



RFA Number: RMO DOR012221

RFA Title: District of Columbia Opioid Response (DCOR2) Grant Opportunities, Round 2

Pre-Application Conference Frequently Asked Questions (FAQ)

Held on: Friday, January 29, 2021

Questions about forms, attachments, and application submission:

Question 1	What is an RFA abstract?
Response	<p>The DBH Application Profile (Attachment C) requires an abstract that describes the proposal in response to the RFA using 200 words or less.</p> <div data-bbox="527 932 1726 1109" style="border: 1px solid black; padding: 5px;"><p><u>Please complete RFA Abstract on next page.</u></p><p style="text-align: right;">83</p><p>RFA # RMO DOR012221</p></div> <div data-bbox="527 1122 1726 1304" style="border: 1px solid black; padding: 5px;"><p><u>RFA Abstract (Required, Limit 200 words)</u></p></div>



Question 2	Where do I find an example of an RFA abstract for the Applicant Profile?
Response	An example of an RFA abstract is not provided. The abstract may be added to the Applicant Profile form provided in the application package. (See screenshot in #9 below)
Question 3	Are there forms that applicants must complete for attachments 1 – 10?
Response	Applicants must complete, print and sign Attachments 1-10, and include with the application. Please refer to the “Application Requirements” section of the applicable competition, and the “Application Preparation & Submission” section on page 68 for further guidance. Any form that can be completed electronically has been provided on the DBH website. (See screenshot in #9 below)
Question 4	Are some of these post-award documents?
Response	No. The “Checklist for Applications” provided on page 9 lists all required application documents. “Application Documents” submitted prior to award are used to determine whether mandatory requirements have been met, so that an Applicant may be eligible to be considered in the competition for award. Applicable guidance on “Post-Award” information is provided on page 70.



Conditions of Award

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

1. Meet Pre-Award requirements, including submission and approval of required assurances and certification documents, documentation of non-disbarment or suspension (current or pending) of eligibility to receive local or federal funds.
2. Adhere to mutually agreed upon terms and conditions of a grant award issued by the Department of Behavioral Health and accepted by the grantee organization. The grant award shall outline the scope of work, standards, reporting requirements, fund distribution terms and any special provisions required by federal agreements.
3. Utilize Performance Monitoring & Reporting tools developed and/or approved by DBH.

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Question 5	Is the Program Income and Financial Disclosure (Attachment 3) a budget and audit report?
Response	No. The "Program Income and Financial Disclosure" document is not the "Budget and Audit Reports". Please see the "Project Attachments" section for each competition in the RFA and the "Application Preparation & Submission" section on page 68, to further define requested documentation and forms. Any form that can be completed electronically has been provided on the DBH website. (See screenshot in #9 below)
Question 6	Is the Tax Certification (Attachment 8) a 501(c)(3) Certificate?



Response	No. The “Tax Certification” is not a “501(c)(3) Certificate”. Please see “Project Attachments” for each competition in the RFA and the “Application Preparation & Submission” section on page 68, to further define requested documentation and forms. Any form that can be completed electronically has been provided on the DBH website. (See screenshot in #9 below)
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Question 7	Is the Sub-Grantee Single Audit Certification (Attachment 9) the Organizations' audit report?
Response	No, the “Sub-Grantee Single Audit Certification” is not the “Organization’s Audit Report”. Please see “Project Attachments” for each competition in the RFA and the “Application Preparation & Submission” section on page 68, to further define requested documentation and forms. Any form that can be completed electronically has been provided on the DBH website. (See screenshot in #9 below)

Question 8	What are the four questions that need to be addressed on the Separation of Duties document?
Response	Please see “Project Attachments” for each competition in the RFA and the “Application Preparation & Submission” section on page 68, to further define requested documentation and forms. Any form that can be completed electronically has been provided on the DBH website. For Competition #3, please see page 45, and Competition #5, please see page 65 regarding the four questions that need to be answered for Separation of Duties.



○. **Separation of Duties Policy (not counted in page limit)**

The applicant must state how the organization separates financial transactions and duties among people within the organization 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.

This statement should:

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.

Question 9	Where can I find these forms?
Response	The entire application package including all required forms are located on the DBH website as shown below. https://dbh.dc.gov/node/1517471



Application Package_01222021 | x +

dbh.dc.gov/node/1517471

Apps Careers DeansList.me DeansList.me MyDCare - Sign In Log in - Free Credit... Experian Login | Pepco - An...

