

District of Columbia Department of Behavioral Health (DBH)

Pre-Application Conference



RFA Number: RM0 DCOR 071219

RFA Title: District of Columbia Opioid Response (DCOR)

Grant Opportunities

DBH Training Room – 64 NY Room 284
Wednesday, July 17, 2019 | 1:00 p.m. - 4:00 p.m.

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Today's Agenda

The RFA includes **three (3) application** opportunities that will be discussed today:

- **Competition #1:** Integrated Medication-Assisted Treatment (MAT) for Co-occurring Conditions (Integrated MAT) – **1:00 p.m. – 2:00 p.m.**
- **Competition #2:** Certified Addiction Counselor (CAC) Workforce Development Program (CAC Program) – **2:00 p.m. – 3:00 p.m.**
- **Competition #3:** DC Peer Organized Activities Supporting Individuals with Opioid Use Disorders and Providing Awareness about Opioid Misuse (Peer Activities) – **3:00 p.m. – 4:00 p.m.**

IF YOU ARE APPLYING TO MULTIPLE COMPETITIONS: An organization applying to multiple competitions must submit a separate application for each competition. Applications may not be combined.

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Competition #1

Integrated Medication-Assisted Treatment (MAT) for Co-occurring Conditions (Integrated MAT)

Application Deadline:
Monday, August 5, 2019,
4:45 P.M. ET

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District of Columbia Department of Behavioral Health

Background

LIVE. LONG. DC., the District's Strategic Plan to Reduce Opioid Use, Misuse, and Related Deaths, is building the city-wide effort to ensure equitable and timely access to high-quality substance use disorder treatment and recovery support services (RSS).

Integrated MAT – will help the District address **Goal 5, Strategy 5.5**, “Incorporate emphasis on physical health (including intensive health screenings) and mental well-being in substance use disorder treatment and programming.”

Reference: RFA page 10

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Target Population

For the purposes of this RFA, the applicant should focus on individuals in the District who inject drugs (PWID) and have an OUD and another co-occurring physical condition, specifically HIV and/or HCV.

Reference: RFA page 19

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Eligibility Requirements

All competitions: A not-for-profit organization located in the District of Columbia (DC) and licensed by the DC Department of Consumer and Regulatory Affairs (DCRA) to conduct business

Competition #1 – Integrated MAT:

- a. At least two years working with individuals with human immunodeficiency virus (HIV), hepatitis C virus (HCV) and/or OUD.
- b. If the applicant currently provides HIV and HCV services, a partnership with an internal or external clinician providing MAT is also required. Or, if the applicant is an MAT provider, a partnership with an internal or external provider for HIV/HCV services is required. If an external partnership is part of your application, a letter of commitment from the partner organization(s) is required.

Reference: RFA page 12

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Implementation Requirements

All Competitions:

1. Applicants are required to report outcomes on a monthly basis to DBH.
2. Applicants shall provide a detailed budget to accompany the work plan providing a justification for proposed activities.

Competition #1 – Integrated MAT:

1. Applicants must have the operation readiness and capabilities to:
 - a. Develop a comprehensive, coordinated model of care. This can be done in one agency as a one-stop-shop that provides MAT and HIV/HCV services, or through external partnerships that bring together MAT and HCV/HIV treatment;
 - b. Provide patient-centered, coordinated MAT for District residents with OUD who are receiving treatment for HIV, HCV or other health conditions;
 - c. Identify a consistent source of referrals for patients;
 - d. Provide clinician education in MAT, HIV, and HCV management;
 - e. Provide or refer clients to recovery support services;
 - f. Implement overdose prevention strategies (access to naloxone) and either provide or refer individuals to other harm reduction strategies such as syringe services;
 - g. Refer clients to the Women, Infants, and Children (WIC) program, health insurance, and other community resources; and
 - h. Increase access to and compliance with MAT and treatment for HIV, HCV and other health conditions.

Reference: RFA page 12

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Applicable Terms and Conditions

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH 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. DBH 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, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH 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. DBH 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 2 CFR Part 200, 2 CFR 180; 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

Reference: RFA page 2

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Application Submission and Deadline

Applications Due: Monday, August 5, 2019, and must be submitted no later than 4:45 p.m. ET

Submit them to: DBH c/o Daijon Wilburn (202) 671-2792 or Jacqueline Murphy (202) 727-9479, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002

- Applications accepted after the deadline will not be forwarded to the Independent Review Panel for funding consideration.
- Applications will not be accepted by email or fax.
- Applications must be ready for receipt by DBH. Applicants will not be allowed to assemble application material on the premises of DBH.

Reference: RFA page 21

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Administrative Requirements and Information

Administrative Criteria:

1. The application proposal format conforms to the "Proposal Format and Content" listed in each competition, Section IX.C.1.
2. Provide documentation as listed in Section IX.C.4.
3. **The application is printed on 8 1/2 by 11-inch paper, single-spaced, on one side, using 12 point font of Times New Roman with a minimum of one inch margins, with all pages numbered.**
4. Narrative for Section IX.D: Program Narrative must not exceed the following page limits. Note: Attachments and appendices do not count toward the page limit.
5. **Competition #1: 7 pages, single-spaced, 12-point font of Times New Roman**
6. The Work Plan template, Attachment G, is complete.
7. The Budget and Budget Narrative Justification (Attachment H) is complete and complies with Section IX.E. The line item budget narrative justification describes the categories of items proposed. 7. Attachments B, C, D, E and F (Applicant Profile, Certifications and Assurances) are signed.
8. The applicant must submit the required six (6) copies of the proposal in sealed envelopes. Of the six (6) copies, one (1) copy should be stamped "original". Two copies of the DBH Receipt Form (Attachment I) should be attached to the outside of the "original" sealed envelope. One copy of the DBH Receipt will stay with DBH and the other copy will be provided to the applicant upon receipt. Unsealed and unidentified applications will not be accepted.
9. **Intent to Apply: Applicants are strongly encouraged to complete and submit the Intent to Apply Notification form (Attachment A) by Friday, July 19, 2019.**

Reference RFA page 14

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Definitions

1. **DBH:** Department of Behavioral Health is a cabinet level agency in the District of Columbia and serves as the single state behavioral health authority for the District of Columbia reporting directly to the Mayor.
2. **ODD:** Opioid use disorder is a problematic pattern of opioid use leading to clinically significant impairment or distress.
3. **MAT:** Medication-assisted treatment is the use of FDA-approved medications (i.e., buprenorphine, methadone and naltrexone) in combination with counseling and behavioral therapies, to provide a “whole-patient” approach to the treatment of OUD.
4. **RSS:** Recovery Support Services help individuals with mental and substance use disorders manage their conditions successfully. Examples of these services include: care coordination, recovery coaching and mentoring, life skills support, education support, environmental stability, supported employment, supported housing, and transportation.
5. **EBP:** Evidence-based practice is any prevention or treatment practice that has been established as effective through scientific research according to a set of explicit criteria (Drake et al., 2001). These are interventions that, when consistently applied, produce improved consumer outcomes. EBP is also a process in which the practitioner combines well-researched interventions with clinical experience, ethics, consumer preferences, and culture to guide and inform the delivery of treatments and services.
6. **Intervention:** A combination of program elements or strategies designed to produce behavior changes or improve health status among individuals or populations.
7. **SAMHSA:** Substance Abuse and Mental Health Services Administration is a federal agency responsible for decreasing the impact of substance use and mental disorders.
8. **SUD:** Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

Reference: RFA page 11

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Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as listed below and must provide in writing the name of all its insurance carriers and the type of insurance provided:

- The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.
- The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
- The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.
- The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
- All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, DC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

Reference RFA page 15

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Indemnification, Compliance with Tax Obligations and Board of Directors

Indemnification

- The Applicant/ Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Compliance with Tax Obligations

- Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Board of Directors

- Nonprofit organizations must have a functioning governing authority, which has legal and fiduciary authority over the general operation of an organization. Often referred to as “the board,” it should, among other duties, establish policies and provide grant oversight.

