable suspicion drug and alcohol test.
- e. Post-accident or incident drug and alcohol test; and
- f. Return-to-duty and follow-up drug and alcohol test.
- g. Medical screening; Physical and Tuberculosis screening

Examples of protection-sensitive duties and responsibilities include, but are not limited to:

- a. Coordinating, developing, or supporting recreational activities.
- b. Managing, planning, directing, or coordinating educational activities; and
- c. Performing tasks involving individual or group counseling.

F. Security Sensitive Positions – General Provisions

In addition to the general suitability screening, individuals applying for, or occupying Service Provider positions deemed security sensitive are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable).
- c. Reasonable suspicion drug and alcohol test; and
- d. Post-accident or incident drug and alcohol test.

Examples of security-sensitive duties and responsibilities include, but are not limited to, positions that:

- a. Handle currency.
- b. Have the ability to create, delete, or alter the financial, personnel, payroll, or related transactions of another person.
- c. Have routine access to the personal identifying information of others.
- d. Have routine access to master building keys or controls.
- e. Have the ability to create, delete, or alter any form of credentials, including, but not limited to, computer network credentials and any form of government identification.
- f. Have involvement in or access to homeland security and emergency management plans, after action reports, analytical products, hazard analyses, and/or risk assessments that relate to preparedness, response, mitigation, protection of critical infrastructure and key assets, or the protection of data related to persons and/or property before, during, and after an act of terrorism, manmade or natural disaster, or emergency event.
- g. Have access to networks, files, or drives that include classified, law enforcement sensitive, or for official use only information related to federal or District government terrorism investigations or other man-made disasters in either electronic or hard copy.

G. Volunteers

Individuals providing voluntary services to Service Providers shall be subject to general and enhanced suitability screening, as specified above.



H. Criminal Background Checks – General

The Service Provider shall request any required criminal background checks.

Appointees, employees, or volunteers subject to criminal background checks shall submit to a criminal background check by means including, but not limited to, fingerprint and a National Criminal Information Center check.

Criminal background checks for covered positions shall be conducted:

- a) For appointees, within sixty (60) days following the acceptance of a conditional offer;
- b) For safety and protection sensitive employees and volunteers, at least once every two (2) years; and
- c) For security sensitive employees and volunteers, at least once every four (4) years.

Criminal background checks shall be conducted in accordance with the Metropolitan Police Department (MPD) and Federal Bureau of Investigations (FBI) policies and procedures and in an FBI- approved environment.

Third party criminal background check services can be used instead of requesting a background check from MPD if the Service Provider can provide evidence that the third party has access to MPD records.

As a condition of employment, each individual subject to a criminal background check shall execute an acknowledgement and consent to the criminal background checks.

An individual with proof of an active federal security clearance shall not be subject to a criminal background check.

The Service Provider shall submit all required criminal background checks for new staff to their DHS Contract Liaison Specialist (CLS) or the DHS Grant Administrator by a means designated by the CLS/GA for review.

I. Assessing Criminal Histories

Upon receipt, the CLS/GA shall review an individual's criminal history.

The CLS/GA shall assess any derogatory information within the criminal history and determine whether the individual, if serving in the position, would pose a present danger to children or youth, the public or other employees; or would pose a threat to the integrity of operations.

All criminal convictions shall be considered when assessing suitability based on a criminal history.

The CLS/GA will evaluate an individual's criminal history to determine whether he or she is suitable for service. To make this determination, the CLS/GA shall consider each criminal offense in the context of:

- a. The specific duties and responsibilities of the position.



- b. The bearing, if any, the derogatory information has to those duties and responsibilities.
- c. The length of time that has passed since the criminal offense (s).
- d. The age of the individual at the time of the criminal offense (s).
- e. The frequency and seriousness of the criminal offense (s).
- f. Any mitigating information provided by the individual in response to the derogatory information.
- g. The contributing social or environmental conditions; and
- h. The District's policy favoring re-entry of ex-offenders into its work force.

No individual may hold a Service Provider position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense(s) involving minors, and for such offense(s):

- a. Was convicted, pleaded guilty, pleaded *nolo contendere*, placed on probation before judgment, or otherwise placed on a stet docket; or;
- b. Was found not guilty by reason of insanity.

The CLS/GAs will make a determination on the acceptance of the candidate for the position based on the documentation provided.

