



Administrative Operations Administration

March 16, 2020

Dear School-Based Behavioral Health Services Comprehensive Expansion (Cohort 3) Grant Applicant:

As you may know, Mayor Bowser has adjusted the District of Columbia Government's operating status beginning Monday March 16, through Tuesday, March 31, to mitigate the spread of the coronavirus (COVID-19). The Department of Behavioral Health (DBH) currently has two active grant competitions and a third competition being released Friday, March 20. DBH will be adjust 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.

School-Based Behavioral Health Services Comprehensive Expansion (Cohort 3) – RFA No. RMOSBH022120

RFA Release Date – February 21, 2020

Application Submission Deadline – March 23, 2020, 4:45PM ET

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

- **File #1** – Applicant Profile (inc. 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.
- **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*, Appendix C*, Appendix D*, Appendix E*, Appendix F*, Appendix G*.

*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.

We must receive all files before the submission deadline of Friday, March 23, 2020, 4:45PM 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", with a horizontal line extending to the right.

Steward D. Beckham
Chief Operating Officer