

Request for Applications (RFA) RFA

No. RM0 DC PEER OUD 061419



**Government of the District of Columbia
Department of Behavioral Health (DBH)**

**RFA Title: DC Peer Operated Centers (POC) Supporting Individuals with
Opioid Use Disorders and Providing Awareness about Opioid Misuse**

RFA Release Date: Friday, June 14, 2019

Application Submission Deadline: Monday, July 15, 2019, 4:45 p.m. ET

**Pre-Application Conference: Thursday, June 18, 2019, 2:00 p.m.-4:00 p.m.
64 New York Avenue, NE, DBH Training Room – Room 242
Washington, DC 20002**

Specific RFA Provisions

The following terms and conditions are applicable to this and all Requests for Applications (RFA) issued by the District of Columbia Department of Behavioral Health (DBH):

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.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (City-Wide Grants Manual and Sourcebook).

✓	Checklist for RFA Application
	Application proposal format follows the "Proposal Format and Content" listed in Competition 1, Section VIII.C.1., and, Competition 2, Section VIII.D.1. of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested (including RFA Abstract) and is attached as the Cover Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Competition 1, Section VIII.C.1.iii. is up to a maximum (<i>must not exceed</i>) of 20 pages double spaced. Note: Attachments and appendices do not count toward the page limit.
	Narrative for Competition 2, Section VIII.D.1.iii. is up to a maximum (<i>must not exceed</i>) of 20 pages double spaced. Note: Attachments and appendices do not count toward the page limit.
	Work Plan template (Attachment G) is complete utilizing Section VIII.C.1.iii.c. (Competition 1), and Section VIII.D.1.iii.c. (Competition 2)
	Budget and Budget Narrative Justification (Attachment H) is complete and complies to Section VIII.C.3. for Competition 1, and Section VIII.D.3. for Competition 2. The line item budget narrative justification describes the categories of items proposed.
	Attachments A, B, C, D and E are signed.
	Articles of Incorporation, if applicable.
	Bylaws, if applicable.
	IRS letter of non-profit corporation status, if applicable.
	List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
	Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Credentials and responsibilities of the diverse team of subject matter experts specializing in organization administration, business law, social marketing, financial management and leadership management.
	The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status. A current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Monday, July 15, 2019. Please include copy of this receipt (Attachment I) with your application.
	Current Certificate of Clean Hands from the Office of Tax and Revenue (Self-certification is NOT acceptable).

	<p>The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.</p>
	<p>Applicant submitted the required six (6) copies of the proposal in a sealed envelope. Of the six (6) copies, one (1) copy stamped "original" with two copies of the DBH Receipt Form (Attachment I) attached to the sealed envelope. One copy will stay with DBH and other copy will provided to the applicant once applications are received.</p>

The application must be submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of **Monday, July 15, 2019** to DBH, c/o Terri Harrison. **Applications received at or after 4:46 p.m. ET on Monday, July 15, 2019 may not be forwarded to the Review Panel for review and funding recommendation**

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Required Documentation:

1. Attachments A, B, C, D and E (Applicant Profile, Certifications and Assurances)
2. Articles of Incorporation, if applicable
3. Bylaws, if applicable
4. IRS letter of non-profit corporation status, if applicable
5. List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
6. Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
7. Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable
8. Credential and responsibilities of the diverse team of subject matter experts specializing in organization administration, business law, social marketing, financial management and leadership management
9. Current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Monday, July 15, 2019. Please include copy of this receipt with your application.)
10. Current Certificate of Clean Hands from the Office of Tax and Revenue (Self-certification is NOT acceptable.)
11. The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

**District of Columbia Department of Behavioral Health (DBH)
Request for Applications (RFA)**

RFA No. RM0 DC PEER OUD 061419

RFA Title: DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness about Opioid Misuse

Section I: AUTHORITY FOR THE GRANT

The Department of Behavioral Health (“DBH”) was established, effective October 1, 2013, by the Department of Behavioral Health Establishment Act, D.C. Law 20-0061, D.C. Official Code § 7-1141.01, *et seq.*, and is the successor-in-interest to the Department of Mental Health, established by the Mental Health Establishment Amendment Act of 2001, effective December 18, 2001 and the Department of Health Addiction Prevention and Recovery Administration, established in the Department of Health by Reorganization Plan No. 4 of 1996, effective July 17, 1996. DBH is responsible, *inter alia*, for developing and monitoring comprehensive and integrated behavioral health systems of care for adults and for children, youth and their families, and serves as the state mental health authority and as the single state agency for substance use disorder services. The Director of DBH has the authority to make grants pursuant to D.C. Official Code § 7-1141.06(7) and has implemented this authority by rulemaking in Title 22A D.C. Municipal Regulation, Chapter 44.

Section II: SUMMARY AND PURPOSE OF GRANT

As a part of the District’s opioid response strategy, “LIVE. LONG. DC”, to reduce opioid-related deaths 50% by 2020, DBH is seeking to use District of Columbia Opioid Response Grant (DCOR) funds to expand the peer recovery supportive services in an effort to increase access to Opioid Use Disorder (OUD) treatment and improve care coordination through Peer Operated Centers (POC). Peer-to-peer recovery support services are critical to address the needs of those with serious and persistent mental illness and chronic substance use and addiction. Supports such as pro-social activities, recovery coaching, job readiness, self-help and support groups, faith-based support, and educational information for individuals with OUD and prevention activities for individuals at-risk of OUD promote a comprehensive person-centered approach. Furthermore, aggressive peer-led outreach and engagement to current behavioral health providers (mental health and substance use), shelters and other places persons with OUD congregate complement existing resources in the community.

DBH is committed to the development of POC(s) for consumers of behavioral health services who reside in the District of Columbia. A POC is a network of non-clinical services developed and mobilized to help attain and sustain long-term recovery for consumers and families impacted by behavioral health treatment. Activities will provide an environment that will promote a lifetime of wellness for consumers, families and the community. DBH believes those who have “lived experience” in the mental health and substance use system play an integral role in the design, development, and implementation of behavioral health services. By providing infrastructure,

recovery capital and other referral resources within the District the recovery and resilience-oriented systems will expand the role of Certified Peer Specialist and Recovery Coaches from an expert model to a partnership/consultation model, in which everyone's perspective, experience and expertise is welcomed and considered.