Reference RFA page 16

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Amount of Funding and Grant Awards

Competition #1: Integrated MAT

- Approximately \$390,000 is available to fund up to three (3) grant awards. Each grant award is a minimum of \$130,000.
- Grants will be awarded by DBH using funds provided by the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), State Opioid Response Grant, CFDA #93.788. The grant award is contingent upon available funding.
- The grant award will be from **October 1, 2019 through September 29, 2020.** The grant may be continued for one (1) additional year based on documented project success and the availability of funding.

Reference RFA page 16

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Payments to the Grantee

Upon award, DBH shall provide funding to the sub-grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the sub-grantee will be based on a risk assessment conducted by the DBH. Payments may be made as an advance, a cost-reimbursement basis or a combination of both. All payments will be contingent upon compliance with program and financial reporting. DBH reserves the right to withhold any payment if the sub-grantee is found in non-compliance with the DBH Notice of Grant Award, the request for applications and/or the grant agreement.

Reference RFA page 17

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Scope of Work – Program Narrative

Administrative

- Briefly describe the unmet MAT and HIV/HCV needs, as well as other primary care needs, in the area you propose to serve.
- Describe relevant experience, and duration of that experience, in delivering the services or partnering with others to deliver the services proposed under this RFA. Specify experience with OUD clients and clients with HIV and/or HCV.
- Describe the team who will work on this initiative, and who will be responsible for implementation and oversight of all elements of the program.
- Describe training that the program administrators, facility staff, and providers will undergo.
- Describe the location and description of facility, including partner facilities if not a one-stop shop, including hours and days/evenings of operation for the populations served and description of ADA compliance.
- Describe how the applicant plans to outreach to members in the community to engage them in the MAT and HIV/HCV services.
- Estimate the number of individuals that will be served by the program on a monthly basis with a projected utilization within each distinct service or activity offered.
- Describe the continuous feedback loop(s) the applicant will implement with the individuals who are served by this program.
- Describe any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise.

Reference RFA page 23

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Scope of Work – Program Narrative

Proposed Work Plan

Provide a work plan (Attachment G) from October 1, 2019 through September 29, 2020 detailing the steps to be taken:

- Clearly defined measurable goals, objectives, key metrics and anticipated outcomes.
- A timeline for implementation that clearly defines milestones, inclusive of time for a planning phase, which may last no more than two (2) months.
- Description of activities and services that will be provided.
- A plan to refer individuals to other treatment and recovery support services.
- Identification of the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners.

Reference RFA page 23-24

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Scope of Work – Program Narrative

Fiscal and Financial Management

- Describe how the organization will deliver sound fiscal management, including the fiscal and financial management systems in place that will support the grant.
- Describe the sustainability plan of the organization and the expected time and resources needed to implement changes.
- Describe the extent to which your organization is willing to commit time and resources to implementing changes, and is likely to sustain and support these changes.

Reference RFA page 24

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Scope of Work – Program Narrative

Program Reporting

The applicant organization must collect data and provide a monthly report to be submitted to DBH program staff. DBH expects the start-up period to be the first two (2) months of the new grant agreement and that providers will be fully operational within 60 days of receiving the approved DBH grant agreement.

- Describe how the organization will track work plan progress to ensure deliverables are achieved. This includes specific information about how the program will advance LIVE. LONG. DC. Goal 5, Strategy 5.5, “Incorporate emphasis on physical health (including intensive health screenings) and mental well-being in substance use disorder treatment and programming.”
- Describe how your organization’s plan to ensure start-up occurs within the first two (2) months of the new grant agreement and fully operational within 60 days.
- Describe your capacity to accurately and timely capture, report, and review key outcomes (both process-related metrics, and health-related metrics) for the program.
- Describe your ability to submit quantitative and qualitative data on a monthly, quarterly and annual basis describing program activities and progress toward deliverables.

Reference RFA page 24

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Scope of Work – Budget Narrative

Budget Narrative

Applicants must provide a budget and budget narrative justification of the items included in their proposed budget. Attachment H contains the budget and budget narrative justification form. This form does not count towards the maximum (*must not exceed*) 7 page limit.

1. Personnel – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project.
2. Fringe – components of fringe benefits rate.
3. Consultants/Experts – a contractual arrangement to carry out a portion of the programmatic effort for the acquisition of routine goods or services under the grant. Contractual arrangements with consultants must include the work to be performed, title, rate of pay, hours, and the term(s) of the agreement. Both the consultant and sub-grantee must sign.
4. Travel and Transportation – Costs associated with local travel expenditures for staff or client/participants (e.g., SmarTrip Cards; Uber; Mileage and Parking for DBH meeting attendance).
5. Supplies and Minor Equipment – materials costing less than \$5,000 per unit and often having a one-time use (e.g., general office supplies; laptop; printer; ink cartridges).
6. Client Cost - Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measurable outcomes (e.g., food costs, gift cards, giveaways, stipends).
7. Communication - Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.
8. Other Direct Costs – expenses not covered in any of the previous budget categories.
9. Indirect Costs- – Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement (NICRA). A non-federal entity that has never received a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Reference RFA page 25

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Scope of Work – Evaluation Process

All applications that are complete and meet the eligibility and administrative criteria listed in Section V will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund rests solely with the DBH Director. DBH anticipates announcing all awards in September 2019.

Reference RFA page 25

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Scope of Work – Application Scoring

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

- Criterion A – Administrative (Total of 30 Points)
- Criterion B – Proposed Work Plan (Total of 40 Points)
- Criterion C – Fiscal and Financial Management (Total of 15 Points)
- Criterion D – Program Reporting (Total of 10 Points)
- Criterion E – Budget and Budget Narrative (Total of 5 Points)

Reference RFA page 26-27

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Scope of Work – Application Scoring

Criterion A – Administrative (Total of 30 Points)

- The applicant described the unmet MAT and HIV/HCV needs, as well as other primary care needs, in the area they proposed to serve and their experience and their partners experience, if not a one-stop-shop, working with individuals with OUD and HIV/HCV. The applicant described the facility where the services will occur. **(10 points)**
- The applicant described the team who will work on this initiative, the training they will undergo, and who will be responsible for implementation and oversight of all elements of the program. And, if partnerships were part of the model the applicant explained the role of those partners. **(10 points)**
- The applicant estimated the number of individuals that will be served by the program and an outreach plan to engage them. **(5 points)**
- The applicant described continuous feedback loop(s) and any potential challenges related to this work. **(5 points)**

Reference RFA page 26

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Scope of Work – Application Scoring

Criterion B – Proposed Work Plan (Total of 40 Points)