Service Providers shall not submit clearance documents that are older than six months old.

J. Drug and Alcohol Testing – General Provisions

Each Service Provider with safety or protection sensitive positions shall contract with a professional testing vendor(s) to conduct required drug and alcohol testing. The vendor(s) shall ensure quality control, chain-of-custody for samples, reliable collection and testing procedures, and any other safeguards needed to guarantee accurate and fair testing.

Subcontractors subject to random drug and alcohol testing shall be provided a notice stating that their position is safety sensitive and that they are subject to random drug and alcohol testing, including for the presence of cannabis.

- a. Service Providers shall provide the notice to each safety sensitive employee at least once a year.
- b. Subcontractors shall acknowledge receipt of each notice.
- c. Failure on the part of an Service Provider to provide the annual notice required by paragraph (a) shall not (i) invalidate a positive drug or alcohol test result if the Service Provider can establish that the employee had actual, prior notice of the applicable drug and alcohol testing policy, or preclude an agency from taking any action required under federal law after a positive drug or alcohol test result.
- d. DHS may waive the annual notification requirement for Service Providers based on a supported showing of significant operational hardship.

Unless otherwise required by law, an employee shall be deemed unsuitable and there shall be cause to separate an employee from a covered position:

- a. A positive drug or alcohol test result.



- Subcontractors may reserve the right to provide additional medical information relevant to positive testing result. If testing proceeds as inconclusive or diluted, agencies (at their discretion) can allow individuals to retest within 24 hours
- b. A failure to submit to or otherwise cooperate with drug or alcohol testing; or
- c. In the case of an employee who acknowledged a drug or alcohol problem, failure to complete a counseling or rehabilitation program(s) or failing a return-to-duty drug or alcohol test.

The program administrator shall rescind a conditional offer or decline to make a final offer of employment to an appointee subject to pre-employment testing if he or she:

- a. Fails or otherwise refuses to submit to a required drug or alcohol test;
- b. Fails or otherwise refuses to follow instructions given during a required drug or alcohol test; or
- c. Has a positive drug or alcohol test result.

K. Accuracy and Validity of the Screening for Drug Use and Criminal Background Checks

The Service Provider shall be notified of any disqualifying information and given a time period specified by the CLS/GA of no more than seven (7) calendar days in which to respond in writing upon request of the candidate.

If the Service Provider believes there are extenuating factors that should qualify a candidate for clearance, an appeal shall be requested in writing by the provider on official letterhead and attached to the clearance package.

The letter must include:

- 1. The candidate's Name and Address
- 2. Any related specific exculpatory facts including dates as appropriate
- 3. Any related mitigating circumstances including dates as appropriate
- 4. Any errors of record

If an application is denied because the CLS/GA determines that the applicant is not acceptable, the Service Provider shall notify the applicant and inform the applicant of options consistent with applicable laws and regulations.

The Service Provider may appeal decisions made with DHS.

- a. The Service Provider must submit a written appeal within 30 days to their CLS/GA.

L. Applicability of Standard Contracting Provisions

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 ("SCP") are incorporated into this Policy by this reference. A copy of the SCP is attached hereto. An electronic copy of the SCP may be found at www.ocp.dc.gov. In the event that a provision from this Policy is in conflict with a provision in the SCP, the terms of the SCP shall govern.



Regulations governing criminal background and traffic records checks for District Government contractors that provide direct services to children or youth, under 27 D.C.M.R. §500, *et seq.* are incorporated into this Policy by this reference. In the event that a provision from this Policy is in conflict with a provision under 27 D.C.M.R. §500, *et seq.*, the terms of the regulations shall govern.

M. Self-Disclosure Requirements

All Provider staff, subcontractors, sub-prospective grantees, and volunteers subject to the requirements of this Policy shall be required by the Service Provider to self-disclose post-screening criminal convictions, felony charges, and suspension or revocation of a driver's license (for those with responsibility for driving as demonstrated in the position description), filed against them that occur on or after the Effective Date of this Policy within three business days. . Providers notified of a post-employment conviction, felony charge, or license suspension shall immediately report the information to the CLS/GA for the applicable Agreement for clearance re-evaluation.

