

# District of Columbia Department of Behavioral Health (DBH)

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## Pre-Application Conference



**Request for Applications (RFA) Number: RM0 FBS082820**

**RFA Title: Faith Based Organizations: Connecting DC Residents with Behavioral Needs to Clinical Services and Treatment During COVID-19**

**Pre-Application Conference: Friday, September 11, 2020**



# Today's Agenda

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## **Faith Based Organizations: Connecting DC Residents with Behavioral Needs to Clinical Services and Treatment During COVID-19**

### **Key Dates**

- Notice of Funding Announcement Date: **Friday, August 28, 2020**
- Request for Application Release Date: **Friday, August 28, 2020**
- Pre-Application Conference Date: **Friday, September 11, 2020**
- Application Submission Deadline: **Monday, September 28, 2020, 5:00 p.m. ET**
- Anticipated Award Start Date: **Thursday, October 15, 2020**

Please note all questions in the chat. Questions will be answered at the duration of the presentation.



# Amount of Funding and Grant Awards

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- Anticipated number of awards: Up to four (4) awards, up to \$25,000 each
- Anticipated amount available: Up to \$100,000
- Funding is made available from the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Promoting Resiliency and Recovery: An Emergency Grant to Address Mental Health and Substance Use Disorders During COVID-19.
- The grant award will be from **October 15, 2020 through August 19, 2021.** The number of awards, budget periods and award amounts are contingent upon the continued availability of funds.



# Eligibility Requirements

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Eligible entities who can apply for grant funds under this RFA are/have:

1. Faith-based organizations located in the District of Columbia (DC);
2. 501(c)(3) non-profit status, or the ability to enlist the services of a fiscal agent that meets this criteria to apply for the funding on behalf of the applicant organization; and
3. Active Charitable Solicitation license from DC Department of Consumer and Regulatory Affairs (DCRA).

Reference: RFA page 11



# Purpose

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This RFA identifies an opportunity for the District's faith-based community to implement COVID-19 Faith-Based Community Outreach and Support Services.

**Purpose:** to provide local faith-based organizations with resources and targeted information to link DC residents with behavioral needs, who are impacted by COVID 19, to clinical services and treatment.

Reference: RFA page 2



# Goals

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COVID-19 grant has two primary goals:

1. To promote community resilience during the COVID-19 public health emergency; and
2. To improve timely access to emergency mental health services for individuals with serious mental illness (SMI) or a co-occurring mental health and substance use disorder (SUD).

Services will also be made available to health care practitioners and individuals with less serious mental health conditions who are impacted by COVID-19.

Reference: RFA page 12



# Strategy

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This funding will enable DBH to provide:

1. A mental health hotline/warm-line specifically for individuals (including health care practitioners) impacted by COVID-19;
2. Grief and loss counseling to health care workers;
3. Improving discharge planning at DC's 24-hour Comprehensive Psychiatric Emergency Program (CPEP) by enhancing connections to recovery support services;
4. Engaging providers in telehealth training and technical assistance opportunities;
5. Partnering with the faith-based community to link the residents impacted by COVID-19 to behavioral health treatments and supports; and
6. Creating a multidisciplinary team of providers to serve individuals with mental illness or SUD who are in isolation or quarantine and who require intensive services to maintain safety.

Reference: RFA page 12



# Target Population

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For the purposes of this RFA, the applicant should focus on supporting DC residents with behavioral health needs, who are impacted by COVID-19, to provide clinical services and treatment.

Reference: RFA page 13





# Location of Services

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Services and events associated with this grant should take place at the faith-based organizations (in-person and or virtual).

Reference: RFA page 13



# Scope of Services

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The scope of services should include

1. Disseminate literature, virtually or through a mailing, on a weekly basis using information provided by DBH, to reduce the stigma and fear associated with supporting individuals who seek clinical services and treatment to address their behavioral health needs during the COVID 19 emergency.
2. Provide adequate staffing to support the development and dissemination of behavioral health information that can be used to link DC residents to clinical services and treatment to address stress and anxiety related to COVID-19.
3. Develop and disseminate resource materials to provide weekly community education highlighting supports and services DC residents can access to reduce the stigma and fear associated with supporting individuals with behavioral health problems during the COVID-19 emergency.