- The applicant clearly defined measurable goals, objectives, key metrics and anticipated outcomes and provided a timeline for implementation for a program that integrates MAT, HIV and HCV treatment to treat co-occurring disorders among the District’s residents. **(20 points)**
- The applicant details involvement of key partners and the roles they will assume in the implementation of this program, and included letters of commitment required from key partner(s) that are providing the MAT or HIV/HCV component of the program. **(10 points)**
- The applicant described a plan to refer individuals to other treatment and recovery support services. **(5 points)**
- The applicant identified the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners. **(5 points)**

Reference RFA page 26

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Scope of Work – Application Scoring

Criterion C – Fiscal and Financial Management (Total of 15 Points)

- The applicant described sound fiscal management including the fiscal and financial management systems in place that will support the grant. **(5 points)**
- The applicant described their sustainability plan and willingness to commit time and resources to implementing changes. **(10 points)**

Reference RFA page 26

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Scope of Work – Application Scoring

Criterion D – Program Reporting (Total of 10 Points)

- The applicant described how the organization will track work plan progress to ensure deliverables are achieved. It included specific information about how the program will advance LIVE. LONG. DC. Goal 5, Strategy 5.5, “Incorporate emphasis on physical health (including intensive health screenings) and mental well-being in substance use disorder treatment and programming.” **(5 points)**
- The applicant described the organization’s plan to ensure start-up occurs within the first 2 months of the new Grant Agreement; and fully operational within 60 days. **(5 points)**

Reference RFA page 27

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Scope of Work – Application Scoring

Criterion E – Budget and Budget Narrative (Total of 10 Points)

- The applicant provided a budget and budget narrative justification of the items included in their proposed budget. **(5 points)**

Reference RFA page 27

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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.

Reference RFA page 27

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Scope of Work – Audits and Disallowances

- The DBH may conduct fiscal and/or program audits of the sub-grantee either directly or by an independent auditor. The sub-grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The sub-grantee shall cooperate fully and promptly with any audit.
- To fulfill its monitoring responsibilities, DBH will require the funded applicant to submit appropriate fiscal and programmatic documentation. In addition, representatives of the DBH may conduct site visits to funded applicants. The purpose of these visits is to validate information submitted by applicants and gather additional information from interviews and observations for technical assistance, monitoring and evaluation purposes.
- Monthly Programmatic benchmark reports must be submitted to DBH along with monthly expenditure reports. The sub-grantee is responsible for ensuring that reports are accurate, complete, and submitted on time.
- If the grantee receives federal grant awards in the total sum of \$750,000 or greater in a year, an annual audit, in accordance with the standards set forth in OMB 2 CFR 200, of the financial condition and accounts of the program performed by an independent certified public accountant (CPA) who is not a member of the governing body or an employee of the program is required and must be submitted to the DBH Agency Fiscal Officer.

Reference RFA page 27

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Application Requirements

1. Proposal Format and Content
 - Applicant Profile (Attachment B)
 - Table of Contents
 - Narrative
 - Administrative
 - Proposed Work Plan
 - Fiscal and Financial Management
 - Program Reporting
2. Work Plan Template (Attachment G)
3. Budget and Budget Narrative (Attachment H)
4. Requirement Documentation (see RFA page 22) including signed Attachments B, C, D, E and F

Reference RFA Page 22-23

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Helpful Tips

- Please use the **RFA Checklist** (p. 3-4).
- Make sure to follow all the instructions in the RFA.
- Adhere to Application Requirements
 - Follow “Proposal Format and Content,” p. 22
 - Include Required Documentation, p. 22-23
 - Attachments A, B, C, D, E, F, G, H and I (Completed and/or Signed)
 - Include Current Business License
 - Number all pages in your application

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Questions



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Contact Information

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More Helpful Tips

Visit the **Office of Partnerships and Grant Services** website <http://opgs.dc.gov/> to download the RFA & Attachments A-J

- From the Navigation Bar, click on **“Information”**
- From the Drop-down menu, click on **“District Grants Clearinghouse”**
- **Scroll down the chart until you see the RFA:**
RFA Title: District of Columbia Opioid Response (DCOR) Grant Opportunities
- Click on RFA (PDF format)
- Click on **“Attachments”** (Word format)

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More Helpful Tips

Once your application is ready for submission, remember to:

- Prepare six (6) copies of your application.
- Mark one (1) copy as “original.”
- Submit all applications in one (1) sealed envelope.
- Envelope must be clearly identified by the organization, RFA number, your project name, and selected geographic designation.
- Attach two (2) copies of the DBH Receipt Form to the front of the envelope.
- Applicants will not be allowed to assemble application material on the premises of DBH.
- **Submission Deadline** – Monday, August 5, 2019, 4:45 p.m. ET
- Submit them to DBH, c/o Daijon Wilburn (202) 671-2792 or Jacqueline Murphy (202) 727-9479, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002

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Competition #2

Certified Addiction Counselor Workforce Development Program (CAC Program)

Application Deadline:
Monday, August 5, 2019,
4:45 P.M. ET

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Background

LIVE. LONG. DC., the District’s Strategic Plan to Reduce Opioid Use, Misuse, and Related Deaths, is building the city-wide effort to ensure equitable and timely access to high-quality substance use disorder treatment and recovery support services (RSS).

CAC Program – will help the District address Goal 3, Strategy 3.5, “Develop a comprehensive workforce development strategy to strengthen the behavioral health workforce’s ability to provide services in multiple care settings including peer support specialists/recovery coaches, holistic pain management providers, and those trained to treat patients with co-occurring mental health diagnoses and substance use disorder.”

Reference: RFA page 10

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Target Population

- Persons eligible for CAC certification, which includes the following:
 - Has at least an Associate’s degree in a health or human services field.
 - Can show 3 hours of coursework in each of the following areas:
 - Understanding human behavior and family systems;
 - Signs and symptoms of Substance Abuse;
 - Recovery process, stages of change, relapse prevention, treatment approaches, group dynamics and other adjunctive treatment recovery support groups, motivational interviewing, and models and theories of addiction;
 - Ethics, rules and regulations;
 - Professional identity;
 - Crisis intervention;
 - Cultural factors and competencies;
 - Co-occurring disorders in interdisciplinary treatment;
 - Diagnostic and screening criteria in addictions; and
 - Psychopharmacology resources in the treatment of addictions.

Reference: RFA page 30

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Eligibility Requirements

All competitions: A not-for-profit organization located in the District of Columbia (DC) and licensed by the DC Department of Consumer and Regulatory Affairs (DCRA) to conduct business

Competition #2 – CAC Program:

- At least two years of experience working with populations with OUD in DC.
- Have supervisors for interns on staff who hold at least one of the following licenses: advanced practice addiction counselor, licensed professional counselor, licensed clinical psychologist, licensed clinical social worker, licensed marriage and family therapist, licensed medical doctor, and/or registered nurse.

Reference: RFA page 12

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Implementation Requirements

All Competitions:

1. Applicants are required to report outcomes on a monthly basis to DBH.
2. Applicants shall provide a detailed budget to accompany the work plan providing a justification for proposed activities.