DC.gov Department of Behavioral Health

DBH Home Adults Children & Families Consumers Services Saint Elizabeths Opportunities

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Monday to Friday, 8:15 am to 5:00 pm, except District holidays

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Application Package_01222021

Attachment(s):

- [NOFA_DOR012221_FINAL](#) - 99.3 KB (pdf)
- [Intent to Apply](#) - 33.8 KB (docx)
- [Applicant Profile and Abstract](#) - 23.7 KB (docx)
- [Eligibility and Experience Requirements_Comp_#1](#) - 30.3 KB (docx)
- [Eligibility and Experience Requirements_Comp_#2](#) - 29.4 KB (docx)
- [Eligibility and Experience Requirements_Comp_#3](#) - 30.1 KB (docx)
- [Eligibility and Experience Requirements_Comp_#4](#) - 29.7 KB (docx)
- [Staffing Plan](#) - 14.5 KB (docx)
- [Work Plan](#) - 22.8 KB (xlsx)
- [Budget and Budget Narrative](#) - 24.9 KB (xlsx)
- [Advance Payment Request Form](#) - 78.6 KB (pdf)
- [Tax Certification Affidavit](#) - 94.4 KB (pdf)
- [Eligibility and Experience Requirements_Comp_#5](#) - 29.9 KB (docx)
- [FAO's 02-08-21](#) - 179.1 KB (PDF)
- [RFA DOR012221 AMENDED](#) - 2.6 MB (pdf)

[Ask the Director](#)

Questions for Competition #1: Faith-Based Prevention, Outreach, and Recovery (10:00 – 10:45 AM)



Question 1	Eligibility and Experience Requirements: How do you define “faith-based” organization?
Response	<p>The Federal government does not seem to have a consistent definition of a “faith-based organization”, but this working definition aligns with our understanding of the term: A faith-based organization is an organization whose values are based on faith and/or beliefs, which has a mission based on social values of the particular faith, and which most often draws its activists (leaders, staff, volunteers) from a particular faith group.</p> <p>It is also important to be aware of the following federal regulations: Grant funds may not be used for explicitly religious activities such as worship, prayer, proselytizing, or devotional Bible study. The funds are to be used to further the objectives established by Congress such as economic development, food aid, fighting disease, disaster relief, etc.</p> <p>A faith-based organization should take steps to ensure that its explicit religious activities, such as religious worship or instruction are separate - in time or location - from the government-funded services that it offers. However, organizations may use space in their church, synagogue, mosque, or other place of worship to provide Federally-funded services. In addition, there is no need to remove religious symbols from these rooms. They may also keep your organization's name even if it includes religious words, and they may include religious references in your organization's mission statements.</p>
Question 2	Since \$60,000 is the grant award for the year but application asks the applicant to complete a six (6) month budget, does that mean that the applicant should create a \$30,000 budget for 6 months?
Response	No. The applicant should create a \$60,000 budget for six months.



Question 3	Can a nonprofit organization apply if they are not a faith-based organization but instead partner with multiple faith-based organizations?
Response	No. The primary applicant must be a faith-based organization.

Question 4	Is a non-profit organization that is part of a church eligible to apply if the non-profit has a separate EIN from the church? The same people would be involved in the oversight and implementation of the grant at both the church and the non-profit.
Response	Yes. Non-profit arms of faith-based organizations are eligible to apply.

Competition #2: Pregnant and Parenting Individuals: Screening for Substance Use Disorder (11:00 - 11:45 AM)

Question 1	Does the applicant need to be a not-for-profit organization, or can you partner with one?
Response	The primary applicant must be a non-profit organization.

Question 2	What is the expected start date for the 6-month project for Competition #2?
Response	The expected start date is March 15, 2021.



Competition #3: Pregnant and Parenting Individuals: Treatment for Substance Use Disorders(1:00-1:45 PM)

Question 1	When is the grant start date?
Response	The expected start date is March 15, 2021.

Question 2	Should the applications not address stimulant use disorder (directly) because it is not included in this SOR funding opportunity?
Response	That is correct. SOR 1 funds do not include services for stimulant use disorder. If you are a provider, and screening includes various substances, stimulants may be included, however, this funding is specific to opioid use disorders.

Competition #4: Hospital-Based Naloxone Training and Technical Assistance (2:00-2:45 PM)

Question 1	Will hospital based outreach peers that work with patients for that 90 day post-discharge period be included in the naloxone distribution plan?
Response	We are interested in distributing as many kits as needed to whoever needs them. The additional peer population is should be included in the distribution workflow.