This solicitation will include two application opportunities:

- **Competition #1** – OUD-Focused Peer Operated Center
- **Competition #2** – OUD-Focused Special Population Peer Operated Centers

Section III: BACKGROUND

“LIVE. LONG. DC”, Washington, DC’s Strategic Plan to Reduce Opioid Use, Misuse and Related Deaths is the city’s blueprint for how best to continue moving forward with urgency and thoughtfulness to reverse fatal opioid overdoses. The Plan reflects the input of a cross-section of public and private partners, including DC government agencies, hospital leaders, physicians, substance use disorder treatment providers, community-based service providers, federal partners, and individuals in recovery. The Plan offers a comprehensive look at prevention, treatment, and recovery, detailing the goals and accompanying strategies to end Washington, DC’s opioid epidemic. The Plan offers additional details on how these goals and strategies will be accomplished in order to ensure District residents can thrive and move forward with the support they need.

The “LIVE. LONG. DC” Plan strategy 5.6 is to “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.” In order to achieve that strategy and the overarching goal of ensuring equitable and timely access to high-quality substance use disorder treatment and recovery support services, DBH would like to use District of Columbia Opioid Response Grant (DCOR) funds to expand the peer recovery supportive services in an effort to increase access to Opioid Use Disorder (OUD) treatment and improve care coordination through Peer Operated Centers (POC).

The POC is a DBH Consumer and Family Affairs Administration (CFAA) supported Peer-Run Recovery Center developed and mobilized to help attain and sustain long-term recovery for consumers and families impacted by behavioral health challenges. All proposals should include special attention to cultural considerations for the provision of services as well as an environment that reflects the population that the POC expects to serve, all within the constraints of operational expectations. Innovative program design and/or interventions that build upon essential core program elements are encouraged.

POCs will engage persons receiving or in need of behavioral health services (focusing on individuals with OUD)/ multiple stakeholders and partners to foster an environment that advocates for and supports individuals seeking to initiate or maintain recovery behavioral health services and supports.

POCs will encourage: 1) stage appropriate emotional, informational and social supports, 2) increased access to substance use disorder treatment, 3) decreased drug-induced deaths, 4) decreased hospitalization rate due to substance use, and 5) increased indicators of successful recovery.¹

DEFINITIONS

For the purposes of this RFA, please use the following special population definitions as guidance:

- a. **Returning Citizen:** a previously incarcerated person, also known as a citizen who is justice involved, who is returning to his/her family and community from incarceration in federal and local facilities including prisons, jails, or detention centers².
- b. **LGBTQ:** a person who identifies as lesbian, gay, bisexual, transgender and questioning.³
- c. **Immigrant:** a person who was born outside of the US, excluding a person born overseas to parents who were US citizens and a person born in US territories⁴.

Section IV: REQUIREMENTS

A. Eligibility Requirements for Competition #1 and Competition #2:

1. Be legally-authorized entity within of the District of Columbia.
2. Have at least one POC located physically within the District of Columbia.
3. Have a leadership team with lived experience in the behavioral health system.

To support effective implementation of a POC, applicants will be required to describe how their organization completed or plans to complete the tasks associated with implementation. The description should include, but not be limited to the following:

a. Implementation Requirements for Competition #1:

- i. Have programming in which peers can support one another in formal and informal ways and provide opportunities for identified support for a minimum of 6 months;
- ii. Establish respectful and collaborative relationships with behavioral health agencies, including medication-assisted treatment (MAT) providers/prescribers, and the service structures of local recovery agencies (i.e. establish Memoranda of Agreement with behavioral health providers regarding referrals and enrollment of individuals in need of care);
- iii. Have a team of Certified Peer Specialists and Recovery Coaches with experience navigating the behavioral health system with diverse lived experience and educational backgrounds;

¹ DC Healthy People 2020/ April 2016

² <https://orca.dc.gov/page/about-morca> and SAMHSA definition from a grant announcement: <https://www.samhsa.gov/newsroom/press-announcements/201808301100>

³ <https://lgbtq.dc.gov/page/about-lgbtq>

⁴ https://www.urban.org/sites/default/files/publication/99031/state_of_immigrants_in_dc_brief.pdf

- iv. Have administrative processes (i.e. intake, referral, daily sign-in procedures, evaluation process, data tracking, etc.).
- v. Have experience providing and tracking assertive linkages to services and supports for individuals with OUD or prevention activities with individuals at-risk of OUD (i.e. provide documentation that the individuals has been enrolled in services).
- vi. Hire Peer Outreach Coordinator to plan, coordinate, and execute all outreach activities.

b. Implementation Requirements for Competition #2:

- i. Have programming in which peers can support one another in formal and informal ways and provide opportunities for identified support for a minimum of 6 months.
- ii. Have a team of Certified Peer Specialists and Recovery Coaches with experience navigating the behavioral health system with diverse lived experience and educational backgrounds.
- iii. Have administrative process (such as, intake, referral, daily sign-in procedures, evaluation process, data tracking, etc.).
- iv. Have experience providing and tracking assertive linkages to services and supports for individuals with OUD or prevention activities with individuals at-risk of OUD (i.e. provide documentation that the individuals has been enrolled in services).
- v. Clearly identify Returning Citizens community, LGBTQ community and/or Immigrant community as a population of focus and have programming specific to the populations identified.
- vi. Establish respectful and collaborative relationships with behavioral health agencies, including medication-assisted treatment (MAT) providers/prescribers, and the service structures of local recovery agencies (i.e. establish Memoranda of Agreement with behavioral health providers regarding referrals and enrollment of individuals in need of care).
- vii. Hire Peer Outreach Coordinator to plan, coordinate, and execute all outreach activities.

B. Administrative Requirements

To be considered for review and funding, applications must meet *all* of the administrative requirements listed below. *Failure to meet any one of the following requirements will result in rejection of the application.*

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 (Competition #1) or Section VIII.D.1 (Competition #2) of the RFA.
2. Provide documentation as listed in Section VIII.C.4 (Competition #1) or Section VIII.D.4 (Competition #2)

3. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. Narrative for Section VIII.C.1.iii (Competition #1) or Section VIII.D.1.iii (Competition #2): Program Narrative **must not exceed 20 pages.** Note: Attachments and appendices do not count toward the page limit.
5. The Work Plan template, Attachment G, is complete.
6. The Budget and Budget Narrative Justification (Attachment H) is complete and complies with Section VIII.C.3 (Competition #1) or Section VIII.D.3 (Competition #2) The line item budget narrative justification describes the categories of items proposed.
7. Attachments A, B, C, D and E (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. The application is submitted no later than 4:45 P.M. Eastern Time (ET) by the deadline date July 15, 2019, to DBH c/o Ms. Terri Harrison, 64 New York Avenue, NE, 3rd Floor, Washington, DC 20002; (202) 673 – 4377.