Competition #2 – CAC Program:

1. The applicant shall have a comprehensive community-based treatment and support services program that will provide supervised experiences from a qualified practitioner to interns in:
 1. Understanding the dynamics of human behavior and family systems;
 2. Signs and symptoms of SUD with a specific focus on OUD;
 3. Recovery process, stages of change, relapse prevention, treatment approaches, group dynamics and other adjunctive treatment recovery support groups, motivational interviewing and models and theories of addiction;
 4. Ethics, rules and regulations;
 5. Professional identify in the provision of SUD services;
 6. Crisis intervention;
 7. SUD counseling treatment planning and research;
 8. Counseling skills for individual and group, motivational interviewing;
 9. Cultural factors and competencies in addiction;
 10. Co-occurring disorders and interdisciplinary treatment;
 11. Diagnostic and screening criteria in addictions; and
 12. Psychopharmacology resources in the treatment of addictions.
2. Applicants should have the ability to implement within 30 days:
 1. Independently Licensed Supervisors to provide regular supervision per DBH supervision policy [710.3B](#), <https://dbh.dc.gov/node/1167121>;
 2. A system to screen potential interns;
 3. A system for accepting interns; and
 4. Training for new interns.

Reference RFA Page 13

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Applicable Terms and Conditions

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH 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. DBH 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, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH 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. DBH 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 2 CFR Part 200, 2 CFR 180; 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

Reference: RFA page 2

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Application Submission and Deadline

Applications Due: Monday, August 5, 2019, and must be submitted no later than 4:45 p.m. ET

Submit them to: DBH c/o Daijon Wilburn (202) 671-2792 or Jacqueline Murphy (202) 727-9479, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002

- Applications accepted after the deadline will not be forwarded to the Independent Review Panel for funding consideration.
- Applications will not be accepted by email or fax.
- Applications must be ready for receipt by DBH. Applicants will not be allowed to assemble application material on the premises of DBH.

Reference: RFA page 21

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Administrative Requirements and Information

Administrative Criteria:

1. The application proposal format conforms to the "Proposal Format and Content" listed in each competition, Section IX.C.1.
2. Provide documentation as listed in Section IX.C.4.
3. **The application is printed on 8 1/2 by 11-inch paper, single-spaced, on one side, using 12 point font of Times New Roman with a minimum of one inch margins, with all pages numbered.**
4. Narrative for Section IX.D: Program Narrative must not exceed the following page limits. Note: Attachments and appendices do not count toward the page limit.
5. **Competition #1: 7 pages, single-spaced, 12-point font of Times New Roman**
6. The Work Plan template, Attachment G, is complete.
7. The Budget and Budget Narrative Justification (Attachment H) is complete and complies with Section IX.E. The line item budget narrative justification describes the categories of items proposed. 7. Attachments B, C, D, E and F (Applicant Profile, Certifications and Assurances) are signed.
8. The applicant must submit the required six (6) copies of the proposal in sealed envelopes. Of the six (6) copies, one (1) copy should be stamped "original". Two copies of the DBH Receipt Form (Attachment I) should be attached to the outside of the "original" sealed envelope. One copy of the DBH Receipt will stay with DBH and the other copy will be provided to the applicant upon receipt. Unsealed and unidentified applications will not be accepted.
9. **Intent to Apply: Applicants are strongly encouraged to complete and submit the Intent to Apply Notification form (Attachment A) by Friday, July 19, 2019.**

Reference RFA page 14

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Definitions

1. **DBH:** Department of Behavioral Health is a cabinet level agency in the District of Columbia and serves as the single state behavioral health authority for the District of Columbia reporting directly to the Mayor.
2. **ODD:** Opioid use disorder is a problematic pattern of opioid use leading to clinically significant impairment or distress.
3. **MAT:** Medication-assisted treatment is the use of FDA-approved medications (i.e., buprenorphine, methadone and naltrexone) in combination with counseling and behavioral therapies, to provide a “whole-patient” approach to the treatment of OUD.
4. **RSS:** Recovery Support Services help individuals with mental and substance use disorders manage their conditions successfully. Examples of these services include: care coordination, recovery coaching and mentoring, life skills support, education support, environmental stability, supported employment, supported housing, and transportation.
5. **EBP:** Evidence-based practice is any prevention or treatment practice that has been established as effective through scientific research according to a set of explicit criteria (Drake et al., 2001). These are interventions that, when consistently applied, produce improved consumer outcomes. EBP is also a process in which the practitioner combines well-researched interventions with clinical experience, ethics, consumer preferences, and culture to guide and inform the delivery of treatments and services.
6. **Intervention:** A combination of program elements or strategies designed to produce behavior changes or improve health status among individuals or populations.
7. **SAMHSA:** Substance Abuse and Mental Health Services Administration is a federal agency responsible for decreasing the impact of substance use and mental disorders.
8. **SUD:** Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

Reference: RFA page 11

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Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as listed below and must provide in writing the name of all its insurance carriers and the type of insurance provided:

- The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.
- The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
- The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.
- The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
- All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, DC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

Reference RFA page 15

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Indemnification, Compliance with Tax Obligations and Board of Directors

Indemnification

- The Applicant/ Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Compliance with Tax Obligations

- Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Board of Directors

- Nonprofit organizations must have a functioning governing authority, which has legal and fiduciary authority over the general operation of an organization. Often referred to as “the board,” it should, among other duties, establish policies and provide grant oversight.

Reference RFA page 16

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Amount of Funding and Grant Awards

Competition #2: CAC Program

- Approximately \$480,000 is available to fund up to four (4) grant awards. Each grant award is \$120,000.00. Grant award amount is based on subsidized work experience for 15 interns at \$16.00/hour for 500 hours for a total of \$120,000.00.
- Grants will be awarded by DBH using funds provided by the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), State Opioid Response Grant, CFDA #93.788. The grant award is contingent upon available funding.
- The grant award will be from **October 1, 2019 through September 29, 2020**. The grant may be continued for one (1) additional year based on documented project success and the availability of funding.

Reference RFA page 16

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Payments to the Grantee

Upon award, DBH shall provide funding to the sub-grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the sub-grantee will be based on a risk assessment conducted by the DBH. Payments may be made as an advance, a cost-reimbursement basis or a combination of both. All payments will be contingent upon compliance with program and financial reporting. DBH reserves the right to withhold any payment if the sub-grantee is found in non-compliance with the DBH Notice of Grant Award, the request for applications and/or the grant agreement.

Reference RFA page 17

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Scope of Work – Program Narrative

Administrative

- Briefly describe the unmet need for CAC workforce development.
- Describe relevant experience, and duration of that experience, in delivering the services proposed under this RFA. Specify experience with providing supervision and training to interns around SUD treatment with a focus on OUD.
- Describe the team who will work on this initiative, and who will be responsible for implementation and oversight of all elements of the program, including training and supervision of the interns.
- Estimate the number of individuals that will be served by the program on a monthly basis.
- Describe how interns will be recruited and deemed eligible/screened for minimal educational requirements, pre-requisite coursework or currently enrolled in a program.
- Describe the duties of the interns and how they are associated with the experiences outlined in the target population.
- Describe the continuous feedback loop(s) the applicant will implement with the participants and other community stakeholders it intends to serve.
- Describe any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise.

