



RFA# RM0 DCOR080819

Pre-Application Conference Frequently Asked Questions (FAQ)

Held on: August 13, 2019 3pm DBH Training Room 242 & WebEx

**Questions for DC Opioid Response (DCOR) Recovery Month Grant**

<b>Question #1</b>	For churches that do NOT have a 501 (c)(3), can they partner with a (separate, not directly related to the church) not-for-profit organization to serve as a fiscal agent?
<b>Response</b>	<p>Applicants must meet the eligibility criteria:</p> <ol style="list-style-type: none"> <li>1. A faith-based organization located in the District of Columbia (DC);</li> <li>2. 501(c)(3) non-profit status, or the ability to enlist the services of a fiscal agent that meets this criteria apply for the funding on behalf of the applicant organization; and</li> <li>3. Active Charitable Solicitation license from DC Department of Consumer and Regulatory Affairs (DCRA).</li> </ol> <p>The answer is yes. The applicant must be the faith-based organization and you must have a letter of agreement as a part of your application from your 501(c)(3) partner.</p>
<b>Question #2</b>	Please explain how you contact the IRS if your do not have a 501(c)(3)?
<b>Response</b>	The IRS determines if an organization is a "501(c)(3)" organization. If a particular organization has been approved by the Internal Revenue Service as tax-exempt, the organization can request a letter stating they are a "501(c)(3)" organization.



<b>Question #3</b>	What is a DCRA license?
<b>Response</b>	<p>DCRA is responsible for regulating construction and business activity in the District of Columbia. To protect consumers, DCRA issues business licenses, occupancy licenses, and charitable organization licenses. An active Charitable Solicitation license from DC Department of Consumer and Regulatory Affairs (DCRA) is an eligibility requirement of this solicitation.</p> <p>DCRA is located at 1100 4th Street, SW, Washington, DC 20024          Phone: (202) 442-4400          Office Hours:          Monday, Tuesday, Wednesday, Friday 8:30 am to 4:30 pm and Thursday 9:30 am to 4:30 pm</p>
<b>Question #4</b>	How many copies of the grant application must be submitted on August 23, 2019?
<b>Response</b>	<p>Applications are due Friday, August 23, 2019, no later than 1:00 p.m. Eastern Time (ET), to DBH, c/o Dajon Wilburn, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002. For application delivery, please use the West Entrance (closer to P Street NE) at security guard station.</p> <p>The applicant must submit the required six (6) copies of the proposal in six (6) individually sealed envelopes. Of the six (6) copies, one (1) copy should be stamped "original." Two copies of the DBH Receipt Form (Attachment VII) 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 once applications are received. Unsealed and unidentified applications will not be accepted.</p>



<b>Question #5</b>	How long does it take to get the DCRA license? What is the process and what are the fees?
<b>Response</b>	<p>DCRA has many different timelines and fees to receive licenses. Please contact DCRA directly to ask specific questions based on the type of license needed. There may be an additional cost for an expedited license.</p> <p>DCRA is located at 1100 4th Street, SW, Washington, DC 20024</p> <p>Phone: (202) 442-4400</p> <p>Office Hours: Monday, Tuesday, Wednesday, Friday 8:30 am to 4:30 pm and Thursday 9:30 am to 4:30 pm</p>
<b>Question #6</b>	Does our church have to be ADA compliant?
<b>Response</b>	<p>The only requirement is that applicants submits a Business License &amp; Certificate of Occupancy to be considered for this project.</p> <p>Please contact DCRA directly to ask specific questions about the occupancy license.</p> <p>DCRA is located at 1100 4th Street, SW, Washington, DC 20024</p> <p>Phone: (202) 442-4400</p> <p>Office Hours: Monday, Tuesday, Wednesday, Friday 8:30 am to 4:30 pm and Thursday 9:30 am to 4:30 pm</p>
<b>Question #7</b>	Can workers receive a 1099 rather than a pay fringe benefits?
<b>Response</b>	<p>The anticipated performance and funding period for this solicitation is September 6, 2019 through September 29, 2019. A 1099 is an Internal Revenue Service (IRS) form that is used to report income received through sources other than employment. The IRS refers to 1099s as information forms. They serve as a record that reflects income</p>



	given to someone by a person or organization that they are not formally employed by. Applicants may choose to contract staff using a 1099 or pay fringe benefits during the anticipated performance and funding period.
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<b>Question #8</b>	What can a church do that does not have a specific or independent 501(c)(3)?
<b>Response</b>	See question #1 above.