C. 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:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.
2. 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.
3. 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.
4. 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.
5. 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.

D. 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.

E. 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. The overall goal of an organization shall be to establish best business practices.

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure a nonprofit has adequate resources to advance its mission.

Roles and responsibilities of the governing authority include:

1. Review and approval of the current annual budget --prior to the beginning of the organization’s fiscal year;
2. Review and approval of fiscal reports --comparing budgets to actual expenditures; and,
3. Recordkeeping and recording of minutes --documenting that the governing body performed required oversight duties.

Additional roles and responsibilities of the governing authority include:

1. Approval of the Executive Director/Chief Executive Officer’s salary
2. Review and approval of the organization’s policies and procedures
3. Hiring the audit firm and review of the audit with the auditor
 - If there are findings, the board must vote to approve a corrective action plan.
4. Appointment of officers
5. Establishment of committees
6. Establishment of frequency of meetings
7. Establishment of attendance requirements for board members

Note: All motions to accept, approve or deny items presented to the board must be documented in the official board minutes.

Section V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS

1. Competition #1

Approximately \$210,000 is available to fund three (3) grant awards. Each grant award is \$70,000. Grants will be awarded by DBH utilizing 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 awards for Competition #1 will be made from the date of award through September 29, 2019. The grant may be continued for one (1) additional year based on documented project success and availability of funding.

2. Competition #2

Approximately \$210,000 is available to fund three (3) grant awards. Each grant award is \$70,000. Grants will be awarded by DBH utilizing 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 awards for Competition #2 will be made from the date of award through September 29, 2019. The grant may be continued for one (1) additional year based on documented project success and availability of funding.

Section VI: SCOPE OF WORK

Peer-Run Organizations are important partners to inform policy and program selection by offering a wide array of services to assist individuals and their families with initiating and sustaining recovery; improving global health (physical, emotional, relational and ontological-life meaning and purpose); citizenship (positive participation in and contribution to community life); and a lifetime of wellness for all individuals, families and the entire community. As a result, community-based services for persons with behavioral health concerns are improved and recovery is reinforced. The achievement of the goals will provide an opportunity for self-assessment and benchmarking through peer-to-peer learning, capacity building to strengthen peer-run organizations and foster opportunities for a cross-discipline exchange.

A. Target Populations

1. Competition #1

For the purposes of this RFA, the applicant should focus on individuals residing within the District with OUD or prevention activities with individuals at-risk of OUD. The applicant should identify the populations who will benefit from access to, and participation at, a local Peer Operated Center (POC) through receipt of the Center's services and the specific geographic location and boundaries, if any, that the Center intends to serve.

Applicants should clearly identify the target populations for the proposed Center, the geographic range the Center intends to serve, and provide a rationale based upon needs assessment data for the selection of particular target groups and geographic location.

2. Competition #2

For the purposes of this RFA, the applicant should focus on a special population (Returning Citizens, LGBTQ or Immigrant) residing within the District with OUD or prevention activities with individuals at-risk of OUD. The applicant should identify why the population of focus will benefit from access to, and participation at, a local Peer Operated Center (POC) through receipt of the Center's services and the specific geographic location and boundaries, if any, that the Center intends to serve.

Applicants should clearly identify the population of focus (Returning Citizens, LGBTQ or Immigrant) for the proposed Center, the geographic range the Center intends to serve, and provide a rationale based upon needs assessment data for the selection of particular target groups and geographic location.

B. Continuous Feedback Loop(s)

DBH recognizes that responsiveness to unmet community needs is not a stagnant concept, rather it is fluid and dynamic. Individuals in early recovery or diagnosis that access services may have very different needs than individuals in later stages of recovery or diagnosis. Family members may need guidance and suggestions on how to be supportive of a family member in recovery that may change relative to the stage of their family member's recovery. Family members may also need accurate and timely information on available treatment options and strategies to help engage a family member in behavioral health treatment. All community members may need access to wellness activities and services that may change over time. Therefore, it is imperative that the applicant build in processes to regularly obtain continuous feedback from the individuals, families and community they serve to ensure that the services offered are aligned with the needs and wants of the community the Center is to serve. The applicant must describe the formal process, methods, and frequency that they will use to obtain feedback from the individuals, families and community that they intend to serve. In addition, the applicant must describe the process and frequency they plan to analyze and act upon the feedback they receive from the individuals, families and community. Applicants are encouraged to be creative and innovative. Engagement of recipients of services in the feedback analysis and action process is encouraged.

C. Location of the Center and Community Buy-In

DBH recognizes that there can be community resistance to establishing a POC when an applicant does not engage in a process to involve community stakeholders nor develop community consensus in a process around the need and specific planned location for a POC. Community opposition and lack of effective relationships may jeopardize the development and sustainability of a Center. The applicant must demonstrate that the organization has or will

obtain community buy-in for, and endorsement of, the proposed Center and its planned location. In addition, the applicant must demonstrate that a proposed location, if known, is accessible during evening and weekend hours. The Center must be handicapped accessible. The response to the RFA must include a description of the facility and the proposed hours of operation.

D. Working with At-Risk Populations

In addition to connecting individuals with OUD to treatment, the POCs will provide critical prevention services including prevention events for communities that include information about opioid misuse and treatment, access and referrals to harm reduction services to prevent overdoses, and relapse prevention through evidence-based strategies such as group counseling and wellness activities. POCs will serve in a community outreach capacity as a safe space for individuals to come and connect with the DC behavioral health system, and its resources across the continuum of prevention through treatment and recovery, in an informal and welcoming way.

E. Program Sustainability

DBH recognizes the behavioral health system can be fragmented and challenging to navigate for individuals with serious and persistent mental illness and chronic substance use.⁵ Peer recovery supports are built upon a trust that evolves over time between people beginning their recovery and people well into their recovery. Longevity and consistency in providing peer-to-peer supports are essential to successful navigation and improvement of recovery outcomes. Ultimately, DBH believes in the power of peer supports and aims to expand capacity for peer recovery services across the District. The applicant must submit a formal plan to sustain services beyond grant funding. The applicant must demonstrate the ability to sustain behavioral health education, linkage to treatment, and efforts to decrease stigma associated with behavioral health conditions. Additionally, the applicant must demonstrate sustainability in partnership with the DC Housing Authority. Applicants are encouraged to partner with existing peer-run organizations, government agencies, faith-based organizations, community-based organizations, behavioral health providers and educational institutions. Creativity in diversifying revenue sources and leveraging relationships is also encouraged.