The resource guide can be located here: <https://dbh.dc.gov/page/dbh-operations-information-and-resources-during-covid-19>

Reference: RFA page 13-14



## Scope of Services (cont'd)

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4. Host monthly meetings over the 12 month period (minimum attendance of 20 individuals) gatherings (in-person/virtual) in the faith community for congregants, the faith community, and the DC community to support individuals with behavioral health needs during the COVID 19 emergency.
5. Collaborate with other DBH COVID 19 grantees by providing pastoral counseling and support for individuals discharged from inpatient SUD or psychiatric services.
6. Work in partnership with the DBH Hotline and serve as a referral source for individuals in need of clinical services and/or faith-based counseling to address their behavioral health needs related to COVID 19 induced anxiety, stress, and/or death.
7. Participate in DBH organized trainings on pastoral counseling and outreach to support DC residents impacted by COVID 19, who are in need of behavioral health clinical services.

Reference: RFA page 13-14



## Scope of Services (cont'd)

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8. Provide an organizational structure within the grant that establishes reporting lines and lines of accountability among the grantee's staff and consultants, as applicable, and which facilitates an efficient and effective approach to the completion of the required services.
9. Maintain detailed records that demonstrate that the services provided and billed to the District have been performed. Such records shall include, at a minimum, names of the persons providing the services, number of participants attending the services, number of hours personnel worked, description of the services, description of literature distributed at the services, and dates that the monthly services were provided.

Reference: RFA page 13-14



# Data Collection and Reporting

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Grantees will be required to collect, track, and report information on services provided and individuals served.

1. **Quarterly reporting:** Grantee shall report on grant activities on a quarterly basis on a form/format prescribed by DBH. Quarterly reports will cover: grantee performance (e.g. service delivery data, accomplishments, challenges) and administrative data including number of DC Residents served, number of referrals made, number of pastoral counseling and support provided for individuals discharged from inpatient SUD or psychiatric services, sign in sheets and or proof of attendees at community education events.
2. **Annual reporting:** On an annual basis, the grantee will be expected to provide summary data on unduplicated individuals serviced by the project and capture outcomes and success stories during the grant period.
3. **Evaluation:** The grantee will also complete an evaluation plan. The evaluation plan may be developed in collaboration with DBH upon award.



# Data Collection and Tracking

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1. Grantees will identify a point of contact for all data matters pertaining to the project.
2. Grantees will be responsible for ensuring that all individuals received services under this funding opportunity will be included in the grant data collection and submit monthly data report, by the 10th of each month outlining who will be included in the grant/data collection.
3. Grantees will be responsible for tracking and evaluating grant activities.
4. Grantees will work with DBH and its Technical Assistance team to complete data collection at baseline during the initial intake and six (6) months post baseline.
5. Grantees will submit quarterly progress reports that detail strides toward meeting the deliverables as outlined in the DBH approved Scope of Work.



# Project Abstract – (see Attachment C).

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## A one-page project abstract is required.

Please provide a one-page abstract that is clear, accurate, concise, and without reference to other parts of the Project Narrative. The project abstract must be written on 8 ½ by 11 inch paper, 1.0 spaced, Arial or Times New Roman font using 12-point type (10 point font for tables and figures) with a minimum of one inch margins, **limited to one page in length.**

Reference: RFA page 15



# Project Narrative – up to five (5) pages

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## Organizational Capacity (up to 1 page)

This section should provide information and data that demonstrates the organization has the experience and capacity to implement the grant activities.

This should include, but not be limited to, information on the organizations:

1. Mission, structure, and scope of current activities;
2. Target population
3. Experience and capacity





# Project Narrative – up to five (5) pages

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## Project Need (up to 1 page)

This section should describe the need for the specific approach outlined in the Project Description.

The description should be based on the organization's own research and data (e.g. provide examples related to the project) with reference made to publicly-available sources of needs assessment data where applicable.



# Project Narrative – up to five (5) pages

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## Project Description (up to 2 pages, align to Work Plan, Attachment III)

This section should provide a description on how the organization will implement the Faith Based Initiative so as to successfully achieve the goal of the grant: to provide resources to the faith-based community for outreach and community education that links DC residents with behavioral needs, who are impacted by COVID-19, to clinical services and treatment.



