

Department of Mental Health  
**TRANSMITTAL LETTER**

<b>SUBJECT DMH Grants Manual</b>		
<b>POLICY NUMBER</b>  1000.1A DMH Grants Manual	<b>DATE</b>  FEB 24 2010	<b>TL#</b>  132

**Purpose.** The Department of Mental Health Grants Manual has been updated to comply with Mayor's Order 2009-228 dated December 30, 2009, and the City-Wide Grants Manual and Sourcebook (City-Wide Manual). The DMH Grants Manual will supplement the City-Wide Manual and provide DMH internal grant-making processes for making and monitoring grants using federal, District, or private funds. Specifically, note changes that were made to Appendix 4, Notice of Funding Availability (NOFA), and Appendix 5, DMH Request for Application (RA), forms to include new city-wide requirements.

**Applicability.** DMH employees and DMH contract providers who participate in DMH grant-making activities.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate MHA offices.

**Implementation Plans.** A plan of action to implement or adhere to the requirements in this manual must be developed by designated responsible staff, including needed materials and training. Specific staff should be designated to carry out the implementation, and program managers are responsible for following through to ensure compliance. Action plans with completion dates should be sent to the appropriate authority. DMH Principal Investigators (PI)/Project Directors and Contracting Officer Technical Representatives (COTRs) must become acquainted with the requirements of this manual and must also ensure that grantees and sub-grantees, and contractors receiving a contract pursuant to a grant, are properly monitored, maintain required records and make required reports as required by this manual and their grant or subgrant agreement with DMH, or contract with DMH pursuant to a grant. Implementation of the requirements in this manual shall begin immediately.

**Policy Dissemination and Filing Instructions.** Managers/supervisors of DMH must ensure that staff are informed of this manual. Each staff person who maintains policy manuals must make sure that the DMH Grants Manual is filed in the **DMH** Policy and Procedures Manual.

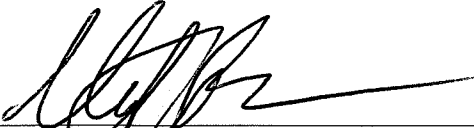
**ACTION**

**REMOVE AND DESTROY**

Policy 1000.1, DMH Grants Manual  
dated December 6, 2007

**FILE**

Policy 1000.1A, DMH Grants  
Manual



Stephen T. Baron  
Director, DMH

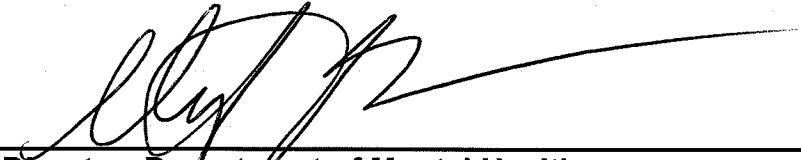
# Department of Mental Health

# Grants Manual

Reviewed, Approved by:

  
\_\_\_\_\_  
Deputy Director, Office of Strategic Planning,  
Policy & Evaluation 2/23/10  
Date

  
\_\_\_\_\_  
Department of Mental Health General Counsel 2/24/10  
Date

  
\_\_\_\_\_  
Director, Department of Mental Health 2/24/10  
Date

**February 2010**

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# **I. OVERVIEW AND GENERAL POLICY**

## I: OVERVIEW AND GENERAL POLICY

### 1. Introduction

The Department of Mental Health (DMH) Grants policies and procedures are being updated to comply with Mayor's Order 2009-228 dated December 30, 2009 and the City-Wide Grants Manual and Sourcebook (City-Wide Manual). The DMH Grants Manual supplements the City-Wide Manual and describes DMH internal grant-making processes for making and monitoring grants using federal, District, or private funds.

### 2. Applicability

DMH employees and DMH contract providers who participate in DMH grant-making activities.

### 3. Authority

The Department of Mental Health Establishment Amendment Act of 2001, D.C. Official Code § 7-1131; City-Wide Grants Manual and Sourcebook, District of Columbia (December 2009); Mayor's Order 2009-228 (December 30, 2009); 1 DCMR Chap. 50 – Subgrants to Private and Public Agencies; Acting Attorney General's Memorandum, July 22, 2008; and 22A DCMR Chapter 44 as applicable.

### 4. Background

The District of Columbia City-Wide Grants Manual and Sourcebook (<http://www.opgs.dc.gov/opgd/cwp/view,a,1316,q,648427.asp>) is for the use of the District of Columbia and its Offices, Departments, Agencies, Boards and Commissions. It establishes "best practices" policies and procedures for the application for, acceptance of, and disbursement of private, federal and local grant monies. It supersedes all prior pronouncements on this subject and provides general city-wide guidance to Agencies' grant staff regarding the administration and management of their grant-making activities.

The Sourcebook also delineates an overview of the minimum requirements for the programmatic and financial operations of grants and subgrants awarded by the District and any of its covered Agencies. It is intended as *the* resource for grant program managers as they administer and manage their respective grant and subgrant programs. In addition to containing applicable policies and procedures, the Sourcebook includes an Appendix containing relevant law, rules, and regulations as well as sample forms and certifications. It should be used as the first reference for specific requirements and directives for all covered entities. However, Agencies may supplement this Sourcebook with Agency-specific requirements where required by any District or federal statute or regulation.

DMH is one of the grant-making agencies in the District of Columbia. As such, DMH is authorized to apply for grants and to make a grant or subgrant to a recipient where the principal purpose of the relationship is the transfer of money, property, services, or anything of value in order to accomplish a public purpose of support and stimulation authorized by statute. DMH currently receives grants primarily from the federal government. All grant funds, whether government or private, are awarded to assist DMH in meeting a public purpose.