Reference RFA page 34

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Scope of Work – Program Narrative

Proposed Work Plan

Provide a work plan (Attachment G) from October 1, 2019 through September 29, 2020 detailing the steps to be taken:

- Clearly defined measurable goals, objectives, key metrics, and anticipated outcomes for a program that provides CAC internship experience that will fulfill the documented supervised experience requirements outlined by the Department of Health, Health Professional Licensing Administration for CAC I or CAC II.
- A timeline for implementation that clearly defines milestones, inclusive of time for a planning phase, which may last no more than one (1) month. Timeline should describe when each component of the internship will be addressed.
- Description of activities and services that will be provided including how the required internship objectives will be implemented and supervised from a qualified practitioner.
- Identify other resources that can be leveraged to support the project along with a rationale for their inclusion.
- Description of involvement of key partners and the roles they will assume in the implementation of this program.
- Identification of the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners.

Reference RFA page 34-35

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Scope of Work – Program Narrative

Fiscal and Financial Management

- Describe how the organization will deliver sound fiscal management including the fiscal and financial management systems in place that will support the grant.
- Describe the sustainability plan of the organization.
- Describe the extent to which your organization is willing to commit time and resources to implementing changes, and is likely to sustain and support these changes.

Reference RFA page 35

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Scope of Work – Program Narrative

Program Reporting

The applicant organization must collect data and provide a monthly report to be submitted to DBH Program Staff. DBH expects the start-up period to be the first month of the new Grant Agreement; and that providers will be fully operational within 30 days of receiving the approved DBH Grant Agreement.

- Describe how the organization will track work plan progress to ensure deliverables are achieved. This includes specific information about how the program will advance LIVE. LONG. DC. Goal 3, Strategy 3.5, “Develop a comprehensive workforce development strategy to strengthen the behavioral health workforce’s ability to provide services in multiple care settings including peer support specialists/recovery coaches, holistic pain management providers, and those trained to treat patients with co-occurring mental health diagnoses and substance use disorder.”
- Describe how your organization’s plan to ensure start-up occurs within the first month of the new Grant Agreement; and fully operational within 30 days.
- Describe their ability to submit quantitative and qualitative data on a monthly, quarterly and annual basis describing program activities and progress towards deliverables. Including but not limited to capturing, reporting, and reviewing key outcomes (both process-related metrics, and health-related metrics) for the program.

Reference RFA page 35

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Scope of Work – Budget Narrative

Budget Narrative

Applicants must provide a budget and budget narrative justification of the items included in their proposed budget. Attachment H contains the budget and budget narrative justification form. This form does not count towards the maximum (*must not exceed*) 7 page limit.

1. Personnel – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project.
2. Fringe – components of fringe benefits rate.
3. Consultants/Experts – a contractual arrangement to carry out a portion of the programmatic effort for the acquisition of routine goods or services under the grant. Contractual arrangements with consultants must include the work to be performed, title, rate of pay, hours, and the term(s) of the agreement. Both the consultant and sub-grantee must sign.
4. Travel and Transportation – Costs associated with local travel expenditures for staff or client/participants (e.g., SmarTrip Cards; Uber; Mileage and Parking for DBH meeting attendance).
5. Supplies and Minor Equipment – materials costing less than \$5,000 per unit and often having a one-time use (e.g., general office supplies; laptop; printer; ink cartridges).
6. Client Cost - Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measurable outcomes (e.g., food costs, gift cards, giveaways, stipends).
7. Communication - Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.
8. Other Direct Costs – expenses not covered in any of the previous budget categories.
9. Indirect Costs- – Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement (NICRA). A non-federal entity that has never received a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Reference RFA page 36

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Scope of Work – Evaluation Process

All applications that are complete and meet the eligibility and administrative criteria listed in Section V will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund rests solely with the DBH Director. DBH anticipates announcing all awards in September 2019.

Reference RFA page 36

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Scope of Work – Application Scoring

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

- Criterion A – Administrative (Total of 30 Points)
- Criterion B – Proposed Work Plan (Total of 40 Points)
- Criterion C – Fiscal and Financial Management (Total of 15 Points)
- Criterion D – Program Reporting (Total of 10 Points)
- Criterion E – Budget and Budget Narrative (Total of 5 Points)

Reference RFA page 36-37

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Scope of Work – Application Scoring

Criterion A – Administrative (Total of 30 Points)

- The applicant described the unmet need for CAC workforce development, relevant experience, duration of experience and delivering the proposed services. **(10 points)**
- The applicant described the team who will work on this initiative, and who will be responsible for implementation and oversight of all elements of the program, including training and supervision of the interns. **(5 points)**
- The applicant projected the number of individuals that will be served by the program on a monthly basis. **(3 points)**
- The applicant described how interns will be recruited and deemed eligible/screened for minimal educational requirements, pre-requisite coursework or currently enrolled in a program. **(3 points)**
- The applicants described the duties of the interns and how they are associated with the experiences outlined in the target population. **(3 points)**
- The applicant described continuous feedback loop(s) and any potential challenges related to this work. **(3 points)**
- The applicant described any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise. **(3 points)**

Reference RFA page 37

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Scope of Work – Application Scoring

Criterion B – Proposed Work Plan (Total of 40 Points)

- The applicant clearly defined measurable goals, objectives, key metrics, and anticipated outcomes for a program that provides CAC internship experience that will fulfill the documented supervised experience requirements outlined by the Department of Health, Health Professional Licensing Administration for CAC I or CAC II. **(10 points)**
- The applicant provided a detailed description of timeline for implementation that clearly defined milestones, inclusive of time for a planning phase, which may last no more than one (1) month. Timeline should describe when each component of the internship will be addressed. **(5 points)**
- The applicant provided a description of activities and services that will be provided including how the required internship objectives will be addressed. **(5 points)**
- The applicant identified other resources that can be leveraged to support the project along with a rationale for their inclusion. **(5 points)**
- The applicant provided a description of key partners and the roles they will assume in the implementation of this program. **(5 points)**
- The applicant identified the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners. **(10 points)**

Reference RFA page 37

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Scope of Work – Application Scoring

Criterion C – Fiscal and Financial Management (Total of 15 Points)

- The applicant described sound fiscal management including the fiscal and financial management systems in place that will support the grant. **(5 points)**
- The applicant described their sustainability plan and willingness to commit time and resources to implementing changes. **(10 points)**

Reference RFA page 37

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Scope of Work – Application Scoring

Criterion D – Program Reporting (Total of 10 Points)

- The applicant described how the organization will track work plan progress to ensure deliverables are achieved. This included specific information about how the program will advance LIVE. LONG. DC. Goal 3, Strategy 3.5, “Develop a comprehensive workforce development strategy to strengthen the behavioral health workforce’s ability to provide services in multiple care settings including peer support specialists/recovery coaches, holistic pain management providers, and those trained to treat patients with co-occurring mental health diagnoses and substance use disorder.” **(5 points)**
- The applicant described the organization’s plan to ensure start-up occurs within the first month of the new Grant Agreement; and fully operational within 30 days. **(2 points)**
- The applicant described their ability to submit quantitative and qualitative data on a monthly, quarterly and annual basis describing program activities and progress towards deliverables. Including but not limited to capturing, reporting, and reviewing key outcomes (both process-related metrics, and health-related metrics) for the program. **(3 points)**

Reference RFA page 38

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Scope of Work – Application Scoring

Criterion E – Budget and Budget Narrative (Total of 10 Points)

- The applicant provided a budget and budget narrative justification of the items included in their proposed budget. **(5 points)**

Reference RFA page 38

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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.