F. Program Approach and Services

The POC is designed to be a safe and welcoming, trauma-informed facility located readily and easily accessible to individuals at multiple stages of recovery and their families seeking information on and access to, behavioral health treatment, prevention and recovery. It should also be a resource for community members interested in accessing wellness activities.

1. The Center cannot be co-located with any behavioral health treatment facility.
2. The Center must be compliant with all local and county building codes, including guidelines for accessibility established by the American with Disabilities Act (ADA).

⁵ District of Columbia Health Systems Plan 2017

3. The Center will agree to monitoring and inspection as required by DBH.
4. The applicant organization will hire and maintain appropriate staff, peers and volunteers to meet the goals set out in their design and proposed model of services and service delivery.
 - a. Job descriptions should be developed for all staff, along with salary schedules, if applicable.
 - b. Supervision of, and support for, staff, peers and volunteers must be developed.
 - c. All staff and volunteers with regular or routine contact with individuals under the age of 21 must adhere to the appropriate background checks.
 - d. All paid and/or volunteer staff must have the appropriate training, certifications and credentials, as applicable.
 - e. The Center staff and volunteers will need to maintain a relationship with, and have an understanding of, existing community resources.
 - f. The Center must create clear policies and procedures for all paid and volunteer staff.
 - g. Policies and procedures may be subject to review and approval by DBH.
 - h. The Center must adhere to guidelines of DBH regarding background checks of employees and volunteers.
5. The Center must utilize sign-in sheets for all coaching, skill-building groups, workshops, educational activities, employment readiness, and wellness activities facilitated at the facility and/or organized by the Center to document the number of participants using the service and facility.
 - a. A sign-in sheet should also be used during the drop-in times as well.
 - b. Each sign-in sheet must include the name of the participant; location of the activity or service; date of the activity or service; and be signed by the person(s) that facilitated the service or activity.
 - c. Signing in may create a problem for certain groups, because of the level of anonymity. In those instances, initials may be substituted.
6. Each POC is expected to provide a combination of “stage-appropriate” emotional, informational and social supports designed to be responsive to a range of needs experienced by individuals with OUD or prevention activities with individuals at-risk of OUD that are on a continuum, including harm reduction and abstinence.
7. It is essential that the services developed in each Center grow out of the identified needs and interests of each of the local communities being served.
8. It is essential that the Centers are welcoming and culturally sensitive to all people being served.

POCs will build upon collective wisdom, common experience, which emphasize community building. Key values associated with supporting recovery include:

1. **Choice** – services must be tailored to meet individual needs, and be flexible and open to modification as the person moves forward in personal recovery. Individual strengths and experiences are recognized and built upon.
2. **Voice** – as articulated by the consumer movement, “nothing about us without us,” direct involvement by recovering individuals and family members in planning and carrying out programs and services is a critical component for success.
3. **Empowerment** – services must not simply “do” for individuals and families. The interventions must educate and empower individuals to make their own informed choices in matters affecting their lives and to accept responsibility for those choices. The Center will foster a belief in the primacy of the individuals served, in resilience, and in the ability of individuals, organizations, and communities to heal and promote recovery.
4. **Dignity and Respect** – all services and all communications should be built on tangible evidence of dignity and respect for all persons involved.
5. **Hope** – hope is essential for recovery from addiction and trauma. Recovery from these life challenges is an achievable goal that in turn makes all other quality of life goals possible.

The POCs are expected to embrace trauma –informed approaches to service delivery. This means the organization: realizes the widespread impact of trauma and understands potential paths to recovery; recognizes the signs and symptoms of trauma in individuals, staff, and families; responds by fully integrating knowledge about trauma into policies, procedures and practices; and seeks to actively resist re-traumatization.

Each Center must include the following characteristics:

1. Build Recovery Capital for individuals, families and communities – Families and peers bring lived experience in the Center where recovery is to be attained/sustained. Build support for long-term recovery and help families understand and heal.
2. Provide Safety and Hope – Throughout the organization, physical location and staff, persons being served feel physically and psychologically safe.
3. Responsive to the Recovery Community – Each Center should develop an Advisory Board that is representative of the behavioral health community and the community at-large that is being served.
4. Promote Peer Support and Volunteerism – rely primarily on peers with lived experience and volunteers for operations and offer opportunities for recovering individuals a chance to help their peers. Peer support is a key ingredient for establishing safety and hope, building trust, enhancing collaboration and utilizing their stories to promote recovery and healing.
5. Enhance Public Awareness – Centers will assist in developing a positive public perception of treatment, prevention, recovery and the benefits of a lifetime of wellness.
6. Adapt and Evolve – Ongoing assessment of participants’ support needs and a menu of services or linkages to community resources. Centers will assist individuals to regain control over their own lives and over their own recovery process.
7. Outreach and Engagement – Aggressive peer-led outreach and engagement to current mental health and substance use disorder treatment providers, including MAT providers, shelters and other places persons with OUD or prevention activities with

- individuals at-risk of OUD congregate complement existing resources in the community.
8. Required and eligible peer-to-peer support services specific to person with OUD or prevention activities with individuals at-risk of OUD:
 - a. Provide recovery coaching services ensuring consistency with plans or strategies in place from a previous treatment or recovery experience;
 - b. Education on behavioral health rights, choices and access to services and supports;
 - c. Assistance to individuals and families on how to access, engage and navigate the behavioral health system;
 - d. Assistance to individuals and families on how to negotiate insurance barriers to treatment;
 - e. Engage individuals and families regarding behavioral health treatment, education, and recovery supports available to the public; and
 - f. Skill-building classes or workshops through the Center will all be required core activities that will be provided by the POCs.

The Centers will serve as a welcoming community of support for adults, family members and significant others interested in pursuing substance use disorder treatment, prevention, recovery, and wellness activities.

Additional eligible services to be provided by certified peer specialists, certified family/youth peer specialists, forensic peer specialists, recovery coaches, volunteers and other staff to support peers and families, both individually and in small groups, may include, but are not limited to:

1. Help create personal recovery service plans based on recovery goals and steps to achieve those goals;
2. Use recovery-oriented tools to help their peers address challenges;
3. Assist others to build their own self-directed wellness plans;
4. Assist participant access to benefits, entitlements, legal assistance, civic restoration, transportation support, health management, stable housing, and education and employment connections;
5. Support peers in their decision-making;
6. Set up and sustain peer and family self-help and educational groups;
7. Offer a sounding board and shoulder to lean on;
8. Advocate with individuals for what they need;
9. Support people in crisis, and
10. Share their personal stories of recovery.