DMH is a Cabinet-level department that provides comprehensive mental health services to adults, children, youth, and their families. DMH provides community services through community-based mental health providers. Inpatient services are provided at Saint Elizabeths Hospital. Crisis services are provided through the Comprehensive Psychiatric Emergency Program and contracted providers.



The mission of the Department of Mental Health (DMH) is to support prevention, resiliency and recovery for District residents in need of public mental health services.

## **5. General Policy**

DMH will apply for and use all public and private grant funds that are consistent with programmatic priorities and financial capacity as determined by the Mayor, the Office of the City Administrator, the D.C. Council, the D.C. Office of the Chief Financial Officer, and the Director of DMH.

DMH will comply with the City-Wide Manual policies and procedures when performing grant-making activities, both when applying for grants from the federal government or other sources, and when advertising and issuing grants and sub-grants to agencies or private organizations. Although federal block grants or formula grants are not subject to the City-Wide Manual requirements, DMH will comply with the District subgrant rules 1 DCMR Chapter 50 when issuing any subgrants pursuant to federal block or formula grants. Where federal grants are involved, DMH will also comply with specific statutory and/or regulatory requirements pertaining to the grant.

## **6. Grant Officer**

The Office of Strategic Planning, Policy and Evaluation will assume the functions of the Grants Officer. The Deputy Director will assign specific tasks to fulfill city-wide and DMH requirements to staff within the Office.

The Office of Strategic Planning, Policy and Evaluation will operate as a clearinghouse on grants information and serve as the liaison for all DMH staff who are involved in grantmaking.

The role of the Grant Officer/designee is as follows:

(1) Serve as liaison and provide guidance in the implementation of the following:

- (a) Grant application and review procedures within and outside of DMH,
- (b) Programmatic management of grants,
- (c) Financial management of grants,
- (d) Implementation of sub-grants,
- (e) Grant awards issued by DMH,
- (f) Monitoring and reporting, and
- (g) Auditing.

(2) Ensure that the application and solicitation or request for grants will be based on prioritized program initiatives based on DMH strategic mission and expected outcomes directed toward a public purpose.

(3) The DMH Grant Officer/designee will notify grant applicants and recipients of applicable grievance procedures to receive, administer and resolve disputes relating to grant-making procedures and award(s).

(4) Appoint a Grant Review Panel to review applications and make recommendations.

(5) Ensure that provisions under Notice of Funding Availability (NOFA) and Request for Application (RFA) are following the City-Wide Manual requirements.

## **II: TYPES OF GRANT AWARDS TO DMH**

## II. Types of Grant Awards to DMH

### 1. Federal Block Grant

Recipients of block grant funds are required to comply with the federal laws applicable to grant administration. Each block grant carries unique requirements and exceptions. Federal block grants or formula grants are not subject to the City-Wide Manual requirements; however, DMH shall comply with the District subgrant rules 1 DCMR Chapter 50 when issuing any subgrants pursuant to federal block or formula grants.

### 2. Performance Partnership Grant

Like a block grant, a performance partnership grant combines grant funds from several categorical grant programs. These outcomes are negotiated up front with the federal agencies when grantees sign performance plans, and agree to conduct program self evaluations and use goals and performance indicators to measure program success. With performance partnership grants, grantees must comply with applicable Office of Management and Budget (OMB) circulars.

DMH participates with other states and territories in grants that allow the development of comparative data across states and territories using a standard process. The uniform reporting system is an example of such a process.

### 3. Competitive Grant

A competitive grant is a funding opportunity that requires a designated eligible applicant to comply and compete with other like agencies for available funds. With the acceptance of the application, comes a review and rating to determine if the application merits funding.

### 4. Formula Grant

A formula grant is an award of assistance by a federal agency in which the amount is established by a formula written into legislation or regulation. A federal agency may award a formula grant if the recipient meets the qualifying conditions.

### 5. Cooperative Agreement

The Federal Grant and Cooperative Agreement Act of 1977 defines the cooperative agreement as an alternative assistance instrument to be used in lieu of a grant whenever substantial federal involvement with the recipient during performance is anticipated. The difference between grants and cooperative agreements is the degree of federal programmatic involvement rather than the type of administrative requirements imposed. Therefore, statutes, regulations, policies, and the information contained in this manual, that are applicable to grants also apply to cooperative agreements, unless the award itself provides otherwise.

# **III: APPLYING FOR GRANTS**

### III: APPLYING FOR GRANTS

#### 1. Authorization

Department of Mental Health Establishment Amendment Act of 2001, D.C. Official Code § 7-1131; City-Wide Grants Manual and Sourcebook, District of Columbia (December 2009); Mayor's Order 2009-228 (December 30, 2009); 1 DCMR Chap. 50 – Subgrants to Private and Public Agencies; Acting Attorney General's Memorandum, July 22, 2008; and 22A DCMR Chapter 44, Mental Health Grants, as applicable.

#### 2. Responsibility

It is the responsibility of the DMH Grant Officer/designee to become knowledgeable about grant programs that support projects aligned with the agency's programmatic and financial priorities.

#### 3. Identifying Grant Opportunities

The DMH Grant Officer/designee will facilitate dissemination of the availability of grants appropriate for DMH. Program managers/designees may also identify opportunities for grants. A Principal Investigator (PI)/Project Director must be designated to pursue a grant. The PI/Project Director shall be responsible for preparing the grant proposal with support from the DMH Grant Officer/designee, and in collaboration with a grant writing team, where established as described in paragraph 5 below.