Reference RFA page 38

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Scope of Work – Audits and Disallowances

- The DBH may conduct fiscal and/or program audits of the sub-grantee either directly or by an independent auditor. The sub-grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The sub-grantee shall cooperate fully and promptly with any audit.
- To fulfill its monitoring responsibilities, DBH will require the funded applicant to submit appropriate fiscal and programmatic documentation. In addition, representatives of the DBH may conduct site visits to funded applicants. The purpose of these visits is to validate information submitted by applicants and gather additional information from interviews and observations for technical assistance, monitoring and evaluation purposes.
- Monthly Programmatic benchmark reports must be submitted to DBH along with monthly expenditure reports. The sub-grantee is responsible for ensuring that reports are accurate, complete, and submitted on time.
- If the grantee receives federal grant awards in the total sum of \$750,000 or greater in a year, an annual audit, in accordance with the standards set forth in OMB 2 CFR 200, of the financial condition and accounts of the program performed by an independent certified public accountant (CPA) who is not a member of the governing body or an employee of the program is required and must be submitted to the DBH Agency Fiscal Officer.

Reference RFA page 38-39

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Application Requirements

1. Proposal Format and Content
 - Applicant Profile (Attachment B)
 - Table of Contents
 - Narrative
 - Administrative
 - Proposed Work Plan
 - Fiscal and Financial Management
 - Program Reporting
2. Work Plan Template (Attachment G)
3. Budget and Budget Narrative (Attachment H)
4. Requirement Documentation (see RFA page 33) including signed Attachments B, C, D, E and F

Reference RFA Page 33-34

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Helpful Tips

- Please use the **RFA Checklist** (p. 3-4).
- Make sure to follow all the instructions in the RFA.
- Adhere to Application Requirements
 - Follow “Proposal Format and Content,” p. 33
 - Include Required Documentation, p. 33-34
 - Attachments A, B, C, D, E, F, G, H and I (Completed and/or Signed)
 - Include Current Business License
 - Number all pages in your application

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Questions



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Contact Information

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Orlando Barker

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Phone: 202-727-1595

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More Helpful Tips

Visit the **Office of Partnerships and Grant Services** website <http://opgs.dc.gov/> to download the RFA & Attachments A-J

- From the Navigation Bar, click on **“Information”**
- From the Drop-down menu, click on **“District Grants Clearinghouse”**
- **Scroll down the chart until you see the RFA:**
RFA Title: District of Columbia Opioid Response (DCOR) Grant Opportunities
- Click on RFA (PDF format)
- Click on **“Attachments”** (Word format)

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More Helpful Tips

Once your application is ready for submission, remember to:

- Prepare six (6) copies of your application.
- Mark one (1) copy as “original.”
- Submit all applications in one (1) sealed envelope.
- Envelope must be clearly identified by the organization, RFA number, your project name, and selected geographic designation.
- Attach two (2) copies of the DBH Receipt Form to the front of the envelope.
- Applicants will not be allowed to assemble application material on the premises of DBH.
- **Submission Deadline** – Monday, August 5, 2019, 4:45 p.m. ET
- Submit them to DBH, c/o Daijon Wilburn (202) 671-2792 or Jacqueline Murphy (202) 727-9479, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002

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Competition #3

DC Peer Organized Activities Supporting
Individuals with Opioid Use Disorders and
Providing Awareness about Opioid Use and
Misuse (Peer Activities)

Application Deadline:
Monday, August 5, 2019,
4:45 P.M. ET

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Background

LIVE. LONG. DC., the District's Strategic Plan to Reduce Opioid Use, Misuse, and Related Deaths, is building the city-wide effort to ensure equitable and timely access to high-quality substance use disorder treatment and recovery support services (RSS).

Peer Activities – will help the District address Goal 5, Strategy 5.6, “Increase the presence of peer support groups/programs (e.g., 12- step programs, clubhouses, 24- hour wellness centers, sober houses, peer-operated centers) throughout the community (e.g., faith-based institutions, community centers, schools) for people in recovery and monitor the quality and effectiveness of programming.”

Reference: RFA page 10

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Target Population

District residents with OUD or at-risk for OUD.

Reference: RFA page 41

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Eligibility Requirements

All competitions: A not-for-profit organization located in the District of Columbia (DC) and licensed by the DC Department of Consumer and Regulatory Affairs (DCRA) to conduct business

Competition #3 – Peer Activities:

- a. Have a leadership team with lived experience in the behavioral health system.

Reference: RFA page 12

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Implementation Requirements

All Competitions:

1. Applicants are required to report outcomes on a monthly basis to DBH.
2. Applicants shall provide a detailed budget to accompany the work plan providing a justification for proposed activities.

Competition #3 – Peer Activities:

Applicants are required to propose a work plan for a minimum of three (3) peer organized activities that fall into one of the two categories: peer outreach or peer support.

- **Peer Outreach:** Peer outreach activities are led by individuals with lived experience. Activities must promote opioid awareness and access to behavioral health resources and treatment.
 - Activities can include, but are not limited to:
 - Events that bring awareness to OUD and/or promote prevention of opioid use and misuse such as, pop-up events, festivals, conferences, adopting a street or park, etc.
 - Peer outreach activities shall serve as a safe space for individuals to connect with the DC behavioral health system and its resources across the continuum of care from prevention through treatment and recovery, in an informal setting.
- **Peer Support:** Peer support activities are led by individuals with prior lived experience using opioids. They provide the opportunity for individuals with OUD to interact with each other in an intimate, community-based setting.
 - Activities can include, but are not limited to:
 - Peer support groups
 - Positive social events for peers organized by peers

Reference: RFA page 13-14

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Applicable Terms and Conditions

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
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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

Reference: RFA page 2

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Application Submission and Deadline

Applications Due: Monday, August 5, 2019 and must be submitted no later than 4:45 p.m. ET

Submit them to: DBH c/o Daijon Wilburn (202) 671-2792 or Jacqueline Murphy (202) 727-9479
64 New York Avenue, NE
3rd Floor, Washington, DC 20002

- Applications accepted after the deadline will not be forwarded to the Independent Review Panel for funding consideration.
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Reference: RFA page 21

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Administrative Requirements and Information

Administrative Criteria:

1. The application proposal format conforms to the "Proposal Format and Content" listed in each competition, Section IX.C.1.
2. Provide documentation as listed in Section IX.C.4.
3. **The application is printed on 8 1/2 by 11-inch paper, single-spaced, on one side, using 12 point font of Times New Roman with a minimum of one inch margins, with all pages numbered.**
4. Narrative for Section IX.D: Program Narrative must not exceed the following page limits. Note: Attachments and appendices do not count toward the page limit.
5. **Competition #1: 7 pages, single-spaced, 12-point font of Times New Roman**
6. The Work Plan template, Attachment G, is complete.
7. The Budget and Budget Narrative Justification (Attachment H) is complete and complies with Section IX.E. The line item budget narrative justification describes the categories of items proposed. 7. Attachments B, C, D, E and F (Applicant Profile, Certifications and Assurances) are signed.
8. The applicant must submit the required six (6) copies of the proposal in sealed envelopes. Of the six (6) copies, one (1) copy should be stamped "original". Two copies of the DBH Receipt Form (Attachment I) should be attached to the outside of the "original" sealed envelope. One copy of the DBH Receipt will stay with DBH and the other copy will be provided to the applicant upon receipt. Unsealed and unidentified applications will not be accepted.
9. **Intent to Apply: Applicants are strongly encouraged to complete and submit the Intent to Apply Notification form (Attachment A) by Friday, July 19, 2019.**