Successful peer recovery support service initiatives will network and build strong and mutually supportive relationships with formal and informal systems in their communities. However, these peer services are designed and delivered primarily by individuals in recovery to meet the targeted community's recovery support needs, as each local community defines them. Therefore, although supportive of formal treatment, peer support services are not treatment in the commonly understood clinical sense of the term. Most importantly, support services should be designed to build resiliency and support individuals' integration or reintegration within their communities and

help family members learn about treatment and recovery processes as well as prevention resources within the community. Centers must simultaneously take care not to foster a substitute dependency in participants. Therefore, peer support services are expected to focus more on maximizing the opportunities to create a lifetime of recovery and wellness for the individual, family, and community.

This RFA may support individuals and families; recovery coaching; wellness services; employment readiness; educational and occupational services; prevention services; exercise and recreational activities; daily living skill-building services; assistance obtaining stable housing and the facilitation of access to behavioral health treatment for individuals and families.

Section VII: PAYMENTS TO 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.

Section VIII: APPLICATION INFORMATION AND REQUIREMENTS

A. Pre-Application Conference

A pre-application conference will be held at DBH, 64 New York Avenue, NE, Washington, DC, 20002, 2nd Floor, DBH Training Room 242 on June 18, 2019 from 2:00 p.m. – 4:00 p.m. For more information, please contact Terri Harrison on (202) 673-4377.

B. Application Delivery

Applications are due Monday, July 15, 2019 no later than 4:45 p.m. E.T., to DBH, c/o Ms. Terri Harrison, 64 New York Avenue, NE, 3rd Floor, Washington DC 20002, (202) 727-8468. Applications will not be accepted by email or fax.

Applications received at or after Monday, July 15, 2019, 4:46 p.m. E.T. will not be forwarded to the Review Panel for funding recommendation. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

C. Application Requirements - COMPETITION #1

1. Proposal Format and Content:

- i. Applicant Profile** (Attachment A)
- ii. Table of Contents**

iii. Narrative

The narrative section must not exceed 20 pages and should discuss the process the applicant shall use to meet all requirements and scope of work. The following areas and information shall be included:

a. Administrative

Clearly describe the unmet recovery support service needs in the geographical area(s) proposed to be served, including the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the POC. The description should include, but need not be limited to the following:

- Describe who will be responsible for implementation and oversight of all elements of the Peer Operated Center, i.e., Project Manager, Peer Specialist, Recovery Coaches, Peer Outreach Coordinator, etc...
- Describe the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the Peer Operated Center.
- Project the number of individuals and families that will be served by the Center 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 participants it intends to serve

b. Program Calendar (Attachment F)

Provide a program calendar (Attachment F) that includes:

- Activity/Milestone – Each specific step/activity taken to accomplish the program goals and get to programmatic milestones.
- Inputs – Resources needed to accomplish steps/activities.
- Time Frame – Start and end date during which an activity will occur.
- Responsible Person – Person responsible for the activity.
- Anticipated Outcomes – A measurable statement that can be evaluated.

c. Proposed Work Plan

Provide a work plan (Attachment G) from July 15, 2019 through September 29, 2019 and October 1, 2019 through September 29, 2020 detailing the steps to be taken:

- Clearly defined measurable goals, objectives and anticipated outcomes
- A timeline for implementation that clearly defines milestones, inclusive of start-up
- A timeline for when each service or activity will be implemented if a staggered approach is to be used
- Location and description of facility including hours and days/evenings of operation for the populations served and description of ADA compliance
- Mission and vision statement with a description of how the goals and objectives flow from the organization's mission and vision

- Description of activities and services that will be provided, including other resources that can be leveraged to support the project along with a rationale for the inclusion of each specific service and activity
- Existing relationships with, and understanding of, community resources
- Involvement of key partners and the roles they will assume in the implementation of recovery support services. (**NOTE:** letters of commitment are required from all key partners and these commitment letters will not count towards page limitations)
- A plan for peer involvement in support services
- Describe any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise.

Describe and demonstrate the organization’s capability to implement, operate and sustain the proposed Center. Clearly delineate the roles and responsibilities of both applicant organizations and key partners and include, but not be limited to, the following:

- A description of the applicant organization’s relevant experience, and duration of that experience, in delivering the services they propose to deliver under this RFA
- 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
- The roles, qualifications, expertise and relevant experience of key personnel (both paid and volunteer)
- Staffing pattern and rationale for each staff position that reflects an adequate number and appropriate mix of staff and volunteers and includes bilingual individuals appropriate to the cultural communities represented by the individuals and families who will receive services
- A description of the model the Center will use to supervise non-clinical peers
- A description of how the applicant organization intends to recruit, screen, orientate, train and supervise volunteers

How will your organization plan, coordinate and execute learning opportunities to expand consumer knowledge of OUD.

d. 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 motivated to make changes, is willing to commit time and resources to implementing changes, and is likely to sustain and support these changes.

e. Program Reporting

The applicant organization must collect data and provide a quarterly report to be submitted to DBH Program Staff responsible for the Center development. DBH expects the start-up period to be the first 60 days of the new Grant Agreement; and that providers will be at fully operational within 90 days of receiving the approved DBH Grant Agreement.

- Describe how the organization will track work plan progress to ensure deliverables are achieved.
- Describe how your organization's plan to ensure start-up occurs within the first 60 days of the new Grant Agreement; and fully operational within 90 days.

2. Work Plan Template (Work Plan Template - Attachment G)

3. Budget and Budget Narrative (Attachment H)

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*) 20 page limit.

- **Personnel** – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project.
- **Fringe** – components of fringe benefits rate.
- **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.
- **Occupancy** – Costs associated with the rental or lease of space for the POC OUD Program.
- **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.)
- **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, etc.).
- **Client Cost** - Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measureable outcomes (e.g., food costs, gift cards, giveaways, stipends).
- **Communication** - Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.
- **Other Direct Costs** – expenses not covered in any of the previous budget categories.
- **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.