#### 4. Developing Multi-Agency and Public-Private Applications

Some projects require multi-agency collaboration or a public-private partnership for both the application for funding and the implementation of grant programs. Any entity can initiate the collaborative effort. The District Office of Partnerships and Grant Services (OPGS) can assist with agency collaboration. The following questions should be addressed at the first meetings of the partners:

- Is the partnership viable?
- Is it feasible to pursue the grant given the application requirements and deadline, among other considerations?
- Which entity should serve as the lead/signature agency that has fiduciary responsibility for the grant?
- Does the application state who should be the lead?
- Is there a Memorandum of Understanding (MOU) in existence between the agencies?
- Should other organizations (public and/or private) be involved?
- Which office at the City Administrator or Mayor's level should be involved?
- Have the specific resources available to fund and staff the project been identified?
- Who will develop the work plan for preparing the application? The entity assigned to complete the work plan should delineate the tasks, persons responsible, and a time frame for delivering the assigned tasks. The work plan should allow enough time for future meetings, review of the draft application, revisions to the draft, obtaining signature(s), and the mechanics of the submission process.

After the decision is made whether or not to pursue a grant application, there must be a second decision as to whether or not a grant writer is needed.

#### 5. Grant Writer or Grant Writing Team

As a rule of thumb, the hiring of a professional grant writer can be considered on grants over \$100,000 or where there is specific expertise necessary to develop the grant that does not exist within DMH.

There are several important points to keep in mind when considering using a grant writer:

- Conduct a simple cost-benefit analysis.
- The grant application depends on the potential grantees' plans and programmatic and financial capacities.
- Grant writers must have referenced experience and skills to produce the application.
- Services of the consultant should be obtained as early in the proposal development process as possible. Grant writers may be solicited through OPGS or through the DMH procurement process if the grant writer has already been identified because of known grant expertise in the subject area.
- The responsible DMH program/office will have ultimate responsibility for implementation.

Grants under \$100,000 should be the responsibility of an assembled Grant Writing Team. The DMH Deputy Director or Program Manager in consultation with the Grant Officer will:

- review the grant application with the prospective PI/Project Director and recommend members of the team;
- develop timelines for completion of the grant and begin to delineate responsibilities;
- assume the role of ensuring that timelines are met and contacting individuals responsible for segments of the grant;
- assume responsibility for all face sheets, and assurances;
- contact and solicit support from other individuals with expertise that will facilitate the writing of the grant (e.g., evaluation, informed consent procedures, performance outcomes, etc.); and
- where needed, the DMH Grant Officer/designee will be responsible for having the DMH Director sign off on the grant application.

The Grants Officer/designee will provide technical assistance and participate as a member of the Grant Writing Team, as needed.

## **6. Liaison with Other DMH Organizations/Staff**

When it is clear that the Office of the Agency Fiscal Officer, Office of Contracts and Procurement, and/or Division of Human Resources involvement is needed, the DMH Grant Officer/designee will:

- arrange for involvement of the appropriate individuals from these offices;
- assemble either the Grant Writing Team or other individuals to make a final reading, review, and edit the grant application; and
- serve as a trouble-shooter for the PI/Project Director as problems arise throughout the grant development and application submission process.
- provide technical consultation, as needed.

## **7. Grant Application Review Procedures**

A. The following types of grant applications shall be forwarded to the DMH Grant Officer/designee for review prior to submission to a funding agency:

- (1) Grant applications developed by DMH staff for submission to a funding agency;
- (2) Grant applications with guidelines that require review by DMH (state agency, state authority, public mental health agency); and
- (3) Grant applications that involve or contain any actions or responsibilities for any DMH program or component.

**B. Review of Grant Applications from Programs *Within DMH***

Step 1 - DMH managers interested in pursuing grant opportunities shall submit new/renewal/continuation grant applications to the DMH Grant Officer/designee prior to formal application to a funding agency.

Step 2 - The Program Manager designates a PI/Project Director (the person most closely involved in the proposed grant project) to work with the DMH Grant Officer/designee; approves grant applications; and submits key information to the DMH Grant Officer/designee. The Grant Officer/designee or the Program Manager (with knowledge of the Grant Officer) will submit the grant application to the DMH Director for signature, or if the Director's signature is not required, obtain written approval from the DMH Director prior to submitting the grant application.

Step 3 - When the grant requires matching funds, the PI/Project Director will complete a Decision Memorandum (DMH Policy 670.1) to the Director and Agency Fiscal Officer through the DMH Grant Officer/designee.

Step 4 - The PI/Project Director will ensure that the grant application meets all of the requirements on the DMH Checklist for Grant Applications (See Appendix 1).

Step 5 - The DMH Grant Officer/designee will provide technical assistance, as needed, including compliance with tax laws and payment agreements, and how to obtain Certificate of Affidavits and other signed assurances and compliance statements that are part of the grant application, and will also ensure that DMH has on file documents that support the compliance assurances required by the District and funding agencies.

Step 6 - The Program Manager and PI/Project Director must meet the funding agency's submission deadline. If the funding agency specifies a deadline date for submission, the Program Manager and PI/Project Director will deliver the final completed application and any required copies to the DMH Grant Officer/designee (including one copy for the DMH Grant Officer/designee), preferably at least ten (10) working days before the application deadline.

Step 7 - The PI/Project Director, in consultation with the DMH Grant Officer/designee, will ensure accuracy, appropriate presentation, and completeness (including signatures of the appropriate DMH officials, including the signature of the DMH Director). The Office of the Agency Fiscal Officer is responsible for reviewing the budget section of each DMH grant application.