# Work Plan & Calendar of Events

## Project Description (up to 2 pages, align to Work Plan, Attachment III)

### WORK PLAN

Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration	Fiscal					
					OCT	NOV	DEC	JAN	FEB	MAR
<b>Goal 1: Directions: State clearly the goal your program/project will pursue to address the issues identified.</b>										
<b>Objective 1:</b> <i>Directions: Provide key activity which will directly contribute to the project goal.</i>	<i>Directions: Name the key actions to be implemented to achieve this objective.</i>	<i>Directions: List the results you expect to achieve which directly contribute to the objective for the goal identified.</i>	<i>Directions: Indicate the staff member, group, or other person responsible for overseeing the activity.</i>	<i>Directions: Indicate the duration of the activity (for example, 2 weeks, 3 months, etc.). Next, put an 'X' in the corresponding month(s) this activity will occur.</i>						
<b>Objective 2:</b>										
Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration	Fiscal					
					OCT	NOV	DEC	JAN	FEB	MAR
<b>Goal 2:</b>										



# Project Narrative – up to five (5) pages

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## Project Evaluation (up to 1 page)

The section should describe the applicant’s plan to evaluate the project and what workflow will be used to collect federally mandated data. The description should include the proposed targets for the following key grant outcomes: 1) Promote community resilience; 2) Improve timely access to emergency mental health services for individuals with serious mental illness (SMI) or a co-occurring mental health and substance use disorder (SUD).

The grantee may propose additional outcome measures specific to their project, subject to DBH approval.



# Project Narrative – up to five (5) pages

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## Project Evaluation-Continued

The grantee should also outline the process measures and targets it will use to track outreach and pastoral counseling delivered under the grant. The section should also briefly describe the infrastructure that will support evaluation activities.



# Application Scoring

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All applications for this RFA will be objectively reviewed and scored against the following key criteria.

- Criterion 1: Capacity (Corresponds to Organizational Capacity Section) – 40 points
- Criterion 2: Need (Corresponds to Project Need Section) – 10 points
- Criterion 3: Strategic Approach (Corresponds to Project Description Section) – 15 points
- Criterion 4: Evaluation & Data Collection (Corresponds to Project Evaluation & Data Sections) – 25 points
- Criterion 5: Project Budget and Justification – 10 points

Reference RFA page 19-20



# Project Narrative – up to five (5) pages

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## Organizational Capacity- 40 points

Applicants should include the following information to highlight their experience and capacity to implement the grant activities:

1. Describe their Mission, structure, and scope of current activities; target population, experience, and capacity to meet the deliverables outlined in this RFA; **(5 points)**
2. Describe how existing resources and materials can be leveraged to educate the communities and congregations; **(5 points)**
3. Describe the team who will work on this initiative, including anyone that would be hired to run this work. This includes a completed Staffing Plan – Attachment IV; **(5 points)**
4. Describe the location and description of the virtual platform and/or location where the activities will be held; **(5 points)**
5. Estimate number of individuals that will be served by the project; **(5 points)**



# Project Narrative – cont'd

6. Describe the process that the applicant will implement to promote these activities and events with members of the congregation and the community;
7. Describe any potential challenges and contingency plans for addressing concerns related to circumstances that may arise; **(5 points)**
8. Describe the organization's plan to be fully operational within one (1) day of the new grant agreement. **(5 points)**





# Project Narrative – up to five (5) pages

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## Project Need -10 points

Applicants should describe the unmet need for faith-based activities in the community where the activities will occur.

Note: if referencing publicly-available sources of needs assessment data, citations must be provided. **(10 points)**



# Project Narrative – up to five (5) pages

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## Strategic Approach (Corresponds to Project Description Section) – 15 points

1. Applicants described how the organization will implement the Faith Based Initiative and successfully achieve the goals of the grant. Applicants should demonstrate how they will provide resources to the faith-based community for outreach and community education that links DC residents with behavioral needs, who are impacted by COVID-19, to clinical services and treatment. **(5 points)**
2. Applicants should have completed a Work Plan and Calendar of Events – Attachment IV. **(10 points)**



# Work Plan (not counted in page limit)

The work plan template (see Attachment III) provided by DBH is required.