4. Required Documentation

- a. Certifications and Assurances (signed Attachments A, B, C, D and E)
- b. Articles of Incorporation, if applicable
- c. Bylaws, if applicable
- d. IRS letter of non-profit corporation status, if applicable
- e. List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- f. Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
- g. Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable
- h. Proposed organizational chart, job descriptions, resumes and licenses for project manager and staff
- i. Current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by **Monday, July 15, 2019**. Please include copy of this receipt with your application.)
- j. Current Certificate of Clean Hands from the Office of Tax and Revenue (Self-certification is NOT acceptable.)**
- k. The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

D. Application Requirements - COMPETITION #2

1. Proposal Format and Content:

- i. **Applicant Profile** (Attachment A)
- ii. **Table of Contents**

iii. Narrative

The narrative section must not exceed 20 pages and should discuss the process the applicant shall use to meet all requirements and scope of work. The following areas and information shall be included:

a. Administrative

Clearly describe the unmet recovery support service needs in the geographical area(s) proposed to be served, including the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the POC. The description should include, but need not be limited to the following:

- Describe who will be responsible for implementation and oversight of all elements of the Peer Operated Center, i.e., Project Manager, Peer Specialist, Recovery Coaches, Peer Outreach Coordinator, etc.
- Describe the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the Peer Operated Center.
- Project the number of individuals and families that will be served by the Center 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 participants it intends to serve.
- Identification of the issues specific to the population of focus (Returning Citizens, LGBTQ or Immigrant) that will need to be addressed.

b. Program Calendar (Attachment F)

Provide a program calendar (Attachment F) that includes:

- Activity/Milestone – Each specific step/activity taken to accomplish the program goals and get to programmatic milestones.
- Inputs – What resources are needed to accomplish steps.
- Time Frame – Start and end date during which an activity will occur.
- Responsible Person – Person responsible for the activity
- Anticipated Outcomes – A measurable statement that can be evaluated.

c. Proposed Work Plan

Provide a work plan (Attachment G) from July 15, 2019 through September 29, 2019 and October 1, 2019 through September 29, 2020 detailing the steps to be taken:

- Clearly defined measurable goals, objectives and anticipated outcomes
- A timeline for implementation that clearly defines milestones, inclusive of start-up
- A timeline for when each service or activity will be implemented if a staggered approach is to be used
- Location and description of facility including hours and days/evenings of operation for the populations served and description of ADA compliance

- Mission and vision statement with a description of how the goals and objectives flow from the organization’s mission and vision
- Description of activities and services that will be provided, including other resources that can be leveraged to support the project along with a rationale for the inclusion of each specific service and activity
- Existing relationships with, and understanding of, community resources
- Involvement of key partners and the roles they will assume in the implementation of recovery support services. (**NOTE:** letters of commitment are required from all key partners and these commitment letters will not count towards page limitations).
- A plan for peer involvement in support services.
- Describe any potential challenges, if known, and contingency plans for addressing concerns related to circumstances that may arise.

Describe and demonstrate the organization’s capability to implement, operate, and sustain the proposed Center. Information provided should clearly delineate the roles and responsibilities of both applicant organizations and key partners and include, but not be limited to, the following:

- A description of the applicant organization’s relevant experience, and duration of that experience, in delivering the services they propose to deliver under this RFA;
- 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;
- The roles, qualifications, expertise and relevant experience of key personnel (both paid and volunteer);
- Staffing pattern and rationale for each staff position that reflects an adequate number and appropriate mix of staff and volunteers and includes bilingual individuals appropriate to the cultural communities represented by the individuals and families who will receive services;
- A description of the model the Center will use to supervise non-clinical peers;
- A description of how the applicant organization intends to recruit, screen, orientate, train and supervise volunteers.

How will your organization plan, coordinate and execute learning opportunities to expand consumer knowledge of OUD?

d. 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 motivated to make changes, is willing to commit time and resources to implementing changes, and is likely to sustain and support these changes

e. Program Reporting

The applicant organization must collect data and provide a quarterly report to be submitted to DBH Program Staff responsible for the Center development. DBH expects the start-up period to be the first 60 days of the new Grant Agreement; and that providers will be at fully operational within 90 days of receiving the approved DBH Grant Agreement.

- Describe how the organization will track work plan progress to ensure deliverables are achieved.
- Describe how your organization’s plan to ensure start-up occurs within the first 60 days of the new Grant Agreement; and fully operational within 90 days.

2. Work Plan Template (Work Plan Template - Attachment G)

3. Budget and Budget Narrative (Attachment H)

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*) 20 page limit.

- **Personnel** – employee(s) of the applicant/recipient organization for those positions whose work tied to the grant project.
- **Fringe** – components of fringe benefits rate.
- **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.
- **Occupancy** – Costs associated with the rental or lease of space for the POC OUD Program.
- **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.)
- **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, etc.).
- **Client Cost** - Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measureable outcomes (e.g., food costs, gift cards, giveaways, stipends).
- **Communication** - Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.

- **Other Direct Costs** – expenses not covered in any of the previous budget categories.
- **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.

4. Required Documentation

- a. Certifications and Assurances (signed Attachments A, B, C, D and E)
- b. Articles of Incorporation, if applicable
- c. Bylaws, if applicable
- d. IRS letter of non-profit corporation status, if applicable
- e. List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- f. Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
- g. Most recent Form 990, Return of Organization Exempt from Income Tax, if applicable
- h. Proposed organizational chart, job descriptions, resumes and licenses for project manager and staff
- i. Current District of Columbia Business License or Application (business license application must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) **by Monday, July 15, 2019**. Please include copy of this receipt with your application.)
- j. Current Certificate of Clean Hands from the Office of Tax and Revenue (**Self-certification is NOT acceptable.**)
- k. The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Section IX: EVALUATION PROCESS

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV 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. The anticipated award announcement date will be made in August 2019.

Section X: SCORING OF APPLICATIONS

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

A. COMPETITION #1

Criterion A – Administrative (Total of 30 Points)

1. The applicant detailed who will be responsible for implementation and oversight of all elements of the Peer Operated Center, i.e., Project Manager, Peer Specialist, Recovery Coaches, Peer Outreach Coordinator, etc. **(10 points)**
2. The applicant described the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the Peer Operated Center. **(10 points)**
3. The applicant projected number of individuals and families that will be served by the Center on a monthly basis with a projected utilization within each distinct service or activity offered. **(5 points)**
4. The applicant provided a description of the continuous feedback loop(s) the applicant will implement with the participants it intends to serve **(5 points)**

Criterion B – Program Calendar (Total of 10 Points)

1. The applicant clearly described the program calendar with activities/milestones, inputs, time frame, responsible person and anticipated outcomes. **(10 points)**