<b>Question #9</b>	Will the grant be awarded in advance or is this a reimbursable grant?
<b>Response</b>	Funding is made available from the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, State Opioid Response (SOR) grant. An applicant can request a 25% advance of the total approved award using the form provided in the RFA solicitation. If an applicant is seeking an advance, the applicant must submit a completed Advance Payment Request form signed by the organization's Chair of the Board of Directors and Executive Director, or equivalent positions. No advance payment will be provided without prior official request and approval.

<b>Question #10</b>	The RFA mentions the need to us a pre- and post-survey for the events grantees will host. Is there a survey already in use?
<b>Response</b>	DBH will identify a pre- and post-survey for grantees to use and will send that once the grants are awarded.



<b>Question #11</b>	Can you outline the food cost allotments?
<b>Response</b>	Food costs may not exceed \$3.00 per person per session for light refreshments.
<b>Question #12</b>	Can any of the funds be used to support temporary space for this activity?
<b>Response</b>	Funding a temporary space for this activity is an allowable cost. The details of the applicants anticipated cost should be included in the applicant's Project Narrative. The applicant should also provide details of the anticipated cost in <b>Other Direct Costs</b> using the budget narrative and justification form.
<b>Question #13</b>	How may we obtain the intent to apply form?
<b>Response</b>	In the Request for Applications (RFA), an applicant may obtain the Intent to Apply form on page 26. An applicant may also obtain a fillable Intent to Apply form by accessing this link on the DBH website <a href="https://dbh.dc.gov/page/request-applications-07">https://dbh.dc.gov/page/request-applications-07</a>
<b>Question #14</b>	Please explain if a SAM registration is required?
<b>Response</b>	This project within this RFA is funded wholly by federal funding sources. Applicants must be registered in the System of Award Management at <a href="http://www.sam.gov">www.sam.gov</a> and provide evidence of this registration as part of the application package. This written on page 7 of the RFA.



<b>Question #15</b>	If you have a church in one location, but want to host in another part of the city, can you do that?
<b>Response</b>	This project seeks to fund faith-based institutions in all eight wards in the District. The faith-based organization must be located in the District of Columbia (DC) and the details of the location for this project should be outlined in the applicant's Project Narrative.
<b>Question #16</b>	Will you need a certificate of occupancy for the location that you want to host the events in (specifically if it's not the applicant organization actual location)?
<b>Response</b>	<p>Applicants must meet the eligibility criteria:</p> <ol style="list-style-type: none"> <li>1. A faith-based organization located in the District of Columbia (DC);</li> <li>2. 501(c)(3) non-profit status, or the ability to enlist the services of a fiscal agent that meets this criteria apply for the funding on behalf of the applicant organization; and</li> <li>3. Active Charitable Solicitation license from DC Department of Consumer and Regulatory Affairs (DCRA).</li> </ol> <p>Applicants must also submit a Business License &amp; Certificate of Occupancy to be considered for this project.</p> <p>The applicant must choose a location to host the events in the District of Columbia (DC) and the details of the location for this project should be outlined in the applicant's Project Narrative.</p>
<b>Question #17</b>	Can a larger denominational entity also apply to provide this program in churches other than the ones who have individually applied?
<b>Response</b>	<p>Applicants must meet the eligibility criteria:</p> <ol style="list-style-type: none"> <li>1. A faith-based organization located in the District of Columbia (DC);</li> <li>2. 501(c)(3) non-profit status, or the ability to enlist the services of a fiscal agent that meets this criteria</li> </ol>



	<p>apply for the funding on behalf of the applicant organization; and</p> <p>3. Active Charitable Solicitation license from DC Department of Consumer and Regulatory Affairs (DCRA).</p> <p>Yes. Applicants may partner with other entities to provide the deliverables required in the grant as long as a letter of agreement from partner entities is included in the application submission.</p>
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<b>Question #18</b>	Can the entity applying be larger than DC, but limit services to DC congregations only?
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<b>Response</b>	Yes.
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<b>Question #19</b>	How will applicants be notified of the organizations that do naloxone trainings?
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<b>Response</b>	The Department of Behavioral Health will provide a list of organizations that have been approved to perform naloxone trainings when the notification of award is sent to the awardee.
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<b>Question #20</b>	Can we bring in the DC Prevention Centers to assist with training?
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<b>Response</b>	Yes. The applicant should include a Letter of Agreement from an organization that will be actively engaged in the proposed project.
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<b>Question #21</b>	We are hoping to partner with a faith-based organization but they were not able to attend the presentation. Can they still apply?
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<b>Response</b>	Yes.
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<b>Question #22</b>	Does every organization have to submit an Intent to Apply form to apply? If so, when is the deadline?
<b>Response</b>	No. It is not mandatory.

<b>Question #23</b>	Can organizations submit more than one application (they would have different programming)?
<b>Response</b>	No. Faith-based institutions can only submit one application.