## WORK PLAN

Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration				
					OCT	NOV	DEC	JAN
<b>Goal 1: Directions: State clearly the goal your program/project will pursue to address the issues identified.</b>								
<b>Objective 1:</b> <i>Directions: Provide key activity which will directly contribute to the project goal.</i>	<i>Directions: Name the key actions to be implemented to achieve this objective.</i>	<i>Directions: List the results you expect to achieve which directly contribute to the objective for the goal identified.</i>	<i>Directions: Indicate the staff member, group, or other person responsible for overseeing the activity.</i>	<i>Directions: Indicate the duration of the activity (for example, 2 weeks, 3 months, etc.). Next, put an 'X' in the corresponding month(s) this activity will occur.</i>				
<b>Objective 2:</b>								
Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration	OCT	NOV	DEC	JAN

The work plan describes key activities and tasks to successfully deliver the recovery month program. The activities and tasks should be organized chronologically, and each should have an identified responsible staff, target completion date, and associated output.



# Project Narrative – up to five (5) pages

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## **Criterion 4: Evaluation & Data Collection (Corresponds to Project Evaluation & Data Sections) –25 points**

Applicants should describe the plan to evaluate the project including how the faith based organization will track work plan progress to ensure deliverables are achieved by September 29, 2020 and reported on no later than August 19, 2021.

1. Applicants should outline the process measures and targets it will use to track outreach and pastoral counseling delivered under the grant. **(5 points)**
2. Applicants briefly describe the infrastructure that will support evaluation activities **(5 points)**
3. The description should include how the faith based organization will track and monitor the proposed targets for the following key grant outcomes **(10 points)**:
  - a. Completed sign-in sheets of each event;
  - b. Basic demographic information on participants;
  - c. Number of individuals served by the program by activity, non-duplicated and cumulative;
  - d. Summarized list of major themes and comments from the community workshops in person and virtual. iv. Identify process to perform required data collection at baseline during the initial intake and 6 months post baseline. **(5 points)**



# Project Narrative – up to five (5) pages

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## **Criterion 5: Project Budget and Justification – 10 points**

- Application includes a project budget (see Attachment VI) with a justification using the provided template. The project budget and budget justification directly align with the work plan and project description.
- All expenses should relate directly to achieving the key grant outcomes. The budget should reflect a twelve (12) month period.
  - Personnel charges must be based on actual, not budgeted labor.
  - Salaries and other expenditures budgeted for in the grant must be for services that will occur during the twelve (12) month grant period.



# Application Scoring

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- Pre-Screening Technical Review
- Review Panel
- Internal Review Panel
  1. DBH reserves the right to request clarifying supplemental information from applicants and request pre-decisional on-site reviews for those applicants being considered for award. Any request for supplemental information or on-site visits is not a commitment by DBH to fund the applicant.
  2. The internal review panel will prepare and submit a formal recommendation of prospective awardees, funding levels and service/activities to the DBH Director for signature.

Reference: RFA page 20



# Scope of Work – Selection Process

RFAs will be scored according to the evaluation criteria listed above. The results of the evaluation for each RFA submitted will be classified into one of four categories below:

Ranking Classification	Point Range
Most Qualified	95-100
Very Qualified	80-94
Qualified	70-79
Minimally Qualified	69 and below

When the applications are received, a panel of independent reviewers identified by DBH will review the applications and rank the responses based on the information submitted using the criteria in this RFA. The individual scores of the review panel will be averaged and assigned a classification equivalent to the point range of the averaged scores. The grantee(s) will be selected from among the applicants that score in the “Most Qualified” point range category. If no applications are ranked in the “Most Qualified” category, DBH may select from the “Very Qualified” and “Qualified” categories.



# Additional Documents





# Staffing Plan (not counted in page limit)

The applicant's staff plan template (see Attachment E) is required.

Position Title	Staff Name	Education / Experience Qualifications	Resume or CV Included	General Responsibilities	Annual Salary	Percent FTE	Amount Requested

- The staffing plan should describe staff duties, qualifications, and the percent of time to be spent on project activities, and whether the time will be charged to the grant.
- The plan should clearly indicate which staff positions will need to be hired. Staff CVs, resumes, and position descriptions shall be submitted and will not count towards the page limit.



# Staffing Plan – Cont'd

- Staffing should include, at a minimum, the program director responsible for the oversight and day-to-day management of the proposed program; staff responsible for service delivery; staff responsible for monitoring programmatic activities and use of funds; and staff responsible for data collection, quality and redeliver the recovery month program.