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

1. The applicant described the organization's capability to implement, operate and sustain the proposed Center, as well as, involvement of key partners and the roles they will assume in the implementation of recovery support services. Information provided should clearly delineate the roles and responsibilities of both applicant organizations and key partners **(10 points)**
2. Described how organization will plan, coordinate and execute learning opportunities to expand consumer knowledge on OUD. Gives a description of how the applicant intends to recruit, screen, orientate, train and supervise volunteers. **(5 points)**
3. The applicant clearly defined the work plan with activities and services that will be provided, measurable goals, objectives, anticipated outcomes, timelines, location and involvement of peers. **(15 points)**

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

1. The applicant described sound fiscal management including the fiscal and financial management systems in place that will support the grant. **(5 points)**
2. The applicant described their sustainability plan and key partnerships. **(10 points)**

Criterion E – Program Reporting (Total of 10 Points)

1. The applicant described how the organization will track work plan progress to ensure deliverables are achieved. **(5 points)**
2. The applicant described the organization’s plan to ensure start-up occurs within the first 60 days of the new Grant Agreement; and fully operational within 90 days. **(5 points)**

Criterion F – Budget and Budget Narrative (Total of 5 points)

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

B. COMPETITION #2

Criterion A – Administrative (Total of 30 Points)

1. The applicant detailed who will be responsible for implementation and oversight of all elements of the Peer Operated Center, i.e., Project Manager, Peer Specialist, Recovery Coaches, Peer Outreach Coordinator, etc. **(5 points)**
2. The applicant described the needs of individuals with OUD or prevention activities with individuals at-risk of OUD that the proposal intends to address by implementing the Peer Operated Center. **(5 points)**
3. The applicant projected number of individuals and families that will be served by the Center on a monthly basis with a projected utilization within each distinct service or activity offered. **(5 points)**
4. The applicant provided a description of the continuous feedback loop(s) the applicant will implement with the participants it intends to serve **(5 points)**
5. The applicant clearly identified a primary special population (Returning Citizens, LGBTQ or Immigrant) **(10 points)**

Criterion B – Program Calendar (Total of 10 Points)

1. The applicant clearly described the program calendar with activities/milestones, inputs, time frame, responsible person and anticipated outcomes. **(10 points)**

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

1. The applicant described the organization’s capability to implement, operate and sustain the proposed Center, as well as, involvement of key partners and the roles

they will assume in the implementation of recovery support services. Information provided should clearly delineate the roles and responsibilities of both applicant organizations and key partners **(10 points)**

2. Described how organization will plan, coordinate and execute learning opportunities to expand consumer knowledge on OUD. Gives a description of how the applicant intends to recruit, screen, orientate, train and supervise volunteers. **(5 points)**
3. The applicant clearly defined the work plan with activities and services that will be provided, measurable goals, objectives, anticipated outcomes, timelines, location and involvement of peers. **(15 points)**

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

1. The applicant described sound fiscal management including the fiscal and financial management systems in place that will support the grant. **(5 points)**
2. The applicant described their sustainability plan and key partnerships. **(10 points)**

Criterion E – Program Reporting (Total of 10 Points)

1. The applicant described how the organization will track work plan progress to ensure deliverables are achieved. **(5 points)**
2. The applicant described the organization’s plan to ensure start-up occurs within the first 60 days of the new Grant Agreement; and fully operational within 90 days. **(5 points)**

Criterion F – Budget and Budget Narrative (Total of 5 points)

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

Section XI: 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.

Section XII: 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.

Section XIII: ATTACHMENTS TO THE RFA

<u>Attachment A</u>	Application Profile
<u>Attachment B</u>	DBH Statement of Certification
<u>Attachment C</u>	Federal Assurances
<u>Attachment D</u>	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
<u>Attachment E</u>	Certification of Applicant
<u>Attachment F</u>	Peer Operated Center Program Calendar
<u>Attachment G</u>	Work Plan Template
<u>Attachment H</u>	Budget and Budget Narrative Justification Form
<u>Attachment I</u>	DBH Receipt

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Department of Behavioral Health Statement of Certification

- A. Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. Applicant/ Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. Applicant/ Grantee has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the grant making Agency, the Applicant/ Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Applicant/ Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Applicant/ Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- I. That the Applicant/ Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

J. That the Applicant/ Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Applicant/ Grantee has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an Applicant/ Grantee’s performance to OPGS which shall collect such reports and make the same available on its intranet website;

K. That the Applicant/ Grantee has a satisfactory record of integrity and business ethics;

L. That the Applicant/ Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

M. That the Applicant/ Grantee is in compliance with the applicable District licensing and tax laws and regulations;

N. That the Applicant/ Grantee complies with provisions of the Drug-Free Workplace Act; and

O. That the Applicant/ Grantee meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

P. That the Applicant/ Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et. seq., “Criminal Background Checks for Government Services to Children.”

Q. That 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.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/ Grantee Name

City _____ State _____ Zip Code _____
Street Address

DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness about Opioid Misuse

Project Name

Applicant/ Grantee IRS/Vendor Number

Signature: _____
Name and Title of Authorized Representative

Date

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Federal Assurances

Applicant/ Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 2 CFR Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant/ Grantee assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The Grantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The Grantee to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31,1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of

Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
 - a. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et. seq.)
 - b. The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et. seq.)
 - c. The Clean Air Act (Sub-grants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85 et. seq.
 - d. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
 - e. The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
 - f. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
 - g. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
 - h. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
 - i. Executive Order 12459 (Debarment, Suspension and Exclusion)
 - j. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et. seq.)
 - k. Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
 - l. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et. seq.)
 - m. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20

- n. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- o. District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et. seq.)

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/ Grantee Name

Street Address

City _____ State _____ Zip Code _____

DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness About Opioid Misuse

Project Name

Applicant/ Grantee IRS/Vendor Number

Signature:

Name and Title of Authorized Representative

Date

ATTACHMENT D

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Applicant/ Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts and that all sub recipients shall certify and disclose accordingly.

2. Debarment and Suspension, Exclusions, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

The Grantee certifies that it and its, principals, has:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- F. Ensure on an ongoing basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).
- G. Further, the applicant shall disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, any of its officers, partners, principals, members, or key employees within the last three (3) years prior to the date of the application has been:
 - a. indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
 - b. been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620, the Grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - 7. Abide by the terms of the statement; and

8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3 (B) (8) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Behavioral Health at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each affected grant.
10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - a. Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - c. Making a good faith effort to continue to maintain a drug-free workplace.
11. The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:
 - a. Place of Performance (Street address, city, county, state, zip code)
 - b. Drug-Free Workplace Requirements (Awardees who are Individuals)
12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-
 - a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
 - b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
 1. The Grant Administrator identified in the Grant Agreement; and;
 2. D.C. Department of Behavioral Health, 64 New York Avenue, NE. Washington, DC 20002. (Attn: Director-Department of Behavioral Health.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/Grantee Name

Street Address

City _____ State _____ Zip Code _____

DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness About Opioid Misuse

Project Name

Applicant/ Grantee IRS/Vendor Number

Signature:

Name and Title of Authorized Representative

Date

ATTACHMENT E

GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding personnel, fringe, equipment, supplies, consultants/experts, other and indirect costs for the DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness About Opioid Misuse under RFA# RM0 DC PEER OUD 061419.

