



Administrative Operations Administration

August 28, 2020

Dear DC Faith Based Organizations Grant Applicant:

As you may know, Mayor Bowser has extended the District of Columbia Government's operating status through Friday, October 30, 2020 to mitigate the spread of the coronavirus (COVID-19). As such, the Department of Behavioral Health (DBH) has adjusted the mechanism in which applications will be accepted.

No applications will be accepted on-site and/or in-person. Applications are to be emailed to DBH.Grants@dc.gov

Submissions will be date and time stamped via receipt in the inbox. An automated message will be sent to each applicant upon receipt of your application.

Faith Based Organizations: Connecting DC Residents with Behavioral Needs to Clinical Services and Treatment During COVID-19 – RFA No. RMO FBS082820

RFA Release Date – August 28, 2020

Application Submission Deadline – Friday September 28, 2020, 5:00PM ET

To ensure receipt, we ask that you attach all documents as a PDF and split documents as such:

- **File #1** – Applicant Profile, Abstract, Table of Contents, Project Narrative.
- **File #2** – Notice of Eligibility and Experience Requirements, Work Plan, Staffing Plan, Budget and Budget Justification, and Advance Payment Request Form (if applicable).
- **File #3** – Letters of Agreement (if applicable), Business License, Certificate of Occupancy, Clean Hands Certification, Proof of Insurance.
- **File #4** – 501(c)(3) Letter, Articles of Incorporation & Bylaws, IRS W-9 Form, IRS Tax Exemption Letter, Current Fiscal Year Budget, Financial Statements, and Separation of Duties Policy.

- **File #5** – Board of Directors, SAM Registration, Attachment 2-Pages 63 & 64*, Attachment 3*, Attachment 4*, Attachment 5*, Attachment 6*, Attachment 7*, Attachment 8*, and Attachment 9*.

*Please only include the signature page.

Please note: You do not have to provide Attachment 1 – Terms and Conditions in the submission.

If you are able to email documents in fewer files, please feel free. If you need to send multiple emails, that is acceptable.

We must receive all files before the submission deadline of Friday, September 28, 2020, 5:00PM ET.

This information will be included with the application materials found on the DBH website (dbh.dc.gov) under Opportunities, Request for Applications or on the Serve DC website (<https://communityaffairs.dc.gov/content/community-grant-program#4>).

If you should have any questions, please feel free to email dbh.grants@dc.gov or Renee Evans Jackman at renee.evans@dc.gov.

Thank you in advance for your cooperation.

Sincerely,



Steward D. Beckham

Chief Operating Officer