# Project Budget and Justification (not counted in page limit)

<b>A. PERSONNEL</b>					
<b>FEDERAL REQUEST - Personnel Narrative</b>					
<b>Position (1)</b>	<b>Name (2)</b>	<b>Key Staff (3)</b>	<b>Annual Salary/Rate (4)</b>	<b>Level of Effort (5)</b>	<b>Total Salary Charge to Award (6)</b>
(1) Project Director	Alice Doe	Yes	\$ 64,890	10%	\$ 6,489
(2) Program Coordinator	Vacant to be hired within 60 days of anticipated award date	No	\$ 46,276	100%	\$ 46,276
(3) Clinical Director	Jane Doe	No	In-kind cost	20%	\$ -
<b>Federal Request</b> (enter in Section B column 1, line 6a of SF-424A)					<b>\$ 52,765</b>

<b>FEDERAL REQUEST - Justification for Personnel</b>
1. The Project Director will provide oversight of the grant. This position is responsible for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings.
2. The Program Coordinator will coordinate project service and activities, including training, communication and information dissemination.



# Staffing Plan (not counted in page limit)

The application should include a project budget (see Attachment V) with justification using the provided template. The project budget and budget justification should be directly aligned with the work plan and project description.

- I. **Personnel:** Include the title of the position, name (or indicate vacancy), annual salary and level of effort (percentage of time) dedicated to this project.
- II. **Fringe:** Provide the position, name (or indicate vacancy), total fringe benefit rate used.
- III. **Travel:** **This category is not applicable, and therefore not an allowable expense.**
- IV. **Equipment:** **This category is not applicable, and therefore not an allowable expense.**
- V. **Supplies:** Include the items being requested and rate. Description should also include how the supplies directly support the project.



# Staffing Plan – Cont'd

- VI. Contractual:** Provide the name of entity and identify whether it's a sub-recipient, sub grantee, consultant, or service. Also provide the entity's rate.
- VII. Other Direct Costs:** List any costs not included in any of the other cost categories such as **virtual platforms**.
- VIII. Indirect Costs:** Indirect costs should not exceed 10% of direct costs, unless the organization has a negotiated indirect cost rate agreement.
- IX. Program Income:** If the possibility of generating program income as a result of DBH funding exists, list source and amount as budget line items.



# Advances (not counted in page limit)

An applicant seeking an advance, must submit a completed Advance Payment Request form signed by the organization’s Chair of the Board of Directors and Executive Director, or equivalent positions. (see Attachment G).

**No advance payment will be provided without prior official request and approval.**

<b>Attachment G</b> Department of Behavioral Health <b>ADVANCE PAYMENT REQUEST FORM</b>		
<b>I. GRANTEE AND GRANT IDENTIFICATION</b>		
Organization/Applicant Name:		
RFA No.:		
RFA Title:		
<b>II. FUNDING AWARD &amp; ADVANCE</b>		
Total Award: \$	Advance Requested: \$ <small>(Amount allowed is the lesser of the first 30 days or 25% of the award)</small>	Percent of Total Award: ( )%
1. An applicant responding to a RFA shall identify in the application the need for an advance payment and acknowledge that, if selected, provide the information requested as part of the advance payment request. 2. The advanced funds shall be spent by the awarded grantee within the same DC Government fiscal year during which the advance is made. 3. Only one advance payment can be made per grant each fiscal year. If the awarded requests a second advance for a subsequent fiscal year, each advance shall be reviewed for approval. 4. The use of an advance payment shall be consistent with all terms and conditions of the grant.		
<b>III. ADVANCE PAYMENT SPENDING PLAN/TIMELINE NARRATIVE</b> If attached separately, it must be signed by the representatives identified in section V of this form.		
<b>IV. TERMS AND CONDITIONS</b>		
The applicant must submit a statement of need for the specified amount of advance payment (please attach and sign).		
The applicant must submit documentation of the use of advanced funds (invoices, receipts, payroll documentation, etc.) to the DBH grant project director and/or fiscal monitor before the end of the grant performance period, or sooner, if explicitly requested by the DBH grant project director. The approved awardee must use the advanced funds in accordance with all the terms and conditions of the grant award.		



# Letters of Agreement (not counted in page limit)

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- Applicant should submit all letters of agreement, from other agencies and organizations that will be actively engaged in the proposed project (no template provided).