Question 2	Is this grant mainly focusing on distributing kits to patients at discharge only?
Response	Everyone at some point is discharged from the hospital, which is why we are using this critical touch point. Applicants are free to propose a work plan that involves distributing naloxone at different points in an individual's hospital stay.



Question 3	Are hospitals expected to have policies and procedures to distribute naloxone in place by the end of the grant, or are they supposed to be distributing naloxone by the end of the grant?
Response	Hospitals should be distributing naloxone by the end of the grant period.

Question 4	Is GPRA collection required for this grant?
Response	No.

Question 5	Are hospitals expected to pay for their own naloxone?
Response	It is up to the applicant to propose how to supply and sustain naloxone kits (i.e. through pharmacies). There is not money in the SOR budget to provide ongoing naloxone kits to all of the hospitals. Some initial kits may be provided for start-up, but the long-term provision of free naloxone is not guaranteed.

Question 6	Are we required to collecting data on the number of people admitted for an injection-related infection?
Response	Yes. The RFA will be modified to include that data point, along with the percentage of those individuals who are discharged with naloxone.



Question 7	Should applicants split up their application to submit it?
Response	Yes, detailed submission instructions are in the RFA. If possible, please avoid scanning and saving PDFs as images because that dramatically increases their file size.

Competition #5: Comprehensive Care Management (3:00-3:45 PM)

Question 1	Is this a new funding stream?
Response	Yes, this is the first time the SOR grant has been used to support comprehensive care management.

Question 2	Can you provide us with a proposal from the past to use as an example?
Response	No. Because this initiative is new to SOR, we do not have examples of past proposals. If you have specific proposal questions, please consult the RFA or reach out and we can add your questions to this FAQ document.

Question 3	Can funding be used to invest in a data collection/data management system?
Response	Funding can be used for non-Medicaid-billable data collection and start-up costs, however these funds are not meant to be used for major investments in data infrastructure. All investments in data collection should be able to be tracked directly to service delivery for individuals with OUD/STUD.



Question 4	Should applicants propose a payment model in the proposal or is it expected that grantees will partner with DBH to design a payment model after an award is made?
Response	Applicants are not expected to propose a fully-designed payment model. However, applicants should demonstrate that they have the ability to track outcomes necessary for outcomes-based payments and they should propose how they would ideally structure a payment model at a high level (e.g., what outcomes should be tracked and how, what general metrics trigger incentive payments, etc.).

Question 5	Are for-profit organizations eligible for this competition?
Response	Yes. The RFA has been updated to reflect this change in the eligibility requirements.

Question 6	If the grant is extended into an option year, will the maximum budget be the same?
Response	Yes. Although the period of performance will technically be longer, the budget amount will be the same for a full option year.

Question 7	There is an attachment regarding separation of duties – does an audit suffice as documentation that an organization is following proper protocols with respect to separation of duties?
Response	The attachment regarding separation of duties requires applicants to answer four questions. If those questions are answered elsewhere in the application, they should be highlighted or called out in some way so that reviewers can easily find them.



Question 8	When will award decisions be made?
Response	This depends on the number of applications received. The soonest DBH will make award decisions is March 15, 2021.
Question 9	If all the funds are not used in the first year, can they be rolled over?
Response	No.
Question 10	Is it possible to submit the grant through something other than email?
Response	No. Please avoid scanning your PDF pages as images to minimize file size.
Question 11	Are grantees expected to recruit clients from their own networks? Does DBH have a referral list?
Response	Applicants should discuss their plans for recruiting clients in their application. At this time, DBH does not have a client referral list.
Question 12	Can grant funds be used to purchase personal protection equipment (PPE)?



Response	Yes.
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Question 13	How many individuals are considered “high utilizers”?
Response	DBH plans to work with the grantee to define “high utilizers”, so we do not have a clearly defined number at this time.

Question 14	Can the Government Performance and Results Act (GPRA) survey be used to screen potential clients?
Response	No. GPRA surveys are administered to clients who are receiving services, they are not used for screening.

Question 15	Do all services need to be completed by September 29, 2021 (e.g., if grant funds are being used for training can a training class extend past September 29).
Response	All funds need to be expended by September 29, 2021.

Question 16	Can the grant funds be used to support care coordination that is Medicaid-billable?
Response	No, grant funds can only be used for non-Medicaid-billable services.



Question 17	Is it allowable to purchase \$25 food cards and phone cards as incentives for clients under supplies?
Response	You can include participant incentives in the “other” category of your budget. If you plan to compensate participants, state how participants will be awarded incentives (e.g., gift cards, bus passes, gifts, etc.) If you have included funding for incentives in your budget, you must address this item.