Attachments:

A: Table of Requirements

B: Frequently Asked Questions



Item	Description	Frequency	Submission	Criteria
Traffic Record Check	<p>The provider shall ensure that all employees transporting clients are eligible to drive and have an active driver's license. The Provider shall obtain the traffic records for applicable employees from the motor vehicle administration in the jurisdiction in which the individual currently resides.</p> <p>The Provider shall provide insurance and registration information for vehicle transporting DHS clients upon the CA's request.</p>	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	The CLS or GA will review the Providers records and procedures as needed to ensure that applicable traffic record checks have been completed. Random reviews of the providers insurance and vehicle registration will be completed by the CLS or GA as needed.



Item	Description	Frequency	Submission	1. Criteria
Criminal Background Check	To be conducted in accordance with the policies and procedures of the Metropolitan Police Department (MPD) and the Federal Bureau of Investigation (FBI) . Required Criminal background checks include, but are not limited to, fingerprinting and a National Criminal Information Center (NCIC) check.	Prior to appointment and every two years thereafter or as necessary due to suspected clearance changes. Candidates with criminal history will be assessed for hire using listed assessment factors in the Criteria section.	CLS/ GA prior to hiring the candidate	<ol style="list-style-type: none"> Specific job duties and responsibilities and the bearing that the information has to these duties and responsibilities. Nature and Gravity of Offense (Misdemeanor? Felony? Plea/Conviction) Age of Offense (the length of time that has passed since the criminal conviction); Facts/Circumstances Surrounding the Offense. Work History Pre-conviction/plea (Similar job Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct) The age of the individual at the time of the offense; The frequency and seriousness of the offense; Rehabilitation Efforts(education/training) Contributing social or environmental conditions; and District law and policy regarding re-entry of ex-offenders into the workforce.



Drug and Alcohol Tests	<p>Mandatory drug and alcohol testing shall be utilized to ensure that each applicant, appointee, volunteer, and employee possesses the character and background necessary to efficient work with the District's vulnerable population.</p> <p>The contractor shall ensure each appointee or employee in a safety sensitive position is subject to random drug and alcohol testing and shall execute consent to the testing required by the HCA or grant agreement.</p> <p>Applicants are tested for the presence of drugs only. Employees can be randomly</p>	Prior to appointment and randomly thereafter or as necessary due to suspected drug or alcohol use.	CLS/GA	<p>The drug test is used to determine the presence of the following illegal drugs/controlled substances</p> <ul style="list-style-type: none"> <input type="checkbox"/> marijuana, <input type="checkbox"/> cocaine, <input type="checkbox"/> opiates, <input type="checkbox"/> amphetamines, phencyclidine, <input type="checkbox"/> Codeine <input type="checkbox"/> derivatives, <input type="checkbox"/> methamphetamines, <input type="checkbox"/> and synthetic drugs <p>The CLS will review the Providers records and procedures as needed to ensure that applicable drug and alcohol testing is occurring as required.</p> <p>11.</p>
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	<p>tested for the presence of both drugs and alcohol.</p> <p>These tests are mandatory, and they shall be performed by an outside contractor at a laboratory certified by the United States Department of Health and Human Services (HHS) to perform job-related drug and alcohol forensic testing. Results shall be negative to be acceptable.</p>			
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Tuberculosis Screening	A negative Tuberculosis (TB) Screening shall be provided prior to appointment. An annual TB Screening Questioner shall be submitted if there is a positive reading, or a chest x-ray is required. A licensed physician shall sign the medical clearance.	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	Screening results must be signed by a licensed physician/practitioner.
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General Suitability Screening		<p>The Provider shall conduct a general suitability screening that includes verification of the following:</p> <ul style="list-style-type: none">a. Past employment (/Resume), including dates, compensation, titles held, duties, performance, and reason for separation; if applicableb. Educational background, including all relevant diplomas and degrees; if applicablec. Licenses, certifications, and training, required for the position; if applicable and <p>At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which they are being considered. The reference checks shall be made with the individual's former employer; except, that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.</p>	Prior to appointment.	CLS/GA
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Background and Checks (Child Related)	Includes reports from the Child Protection Register of the District's Child and Family Services Agency (CFSA) and the National Sex Offender Registry.	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	No individual may hold a position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense (s) involving minors, and for such offense(s): a) Was convicted, pleaded guilty, pleaded <i>nolo contendere</i> , placed on probation before judgement, or otherwise placed on stet docket; or Was found not guilty by reason of insanity.
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