Step 8 - The DMH Director, Deputy Director, Program Manager as applicable, in consultation with the DMH Grant Officer/designee, will submit the approved application to the prospective funding agency by the deadline. A copy will be filed at with the Office of Strategic Planning, Policy & Evaluation.

Step 9 - For federal grants, the PI/Project Director, in consultation with the DMH Grant Officer/designee, will email to the Office of Partnership and Grant Services (OPGS), located in the Mayor's Office, a copy of the applicable federal grant application for review at the same time the application is mailed to the federal funding agency to fulfill the State Point of Contact (SPOC) requirement.



Step 10 – Once the PI/Project Director receives a Notice of Grant Award from the funding agency, he/she must forward copies to both the DMH Grant Officer/designee and the Office of the Agency Fiscal Officer.

C. Review of Grant Applications from **Outside DMH** (e.g., *MHRS providers and contractors*)

Step 1 - External grant applicants will submit new/renewal/continuation grant applications that require review by DMH, or contain any actions or responsibilities for any DMH program or component for review to the DMH Grant Officer/designee [preferably ten (10) working days] prior to formal application submission to a funding agency.

Step 2 - The DMH Grant Officer/designee will review the application for adherence to statutory guidelines as it relates to DMH, and ensure that it reflects the interests and goals of DMH. The DMH Grant Officer/designee will inform the DMH Director, proceed as appropriate, and coordinate the review with the affected DMH program or component.

Step 3 - The DMH Grant Officer/designee will make recommendations for proposed changes to the PI/Project Director of the grant and return the application to the applicant so that the applicant may continue the application process.

Step 4 - Once the external grant applicant receives a Notice of Grant Award from the funding agency, a copy should be forwarded to the DMH Grant Officer/designee who will inform the DMH Director and the affected DMH program or component.

## **IV: GRANT REQUIREMENTS**

## **IV: Grant Requirements**

### **1. General Information**

All grant award documents contain the terms and conditions to which the grantee (recipient) must adhere and refer to the relevant regulations and statutes. If the grant is a federal entitlement program or a block grant, a description of the program and terms under which it will be administered are found in the authorizing state plan submissions required by the federal grantor agency.

Apply the following order of preference when requirement conflicts exist:

- A. constitutional mandates govern statutory provisions;
- B. statutory mandates govern regulatory provisions; and
- C. regulations in the Federal Register govern unpublished requirements, including grant terms and conditions.

When there appears to be a conflict regarding the terms or conditions of a grant, the PI/Project Director will contact the federal or private grantor for clarification. The PI/Project Director should seek assistance for the Grant Officer/designee and/or DMH Office of General Counsel if uncertain regarding grant requirements.

### **2. Program Implementation**

The PI/Project Director will be responsible for completing plans for program implementation that outline all action steps required to accomplish the goals and objectives of the grant, and may request assistance from the responsible program manager, or Grant Officer/designee as needed.

### **3. Non-Compliance**

The DMH Program Manager and/or Project Director should alert the Grant Officer, and as appropriate, the applicable Deputy Director, the Director and the AFO of non-compliance issues related to any grant or subgrant. Non-compliance with any term of a grant award may result in withheld cash payments, disallowance of costs for activities and actions out of compliance, suspension or termination of grantees' or subgrantees' programs, or withholding of further awards, among other consequences.

### **4. Mental Health Grantee and Sub-Grantee Implementation**

DMH will enter into a Grant Agreement or "NOGA" with all DMH grant recipients and sub-grant recipients which will include the terms and conditions of the grant and applicable legal requirements. If problems arise in implementing a program or project in compliance with grant terms and conditions, the Grantee should be advised to immediately contact the DMH Grant Officer/designee, and if necessary develop a corrective action plan to address the problem, and provide to the DMH Grant Officer/designee. For example, if the Grantee's PI/Project Director resigns, a corrective action plan would identify strategy for finding a replacement and for keeping the program on schedule. In any instance where the project timeline or the program goals may be affected, the Grantee must also notify DMH. The DMH Grant Officer/designee will help program managers and DMH PI/Project Directors address implementation problems as necessary. As implementation requirements are addressed, grant project personnel and the budget and contracts and procurement offices are notified when necessary.

# **V: PROGRAMMATIC MANAGEMENT OF GRANTS**

## V: PROGRAMMATIC MANAGEMENT OF GRANTS

### 1. Management at the DMH Agency Level

#### A. DMH Grant Officer/designee

- The DMH Grant Officer/designee is primarily responsible for programmatic management of grants (e.g., monitoring goals and objectives to ensure that DMH completes the requirements and activities specified in the grant in a timely manner).
- The DMH Grant Officer/designee will receive a copy of quarterly reports of progress from each PI/Project Director. See Appendix 2, Quarterly Grant Progress Report and Quarterly Grant Report Table. Also see Section VI, Financial Management of Grants.
- The DMH Grant Officer/designee, through copies of quarterly reviews, will monitor progress and support PI/Project Directors in the implementation of their grants.

#### B. Office of the Agency Fiscal Officer

- The Office of the Agency Fiscal Officer will monitor all financial expenditures. See Section VI, Financial Management of Grants for more detail.
- The Office of the Agency Fiscal Officer shall provide quarterly reports to the responsible program manager and the PI/Project Director that reflect expenditures to date and serves to bring spending in line with agency expectations.

### 2. Management at the Principal Investigator (PI)/Project Director Level

The PI/Project Director will determine specific program accomplishments and perform reviews to evaluate grants in accordance with grant requirements. See Section VI, Financial Management of Grants for more detail.

