



Administrative Operations Administration

March 27, 2020

Dear DC Recovery Residences Grant Applicant:

As you may know, Mayor Bowser has adjusted the District of Columbia Government's operating status beginning Monday March 16, through Monday, April 27, 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.

DC Recovery Residences – RFA No. RM0 RR032020

RFA Release Date – March 20, 2020

Application Submission Deadline – April 10, 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, Appendix B-Pages 68 & 69*, Appendix C*, Appendix D*, Appendix E*, Appendix F*, Appendix G*, Appendix H*, Appendix I* and Appendix J*.

*Please only include the signature page.

Please note: You do not have to provide Appendix A – Terms and Conditions or the DBH Receipt Form 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.

64 New York Avenue NE Washington DC 20002

We must receive all files before the submission deadline of Friday, April 10, 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 Office of Partnerships and Grants (opgs.dc.gov), District Grants Clearinghouse under Information.

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,

A handwritten signature in blue ink, appearing to read "Steward D. Beckham".

Steward D. Beckham
Chief Operating Officer