# Clean Hands Certification (not counted in page limit)

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- Each applicant must submit a current Clean Hands Certification from the District of Columbia Office of Tax Return. DBH requires that the submitted Clean Hands Certification reflect a date within a thirty-day period immediately preceding the application's submission. Self-Certification is not acceptable.





# 501(c)(3) Letter (not counted in page limit)

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- The applicant must submit the organization's determination or affirmation letter approving and/or confirming the tax-exempt status.



# Articles of Incorporation & Bylaws (not counted in page limit)

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- The applicant must submit certification of current/active Articles of Incorporation from the DC Department of Consumer and Regulatory Affairs. Also, the current/active Bylaws must also be submitted.



# IRS W-9 Tax Form (not counted in page limit)

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- The applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DBH defines “current” to mean the document was completed within the same calendar year as that of the application date.



# IRS Tax Exemption Affirmation Letter (not counted in page limit)

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If there is no IRS tax exemption letter because the organization is a religious organization, then the applicant may submit documentation asserting best evidence of its status.

## Best Evidence of IRS Tax Exemption Examples

1. A letter from the leader of the organization verifying that the organization is a religious group;
2. A letter from the group's board chair or similar official, verifying that the organization is a religious group;
3. the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or
4. The state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations).



# Current Fiscal Year Budget (not counted in page limit)

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- The applicant must submit its full budget, including a projected income, for the current fiscal year and comparison of budgeted versus actual income and expenses of the fiscal year to date.



# Financial Statements (not counted in page limit)

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- If the applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the applicant must provide its most recent complete year's unaudited financial statements.



# Separation of Duties Policy (not counted in page limit)

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The applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The applicant should state which of these situations apply and provide the following information

1. Describe how financial transactions are handled and recorded;
2. Provide the names and titles of personnel involved in handling money;
3. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
4. Address other limits on staff and board members' handling of the organization's money.



# **Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation (not counted in page limit)**

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- The applicant must provide in writing the name of all its insurance carriers and type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, worker's compensation insurance carrier), fidelity bond holder (if applicable), and before execution of the grant award, a copy of the binder or cover sheet of the current policy for any policy that covers activities that might be undertaken in connection with performance of the grant award, showing the limits of coverage and endorsements.
- All policies, except the Worker's Compensation, Errors and Omissions, and Professional Liability policies that cover activities that might be undertaken in connection with the performance of the grant award .





# Board of Directors (not counted in page limit)

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- The applicant must submit an official list of the current board of directors on letterhead to include: names and board titles of officers, mailing and e-mail addresses, and phone numbers. The document must be signed by the authorized executive of the applicant organization.



# Application Submission and Deadline

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- Applications must be submitted electronically Monday, September 28, 2020, no later than 5:00 p.m. Eastern Standard Time (EST), to DBH.
- Applications are to be emailed to [DBH.Grants@dc.gov](mailto:DBH.Grants@dc.gov).
  - Each email must be clearly RFA # RM0 FBS082820 22 labeled in the “Subject” with the organization’s name, DBH RFA number, project name, and selected geographic designation.
- No applications will be accepted by fax, on-site and/or in-person.

Reference: RFA page 21



# Helpful Tips

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1. Please use the CHECKLIST FOR APPLICATIONS (p. 9-10).
2. Narrative should be no more than 6 pages (includes abstract)
3. Make sure to follow all the instructions in the RFA.
4. Adhere to Application Requirements
5. Include Required Documentation
6. APPENDIX A, B, C, D, and E (Completed and Signed)
7. Include DCRA License
8. Number all pages in your application



# Contact Information

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## General Grant Inquiries:

Jocelyn Route, *Project Director, Promoting Resilience & Recovery*

Email: [Jocelyn.Route@dc.gov](mailto:Jocelyn.Route@dc.gov)

Phone: 202.671.3204

## Faith-Based Content Liaison:

Dr. E. Gail Anderson Holness, *Faith-Based Outreach Coordinator*

Email: [EGailAnderson.Holness@dc.gov](mailto:EGailAnderson.Holness@dc.gov)

Phone: 202.631.2609

## Fiscal Management Office:

Jennifer Mumford, [Jennifer.mumford@dc.gov](mailto:Jennifer.mumford@dc.gov)

## Grants Management Office:

Renee Evans-Jackman, *Grants Management Officer*, [Renee.Evans@dc.gov](mailto:Renee.Evans@dc.gov)



# Questions

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