### 3. Recordkeeping

The responsible PI/Project Director must establish, maintain, and retain complete and accurate records of all grant-related events, whether these events are financial transactions, procurement decisions, selections of subgrantees, requests for grantor (funding agency) approval of changes in the budget or program scope, or any other grant activity. Also see Section VI, Financial Management of Grants.

Grantees should support their financial transactions with purchase orders, contracts, time and attendance records, receipts or invoices, approvals of travel advances, check requests, and other pertinent supporting financial documents. The overall recordkeeping system should logically trace financial statement balances to produce an audit trail to be used for internal and external reviews. Also see Section VI, Financial Management of Grants.

Federal grantors and the U.S. General Accounting Office have the right to review all grantee records. Similarly, DMH has the right to review their subgrantees' and contractor's records.

#### **4. Record Retention**

The PI/Project Director is required to retain all financial and program records, supporting documents and other records pertinent to the grant for the greater of three (3) years following the expiration of the grant period or the time required by applicable law, regulation, or agreement governing the funding of such grant. The start date for the three (3) year requirement depends on the type of records. Records under audit must be retained until the audit is complete or any disputes are resolved.

The Office of the Agency Fiscal Officer will maintain grant financial records. The DMH Grant Officer/designee will also maintain records on all grant application submissions, awards, renewals and reports. Both will follow the same record retention requirements above.

Also see additional recordkeeping requirements for subgrants under Grants or Subgrants Section VII.

# **VI: FINANCIAL MANAGEMENT OF GRANTS**

## VI. FINANCIAL MANAGEMENT OF GRANTS

### 1. Budget Authorization

Public Law 104-8 requires that all grant funds utilized by the District government must be approved by Congress and the President as part of the District's annual budget before they can be entered into the System of Accounting and Reporting (SOAR).

Each year as part of the annual budget formulation process, agencies estimate new and carryover grant amounts, and report those estimates and obligation needs to the Office of Budget and Planning (OBP). Estimates are based on past experience, pending applications, anticipated program announcements and current obligation/expenditure rates. OBP provides the format in which this information is to be submitted. After receiving the agencies' submissions, OBP reviews and consolidates this information for inclusion in the official budget submissions.

### 2. Financial Management of Grants Responsibilities

DMH shall adhere to all District and federal laws and regulations and the City-Wide Manual that govern grants including the financial management of grants awarded to DMH. All grant funds must be administered, with clear documentation, to support the terms and conditions of the applicable grant commitments entered into by the District. Those funds are to be administered so as to benefit and/or not diminish the financial condition of the District government.

#### A. The DMH Grant Officer/designee shall:

- (1) Provide consultation and technical assistance to program managers and/or PI/Project Directors on applicable federal and District rules that address the appropriateness of expenditures and timelines within which funds may be expended and/or carried over from one fiscal year to the next.
- (2) Periodically monitor the financial management and expenditure of grant funds to ensure that the PI/Project Directors are compliant with federal and District rules on expending funds in a timely manner.
- (3) Provide a mechanism to track all grant funded projects.
- (4) Maintain records on all grant application submissions, awards, renewals and reports for the greater of three (3) years after the expiration of the grant or the time required by the applicable law, regulation, or agreement governing the funding of such grant. Also see additional recordkeeping requirements for subgrants under Grants or Subgrants Section VII.

#### B. The Responsible DMH Program Manager is responsible for designating the PI/Project Director and overseeing the PI/Project Director's administration of the grant and expenditure of grant funds and shall:

- (1) Periodically monitor the financial management and expenditure of grant funds to ensure that the PI/Project Directors are compliant with federal and District rules on expending funds in a timely manner.
- (2) Provide a mechanism to track all grant funded projects.
- (3) Maintain records on all grant application submissions, awards, renewals and reports



for the greater of three (3) years after the expiration of the grant or the time required by the applicable law, regulation, or agreement governing the funding of such grant. Also see additional recordkeeping requirements for subgrants under Grants or Subgrants Section VII.

C. The Principal Investigator (PI)/Project Director shall have primary responsibility for administering the grant, including managing the budget, and shall:

- (1) Plan, establish and prepare the budget for the respective grant(s).
- (2) Coordinate the allocation and expenditure of grant funds with the Office of the Agency Fiscal Officer.
- (3) Review, ensure accuracy, transmit, and track requisitions, reprogramming requests, requests for no cost extensions, and requests for carry over that are submitted per funding agency directives.
- (4) Monitor the accomplishment of the objectives of their projects and the expenditures of grant funds.
- (5) Submit an allocation of expenditures for the grant to the Office of the Agency Fiscal Officer.
- (6) Submit a work plan that identifies tasks to be completed for the project within 30 days of receipt of the award notice.
- (7) Submit quarterly reports to the DMH Grant Officer/designee within 15 working days after the end of each quarter (1st Qtr, October 1 – December 31; 2<sup>nd</sup> Qtr, January 1 – March 31; 3<sup>rd</sup> Qtr, April 1 – June 30; 4<sup>th</sup> Qtr, July 1 – September 30). Also see Appendix 2, Quarterly Grant Progress Report and Quarterly Grant Report Table.
- (8) Maintain files of all grant transactions that contain sufficient documentation on file to support all expenditures for the greater of three (3) years after the expiration of the grant or the time required by applicable law, regulation, or agreement governing the funding of such grant. Refer to Grants or Subgrants Section VII for additional recordkeeping requirements for subgrants.
- (9) Be accountable to the funding agency for the expenditure of funds and for any subsequent accounting/auditing of expenditures.
- (10) Continually apprise responsible program manager of grant progress and grant fund expenditures; and if necessary, request assistance to complete required grant management tasks. Also refer to the City-Wide Manual for distinction between a procurement and subgrant, as needed.
- (11) When a sub-grant is required, the PI/Project Director shall determine, in coordination with the DMH Grant Officer/designee and DMH Office of General Counsel (OGC) and, in compliance with the District's sub-grant regulations [See Section VII of this Manual], the requirements for advertising the availability of the sub-grant. The PI/Project Director shall then develop a Request for Application (RFA) and Notice of Funding Availability (NOFA), as necessary, and follow regulatory requirements for publication and the pre-award and award process. In the case of a sole source or unsolicited grant proposal, the PI/Project Director shall prepare the Sole Source Determination in consultation with the OGC. The PI/Project Director shall also prepare a Sub-Grant Certification Form (SCF) and draft proposed sub-grant agreement that includes the period of performance, deliverables,