Reference RFA page 14

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Definitions

1. **DBH:** Department of Behavioral Health is a cabinet level agency in the District of Columbia and serves as the single state behavioral health authority for the District of Columbia reporting directly to the Mayor.
2. **ODD:** Opioid use disorder is a problematic pattern of opioid use leading to clinically significant impairment or distress.
3. **MAT:** Medication-assisted treatment is the use of FDA-approved medications (i.e., buprenorphine, methadone and naltrexone) in combination with counseling and behavioral therapies, to provide a “whole-patient” approach to the treatment of OUD.
4. **RSS:** Recovery Support Services help individuals with mental and substance use disorders manage their conditions successfully. Examples of these services include: care coordination, recovery coaching and mentoring, life skills support, education support, environmental stability, supported employment, supported housing, and transportation.
5. **EBP:** Evidence-based practice is any prevention or treatment practice that has been established as effective through scientific research according to a set of explicit criteria (Drake et al., 2001). These are interventions that, when consistently applied, produce improved consumer outcomes. EBP is also a process in which the practitioner combines well-researched interventions with clinical experience, ethics, consumer preferences, and culture to guide and inform the delivery of treatments and services.
6. **Intervention:** A combination of program elements or strategies designed to produce behavior changes or improve health status among individuals or populations.
7. **SAMHSA:** Substance Abuse and Mental Health Services Administration is a federal agency responsible for decreasing the impact of substance use and mental disorders.
8. **SUD:** Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

Reference: RFA page 11

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Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as listed below and must provide in writing the name of all its insurance carriers and the type of insurance provided:

- The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.
- The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
- The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.
- The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
- All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, DC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

Reference RFA page 15

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Indemnification, Compliance with Tax Obligations and Board of Directors

Indemnification

- The Applicant/ Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Compliance with Tax Obligations

- Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Board of Directors

- Nonprofit organizations must have a functioning governing authority, which has legal and fiduciary authority over the general operation of an organization. Often referred to as “the board,” it should, among other duties, establish policies and provide grant oversight.

Reference RFA page 16

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Amount of Funding and Grant Awards

Competition #1: Integrated MAT

- Approximately \$150,000 is available to fund up to five (5) grant awards. Interested parties can apply for only one award; each award is \$30,000.
- Grants will be awarded by DBH using funds provided by the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), State Opioid Response Grant, CFDA #93.788. The grant award is contingent upon available funding.
- The grant award will be from **October 1, 2019 through September 29, 2020.** The grant may be continued for one (1) additional year based on documented project success and the availability of funding.

Reference RFA page 16-17

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Payments to the Grantee

Upon award, DBH shall provide funding to the sub-grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the sub-grantee will be based on a risk assessment conducted by the DBH. Payments may be made as an advance, a cost-reimbursement basis or a combination of both. All payments will be contingent upon compliance with program and financial reporting. DBH reserves the right to withhold any payment if the sub-grantee is found in non-compliance with the DBH Notice of Grant Award, the request for applications and/or the grant agreement.

Reference RFA page 17

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Amount of Funding and Grant Awards

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Reference RFA page 16

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Scope of Work – Program Narrative

Administrative

- Describe the unmet needs in the geographical area(s) proposed to be served, including the needs of individuals with OUD or individuals at-risk of OUD. Clearly identify whether proposed activities are peer outreach or peer support.
- Describe applicant’s relevant experience, and duration of that experience, concerning SUD/OUD related peer support and/or outreach activities.
- Describe how the applicant plans to engage members in the community in support of peer activities.
- Describe the continuous feedback loop(s) the applicant will implement with the participants it intends to serve.
- Describe any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise.

Reference RFA page 45

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Scope of Work – Program Narrative

Proposed Work Plan

Provide a work plan (Attachment G) from October 1, 2019 through September 29, 2020 detailing the steps to be taken:

- Clearly defined measurable goals, objectives and anticipated outcomes.
- A timeline for the peer organizing activities that clearly defines milestones, inclusive of startup, and the roles key team members will play in this process.
- Location and area of the activities including hours and days/evenings of operation for the populations served, including any proposed locations.
- Description of involvement of key partners and the roles they will assume in the implementation of this program.
- Identification of the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners.

Reference RFA page 45

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Scope of Work – Program Narrative

Fiscal and Financial Management

- Describe how the organization will deliver sound fiscal management including the fiscal and financial management systems in place that will support the grant.
- Describe the sustainability plan of the organization, key partnerships and your willingness to commit time and resources to implementing changes.

Reference RFA page 45

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Scope of Work – Program Narrative

Program Reporting

- Describe how your organization will track work plan progress to ensure deliverables are achieved. This includes specific information about how the program will advance LIVE. LONG. DC. Goal 5, Strategy 5.6, “Increase the presence of peer support groups/programs (e.g., 12- step programs, clubhouses, 24- hour wellness centers, sober houses, peer-operated centers) throughout the community (e.g., faith-based institutions, community centers, schools) for people in recovery and monitor the quality and effectiveness of programming.”
- Describe how your organization will track key outcomes and conduct an evaluation of the peer organized activity, which includes, but not limited to number of people served, participant satisfaction and opinions on the activity, overall community change that occurred as a result of the event, fiscal, data information, and quality management of service processes.

Reference RFA page 45

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Scope of Work – Budget Narrative

Budget Narrative

Applicants must provide a budget and budget narrative justification of the items included in their proposed budget. Attachment H contains the budget and budget narrative justification form. This form does not count towards the maximum (*must not exceed*) 7 page limit.

1. Personnel – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project.
2. Fringe – components of fringe benefits rate.
3. Consultants/Experts – a contractual arrangement to carry out a portion of the programmatic effort for the acquisition of routine goods or services under the grant. Contractual arrangements with consultants must include the work to be performed, title, rate of pay, hours, and the term(s) of the agreement. Both the consultant and sub-grantee must sign.
4. Occupancy – Costs associated with the rental or lease of space for the peer organized activity (if applicable).
5. Travel and Transportation – Costs associated with local travel expenditures for staff or client/participants (e.g., SmarTrip Cards; Uber; Mileage and Parking for DBH meeting attendance).
6. Supplies and Minor Equipment – materials costing less than \$5,000 per unit and often having a one-time use (e.g., general office supplies; laptop; printer; ink cartridges).
7. Client Cost - Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measurable outcomes (e.g., food costs, gift cards, giveaways, stipends).
8. Communication - Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.
9. Other Direct Costs – expenses not covered in any of the previous budget categories.
10. Indirect Costs- – Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement (NICRA). A non-federal entity that has never received a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

Reference RFA page 46

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Scope of Work – Evaluation Process

All applications that are complete and meet the eligibility and administrative criteria listed in Section V will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund rests solely with the DBH Director. DBH anticipates announcing all awards in September 2019.