I am in compliance with the eligibility requirements and have the ability to meet and satisfy the implementation requirements.

I understand that I am required to be in compliance with D.C. Municipal Code, Title 22A, Chapter 44, and D.C. tax laws to receive grant funds.

I also understand that I am required to submit receipts to DBH within thirty (30) days of receiving grant funds to verify that I have used grant funds as agreed to and authorized.

I further understand that DBH reserves the right to rescind this grant notice as necessary, that the RFA does not commit DBH to make awards and that DBH is not liable for any costs incurred by applicants in applying for grants.

I also understand that I must sign a grant agreement at the time of the award and comply with any additional legal requirements including submission of required documents.

Authorized Agency Representative. Print name and title.

Signature

Date

ATTACHMENT F

DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and
 Providing Awareness About Opioid Misuse
 RFA # RM0 DC PEER OUD 061419

PROGRAM CALENDAR *(projected)*

2019	
Month	

Activities with project implications

Activity/Milestone What are you going to do and who is going to do it?	Inputs What resources do you contribute?	Time Frame Start and end date during which an activity will occur.	Responsible Person	Anticipated Outcomes A measurable statement that can be evaluated.

ATTACHMENT G - DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness About Opioid Misuse Work Plan
RFA # RM0 DC PEER OUD 061419

Applicant Organization: _____

GOAL 1: INSERT IN THIS SPACE ONE PROPOSED PROGRAM GOAL. Proceed to outline program objectives, activities, and targeted dates in the spaces below.			
Measurable Objectives/Activities:			
Process Objective #1:			
<u>Key activities needed to meet this objective:</u>	<u>Start Date/s:</u>	<u>Completion Date/s:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
Process Objective #2:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	
Process Objective #3:			
<u>Key activities needed to meet this objective:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

Duplicate this page as needed for additional proposed program goals. Ensure that heading information clearly identifies the applicant’s submission, the RFA number and page (e.g. page 2 of 4) of the proposed work plan.

ATTACHMENT H

BUDGET JUSTIFICATION AND NARRATIVE

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization for those positions whose work is tied to the grant project.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1.		\$	%	\$
2.		\$	%	\$
3.		\$	%	\$
4.		\$	%	\$
5.		\$	%	\$
			TOTAL	\$

Justification: Describe the role and responsibilities of each position.

- 1.
- 2.
- 3.
- 4.
- 5.

B. Fringe: List all components of fringe benefits rate.

Component	Rate	Wage	Cost
FICA	%	\$	\$
Workers Compensation	%	\$	\$
Insurance	%	\$	\$
		TOTAL	\$

Justification: Fringe reflects current rate for the agency.

C. Consultant/Experts: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in a form of consortium agreements or contracts.

A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition. Consultants may not be officers or employees of the grantee’s organization.

Costs for contracts must be broken down in detail and a narrative justification provided. If applicable, numbers of clients should be included in the costs.

Suggested: A contractual arrangement to carry out a portion of the programmatic effort or 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 subgrantee must sign the agreement.

Name	Service	Rate	Other	Cost
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
			TOTAL	\$

Justification: Explain the need for each contractual agreement and how they relate to the overall project.

D. Occupancy: Rent expenses

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	TOTAL	\$

Justification: Break down costs into cost/unit (e.g. cost/square foot, etc.) Explain the use of each requested item requested.

E. Travel & Transportation: Local travel expenses

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	TOTAL	\$

Justification: Break down travel costs into cost/unit (reimbursement rate per mile, Metro cards, etc.) Explain the use of each requested item requested.

F. Supplies & Minor Equipment: Materials costing less than \$5,000 per unit and often having one-time use.

Budget Request

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	TOTAL	\$

Justification: Describe the need and include an adequate justification of each cost that was estimated.

G. Client Costs: Includes costs which benefit participants. Includes tangible items provided to participants in connection with grant objectives and measureable outcomes. (e.g., food costs, gift cards, giveaways, stipends.)

Budget Request

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	TOTAL	\$

Justification: Describe the need and include an adequate justification of each cost that was estimated.

H. Communications: Includes telephone, mobile phone, internet, data usage, postage, printing, and photocopying.

Budget Request

Item(s)	Rate	Cost
1.		\$
2.		\$
3.		\$
4.		\$
	TOTAL	\$

Justification: Describe the need and include an adequate justification of each cost that was estimated.

G. Other Direct Costs: Expenses not covered in any of the previous budget categories

Item	Rate	Cost
1.		\$
2.		\$
3.		\$
	TOTAL	\$

Justification: Break down costs into cost/unit. Explain the use of each item requested.

H. Indirect Cost Rate: Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of your organization and the conduct of activities it performs. Typical indirect costs include accounting and insurance. Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. Effective with 45 CFR 75.414(f), any non-federal entity that has never received a negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Percentage	Budget Category	Amount	Total
%		\$	\$

Justification: Explain the need for each of your indirect costs.

Budget Summary

CATEGORY	BUDGET REQUEST
Personnel	\$
Fringe	\$
Consultant/Experts	\$
Occupancy	\$
Travel & Transportation	\$
Supplies & Minor Equipment	\$
Client Costs	\$
Communications	\$
Other Direct Costs	\$
SUBTOTAL DIRECT COSTS	\$
Indirect Costs	\$
TOTAL PROJECT COSTS	\$

ATTACHMENT I

DBH RECEIPT

RFA Title: DC Peer Operated Centers (POC) Supporting Individuals with Opioid Use Disorders and Providing Awareness About Opioid Misuse

RFA No. RM0 DC PEER OUD 061419

ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE

THE DC DEPARTMENT OF BEHAVIORAL HEALTH IS IN RECEIPT OF:

CONTACT NAME

ORGANIZATION NAME

ADDRESS, CITY, STATE, ZIP CODE

PROJECT NAME

BUDGET AMOUNT

DBH USE ONLY:

Please Indicate Time: _____

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ /2019

Received By: _____