timeline for deliverables, terms, conditions, requirements, and any restrictions imposed by the grant, with an accompanying Scope of Work (SOW) and approved budget, for review by the OGC.

(12) When a contract is required, the PI/Project Director shall develop a SOW that is based upon the requirements, terms and conditions of the prospective grant that includes, but is not limited to, the period of performance, parameters of performance, minimum years of experience and competency, deliverables, timeline for deliverables, and any restrictions that are imposed by the grant. The PI/Project Director shall identify a DMH staff member who is already certified as a COTR or who will attend mandatory COTR training and serve as a COTR.

D. The COTR will directly interface with the contractor and will be delegated limited authority to represent the Director, DMH Office of Contracts and Procurement, in performing specific, enumerated contract administrative/management duties during the Period of Performance (POP) of a contract relating to a grant. It is the direct responsibility of the COTR to:

(1) Monitor and ensure that the awarded contractor provides services or commodities that are in compliance with the standards, terms, and conditions as set forth in the contract associated with the awarded grant, DMH contracting policies, District of Columbia Municipal Regulations (DCMR), and any other applicable District and federal laws and regulations.

(2) Create and maintain a COTR file which must contain copies of the following:

(a) COTR designation appointment memorandum and signed acknowledgement.

(b) Contract with all of its attachments including, but not limited to, special reports required to be submitted by the contractor, technical specifications, designs and drawings, and all contract modifications and amendments.

(c) Documentation of all actions and decisions made as the COTR.

(d) Documentation of all correspondence to and from the Director, DMH Office of Contracts and Procurement and the contractor including, but not limited to, special instructions given by the Director, DMH Office of Contracts and Procurement; clarifications of specifications addressed to the contractor; and interpretations made by the Director, Office of Contracts and Procurement of the standards, terms, and conditions of the contract.

(e) All correspondence sent by the COTR to the contractor must be provided to the Director, Office of Contracts and Procurement promptly.

(f) All records and receipts of COTR's inspections and acceptance reports.

(g) All invoices/vouchers reviewed, reconciled, approved, certified, processed, and submitted to Accounts Payable.

(h) Documentation of all conversations held with the contractor.

(3) The COTR shall prepare and submit to the PI/Project Director and the Director, Office of Contracts and Procurement, a quarterly monitoring review report documenting all activities and compliance by the contractor with all standards, terms conditions, and specifications of this contract.

E. The DMH Office of Contracts and Procurement shall assist the PI/Project Directors with the processing of any contractual agreements that may be required to implement the grant (e.g., hiring consultants), and assist with processing requisitions to secure supplies and/or equipment.

**Note:**

- All grant procurement requests via PASS requisitions must be submitted in a reasonable amount of time in order to have the requisition approved and a purchase order/contract made with the vendor so that services/items can be received no later than September 30 of the current fiscal year.
- PI/Project Directors must adhere to the DMH deadlines for all procurement and Office of the Agency Fiscal Officer deadlines for payments regardless of the funding source.

F. The Office of the Agency Fiscal Officer shall:

- (1) Review the PI/Project Director's expenditure requests to ensure that they are in line with the grant application and grant award.
- (2) Assist the PI/Project Director in setting up the appropriate grant budget account(s) consistent with the approved budget in the application.
- (3) Provide the PI/Project Director technical assistance in the fiscal management of their grant.
- (4) Provide the PI/Project Director and responsible program manager with quarterly status reports on grant fund expenditures and allocations of spending authority.
- (5) Ensure that all grant funds are expended according to the relevant federal and District rules and regulations regarding grants.
- (6) Maintain grant financial records for the greater of three (3) years after the expiration of the grant or the time required by the applicable law, regulation, or agreement governing the funding of such grant. Also see additional recordkeeping requirements for subgrants in Grants or Subgrants Section VII.

### **3. Notification of Grant Award**

Upon receipt of the Notice of Grant Award from a funding agency, each PI/Project Director shall provide a copy of the notice to the responsible program manager, Office of the Agency Fiscal Officer, and the DMH Grant Officer/designee. The DMH Grant Officer/designee will inform the DMH Director.

- The PI/Project Director must review the entire document to ensure everything, including addresses, phone numbers, points of contact, etc., is correct, and must be knowledgeable of the responsibility center and any special conditions under which the grant was awarded in order to administer the grant.
- If the grant requires subcontracts, the PI/Project Director shall recommend prospective contractors for the DMH Office of Contracts and Procurement to contact who would have the ability to perform the services or deliver commodities identified in the grant application, and would not create a conflict of interest.
- If the grant requires one or more subgrants, the PI/Project Director shall comply with 2(C)11 above of this section.