Reference RFA page 46

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Scope of Work – Application Scoring

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

- Criterion A – Administrative (Total of 30 Points)
- Criterion B – Proposed Work Plan (Total of 30 Points)
- Criterion C – Fiscal and Financial Management (Total of 20 Points)
- Criterion D – Program Reporting (Total of 10 Points)
- Criterion E – Budget and Budget Narrative (Total of 10 Points)

Reference RFA page 47- 48

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Scope of Work – Application Scoring

Criterion A – Administrative (Total of 30 Points)

- The applicant described the unmet needs in the geographical area(s) proposed to be served, including the needs of individuals with OUD or individuals at-risk of OUD. Applicant clearly identified whether proposed activities are peer outreach or peer support. **(5 points)**
- The applicant detailed their relevant experience and duration of that experience, concerning SUD/OUD related peer support and/or outreach activities. **(10 points)**
- The applicant detailed plans to engage members in the community in support of peer activities. **(5 points)**
- The applicant provided a description of the continuous feedback loop(s) it will implement with the participants it intends to serve. **(5 points)**
- The applicant described any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise. **(5 points)**

Reference RFA page 47- 48

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Scope of Work – Application Scoring

Criterion B – Proposed Work Plan (Total of 30 Points)

- The applicant clearly defined measurable goals, objectives, key metrics, and anticipated outcomes of peer organized activities. **(10 points)**
- The applicant provided a detailed description of a timeline for the peer organizing activities that clearly defines milestones, inclusive of startup, and the roles peers will play in this process. **(5 points)**
- The applicant provided a location and area of the activities including hours and days/evenings of operation for the populations served, including any proposed locations. **(5 points)**
- The applicant provided a description of key partners and the roles they will assume in the implementation of this program. **(5 points)**
- The applicant identified the person(s) that will have responsibility for daily and key tasks such as leadership, monitoring ongoing progress, preparing reports, analysis of participant, staff and referral feedback loops and data, and communicating with other partners. **(5 points)**

Reference RFA page 47- 48

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Scope of Work – Application Scoring

Criterion C – Fiscal and Financial Management (Total of 20 Points)

- The applicant described sound fiscal management including the fiscal and financial management systems in place that will support the grant. **(10 points)**
- The applicant described their sustainability plan, key partnerships and willingness to commit time and resources to implementing changes. **(10 points)**

Reference RFA page 47- 48

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Scope of Work – Application Scoring

Criterion D – Program Reporting (Total of 10 Points)

- The applicant described how the organization will track work plan progress to ensure deliverables are achieved. **(5 points)**
- The applicant described how the organization will track key outcomes and conduct an evaluation of the peer organized activity which includes, but is not limited to number of people served, participant satisfaction and opinions on the activity, overall community change that occurred as a result of the event, fiscal, data information, and quality management of service processes. This also included specific information about how the program will advance LIVE. LONG. DC. Goal 5, Strategy 5.6, “Increase the presence of peer support groups/programs (e.g., 12- step programs, clubhouses, 24- hour wellness centers, sober houses, peer-operated centers) throughout the community (e.g., faith-based institutions, community centers, schools) for people in recovery and monitor the quality and effectiveness of programming.” **(5 points)**

Reference RFA page 47- 48

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Scope of Work – Application Scoring

Criterion E – Budget and Budget Narrative (Total of 10 Points)

- The applicant provided a budget and budget narrative justification of the items included in their proposed budget. **(10 points)**

Reference RFA page 47- 48

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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.

Reference RFA page 48

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Scope of Work – Audits and Disallowances

- The DBH may conduct fiscal and/or program audits of the sub-grantee either directly or by an independent auditor. The sub-grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The sub-grantee shall cooperate fully and promptly with any audit.
- To fulfill its monitoring responsibilities, DBH will require the funded applicant to submit appropriate fiscal and programmatic documentation. In addition, representatives of the DBH may conduct site visits to funded applicants. The purpose of these visits is to validate information submitted by applicants and gather additional information from interviews and observations for technical assistance, monitoring and evaluation purposes.
- Monthly Programmatic benchmark reports must be submitted to DBH along with monthly expenditure reports. The sub-grantee is responsible for ensuring that reports are accurate, complete, and submitted on time.
- If the grantee receives federal grant awards in the total sum of \$750,000 or greater in a year, an annual audit, in accordance with the standards set forth in OMB 2 CFR 200, of the financial condition and accounts of the program performed by an independent certified public accountant (CPA) who is not a member of the governing body or an employee of the program is required and must be submitted to the DBH Agency Fiscal Officer.

Reference RFA page 48-49

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Application Requirements

1. Proposal Format and Content
 - Applicant Profile (Attachment B)
 - Table of Contents
 - Narrative
 - Administrative
 - Proposed Work Plan
 - Fiscal and Financial Management
 - Program Reporting
2. Work Plan Template (Attachment G)
3. Budget and Budget Narrative (Attachment H)
4. Requirement Documentation (see RFA page 43) including signed Attachments B, C, D, E and F

Reference RFA Page 43

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Helpful Tips

Visit the **Office of Partnerships and Grant Services** website <http://opgs.dc.gov/> to download the RFA & Attachments A-J

- From the Navigation Bar, click on **“Information”**
- From the Drop-down menu, click on **“District Grants Clearinghouse”**
- **Scroll down the chart until you see the RFA:**
RFA Title: DC Opioid Response (DCOR) Prevention Grant
- Click on RFA (PDF format)
- Click on **“Attachments”** (Word format)

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Helpful Tips

Visit the **Office of Partnerships and Grant Services** website <http://opgs.dc.gov/> for a helpful resource...

- From the Navigation Bar, click on **“Information”**
- From the Drop-down menu, click on **“City-Wide Grants Manual and Sourcebook”**
Helpful information about...
 - Specific RFA Provisions
 - Pre-Award Process
 - Application Review and Award Process
 - Post-Award Responsibilities
 - Monitoring, Reports, Disallowed Costs, & Auditing

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Helpful Tips

Use the **Budget Justification & Narrative Form** (Attachment H, pp. 41 - 44) to prepare a line-item budget with your proposed costs.

- Budget Period: **July 15, 2019 – September 29, 2019**
- Total Budget: **\$50,000**
- Combined cost of **Personnel and Consultants** may not exceed **20%** of the total budget.
- **Include breakdown in detail for Other Direct Cost.**
- If a **Fiscal Agent** is used, **no more than 10%** of the total budget may be used for their fee.
- **10% is the maximum allowable Indirect Cost/Overhead.**
- If you have a **Negotiated Indirect Cost Rate Agreement (NICRA)** with the Federal Government, include a copy with your budget.

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Helpful Tips

- Please use the **RFA Checklist** (p. 3).
- Make sure to follow all the instructions in the RFA.
- Adhere to Application Requirements
 - Follow “Proposal Format and Content,” p. 21
 - Include Required Documentation, p. 22
 - Attachments A, B, C, D, E, F, G, H and I (Completed and/or Signed)
 - Include Current Business License
 - Number all pages in your application

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Helpful Tips

Once your application is ready for submission, remember to:

- Prepare six (6) copies of your application.
- Mark one (1) copy as “original.”
- Submit all applications in one (1) sealed envelope.
- Envelope must be clearly identified by the organization, RFA number, your project name, and selected geographic designation.
- Attach two (2) copies of the DBH Receipt Form to the front of the envelope.
- Applicants will not be allowed to assemble application material on the premises of DBH.
- Submission Deadline - Friday, June 28, 2019, 4:30 p.m. ET

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Questions



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