- The PI/Project Director shall submit to the Office of the Agency Fiscal Officer, a spending plan by program object class (budget category). The Office of the Agency Fiscal Officer has a spending plan format that can be forwarded to the program upon request.
- The Office of the Agency Fiscal Officer will prepare the necessary grant budget modification package for submission to the Human Services Support Cluster (HSSC) OCFO Grants Management Office for approval.
- HSSC will then forward the grant budget modification package, including the Grant Award, Spending Plan, Grant Award Profile, Full-Time Equivalent (FTE) form, Carry-Over Reconciliation Form, and Grant Budget Modification Form, to the Office of Budget and Planning (OBP). OBP is responsible for submitting the package to the City Counsel for budget approval.
- Once DMH has received approval for grant load, funding is entered into the SOARs financial management system for approval by the HSSC OCFO.
- Once the batch is approved and released by the cluster, it will take two (2) days for the funding to be available to DMH for obligation/expenditure of funds.

#### 4. Cost Principles and Allowable Costs

A. Cost Principles governing allowable and unallowable grant expenditures by the District government are regulated by OMB Circulars A-87 (<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>) and A-102 ([www.whitehouse.gov/omb/circulars/a102/a102.html](http://www.whitehouse.gov/omb/circulars/a102/a102.html)) for state and local governments, and A-21 (for educational institutions), and the financial guidelines of the grantor agencies. However, if the District adopts more restrictive policies regarding specified types of costs than those specified in the federal guidelines, the District policies apply. OMB Circular A-87 provides guidelines for determining allowable costs under federal grant awards, and A-102 provides guidelines for determining the management of grants and cooperative agreements.

B. Allowable Costs, including both direct and indirect costs, should be determined by consulting the grant award and OMB Circular A-87. The following addresses questions regarding certain recurring categories of costs, which are specifically restricted by Circular A-87, and are only permitted as set forth below:

(1) Advertising. Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, and other specific purposes necessary to meet the requirements of the federal award.

(2) Public Relations. Costs are allowable only when: a) specifically required by the federal award and then only as a direct cost; b) incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the federal award and then only as a direct cost; or c) necessary to conduct general liaison with news media and government public relations officers, limited to communication and liaison necessary to keep the public informed on matters of public concern, such as federal contract/grant awards or financial matters.

(3) Advisory Councils. Costs incurred by advisory councils or committees are allowable as a direct cost where authorized by the federal awarding agency or as an indirect cost where allocable to federal awards.

(4) Pre-Award Costs. The federal agency dictates if there will be any allowable pre-award costs and stipulates what is allowable in the Notice of Funding. Pre-award costs are allowable with the prior written approval of the awarding agency.

Refer to grant award and A-87 for more detail on allowable and unallowable costs.

## 5. Allocation of Grant Funds

The PI/Project Director must coordinate with the Office of the Agency Fiscal Officer to ensure that costs are allocated as follows:

A. Direct Cost Expenditures. Direct charges to grants are allowable only to the extent that such charges are consistent with the grant award and the budgeted amounts approved by the Office of the Agency Fiscal Officer in specified categories. Allowable direct charges are grouped into the following budget categories:

- Personnel (salary and benefits)
- Equipment
- Consumable Supplies
- Staff Travel
- Consultant Services
- Other Expenses

Training grants include the following additional categories of trainee expenses: stipends, tuition fees, and travel (students).

B. Indirect Cost Expenditures (charges paid by the funding agency to DMH for administrative overhead costs of the project). Indirect costs are those costs that are incurred in the implementation of a program or project, but which cannot be attributed totally to one program or project. Among other things, indirect costs include maintenance of duplicating machinery or network computer systems; personnel, such as financial officers for the agency, who have oversight responsibilities for grant administration, but who are not directly charged to the grant; accounting and procurement staff; utilities; rent; and, depreciation for multi-purpose buildings.

These costs cannot include any direct cost items in the grant budget. The Office of the Agency Fiscal Officer will review the DMH indirect rate annually to determine if a new rate must be determined, and procure consultants to determine a DMH indirect rate.

- There are two levels of indirect costs: those incurred at the agency level, and those incurred at the central services level. Grantees must include both levels of indirect costs in their indirect cost proposals. For DMH this means that upon award of the grant, all indirect costs will be outlined and incorporated in a budget plan that is developed by the Principal Investigator (PI)/Project Director. A few federal grant programs do not allow for indirect costs. For these programs, an alternative method of recovering costs as allowable direct costs must be established and included in the grant budgets.

## 6. Matching and Cost-Sharing

Some grant programs require grantees to provide non-federal funds to match proportionately the federal contributions. For example, the federal government may pay 80 percent of the costs of a program as long as the District pays 20 percent. Cost-sharing is similar to matching but does not require a set proportional contribution. Unless otherwise specified, match/cost-share requirements must be fulfilled using non-federal sources or program income if allowed by the grantor agency.

- Accounting for Match Contributions. Grantees are responsible for maintaining records of the local match contributions, whether cash or in-kind, which they are obligated to provide under the terms of the grant award. Even when the match contributions are provided by subgrantees, grantees must document that the subgrantees are providing the specified match requirement. In other words, the grantee is ultimately responsible for ensuring the match contribution, whether it comes from the grantee or subgrantee. Documentation for match contributions must meet the same standards and reflect the same cost principles as expenditures of federal funds.

## 7. Obligation and Expenditure of Grant Funds

Grant funds should be expended expeditiously in order to avoid a loss of funding or a reduction in the budget of the grant. All procurement requests will be processed through the PASS system with exception of travel and training. See DMH Policy 750.2A, DMH Travel and Training Reimbursement Policy, for procedures and forms. The PI/Project Director is responsible for maintaining sufficient documentation on file to support all expenditures.

### A. Reprogramming.

(1) After a grant budget has been accepted into SOARs, the PI/Project Director may need to submit a request for the reprogramming of grant funds within the object class (budget categories). This request must be submitted in a written format by the PI/Project Director to the Office of the Agency Fiscal Officer. Also see 7A (3) below.

A reprogramming involves a shift of an equal amount of funds from one category of expenditure to another. For example, during grant preparation, the PI/Project Director may have over-estimated the amount needed in the personnel line item and under-estimated the amount needed for supplies. The PI/Project Director would request to reprogram the excess from personnel to supplies.

(2) The Office of the Agency Fiscal Officer will submit the budget reprogramming package request to the HSSC OCFO for approval processing.

(3) It is common for grantees to change their program budget by shifting money from one budget line item to another. However, many changes require prior approval by the grantor before action can legally be taken. Prior approval entails written advance permission from a grantor.

(a) Changes that typically require prior approval include budget revisions, programmatic changes, including changes in scope, key persons, etc., and reporting changes. OMB Circulars A-110 and A-87, and the terms of the grant award delineate detailed prior approval requirements, including dollar thresholds. Prior approval requests must be initiated for:

- Change in the scope of project
- Significant re-budgeting (over \$25,000 or 25% of federal \$)
- Deviations from restriction on Notice of Grant Award (NGA)
- Transferring substantial programmatic work by contract or other means
- Carryover of un-obligated funds from one budget year to another
- Alterations and Renovations
- Supplemental funds request

(b) The PI/Project Director shall submit a letter through the responsible program manager, to the funding agency for approval of any reprogramming of grant funds. Copies of the request and approval letter from the funding agency must be provided to the Office of the Agency Fiscal Officer.

B. Draw Downs. Grantees (recipients) are responsible for collecting funds owed by their grantors (funding agencies). Collection procedures for grants vary by grantor in each grant.

Procedures for cash collection are determined by the grantor agency and the District's Office of Finance and Treasury (OFT). Grantees may sometimes negotiate with grantors about reimbursement procedures. Collection is typically accomplished through electronic transfer of funds (EFT), and responsible persons in DMH must be trained and authorized to carry out the transfers. DMH must contact the grantor agency for training and authorization, and contact OFT for cash management regulations and procedures. Within DMH, the Office of the Agency Fiscal Officer has the responsibility to draw down grant funds.

Collections or drawdown for grant reimbursement should occur as closely as possible to the actual occurrence of cash disbursement. Each grant over \$3 million has a specific payment plan requirement. Effective grants management dictates agencies draw down within a few days after making expenditures.

When DMH and other agencies fail to draw down grant funds from the federal government or get reimbursement from private grantors in a timely manner, the City has to advance the money to District agencies and wait to be reimbursed by the grantors. As a result, the City cannot earn interest on its own funds and thus may potentially lose hundreds of thousands of dollars in earned interest each year.

C. Program Income. Grantees are encouraged to generate program income to defray grant program costs. Program income is the gross income generated by grant-supported activities. Unless specified otherwise, it can be derived from:

- fees-for-service;
- use or rental of real property or equipment acquired with grant funds;
- sale of commodities developed under grant agreements;
- copyright and patent royalties; and
- payment of principle and interest on loans made from grant funds.

Gifts and financial assistance are not considered program income.

D. No Cost Extension. A no cost extension may be requested to allocate the unobligated amount for a grant that has an outstanding balance at the end of the fiscal year or at the completion of the grant project period.

- *The PI/Project Director shall submit a letter through the responsible program manager to the funding agency for the approval of a no cost extension.*
- *Copies of the request and approval letter must be provided to the Office of the Agency Fiscal Officer and DMH Grant Officer/designee.*
- *If approved, the no cost extension allows the uncommitted balance of a grant to continue to operate against the grant with no additional funding.*

E. Carryover. A carryover amount is the unobligated amount carried over to the next fiscal year.

- *The PI/Project Director shall prepare a letter through the program manager to the funding agency for the approval of a carryover of funds.*
- *Copies of the request and approval letter must be provided to the Office of the Agency Fiscal Officer and the DMH Grant Officer/designee.*

F. Interruption of Payment. All grantors -federal and private- have the right to cease making grant payments as a means of enforcing grant requirements. Payments may be withheld for many reasons, including the grantee's failure to comply with reporting requirements, program objectives or grant terms and conditions. Federal grant withholdings require advance written notification to grantees that explains the deficiencies and the time frame allowed to correct these deficiencies.

## 8. Financial Reporting Requirements

A. The Office of the Agency Fiscal Officer shall provide quarterly status reports of grant fund expenditures to the responsible program manager and the PI/Project Director.

B. The PI/Project Director shall submit quarterly progress reports that delineate current status of the grant to the DMH Grant Officer/designee. The quarterly reports shall identify progress to date in line with the work plan, barriers to implementation, and other issues significant to the conduct of activities under the grant.

C. The PI/Project Director is responsible for meeting the deadlines for all grant project reports required by the funding agency. A copy of all project reports must be forwarded to the DMH Grant Officer/designee.

D. The DMH Grant Officer/designee will alert the PI/Project Director to upcoming deadlines and will be available to provide advice and technical assistance, if requested.

## 9. Close-Out Procedures

A. The PI/Project Director shall submit to the DMH Grant Officer/designee, within thirty (30) days of the date of expiration of the program or project, a final progress report and all other reports as required by the funding agency that facilitates the close of the grant (close-out procedures).

B. The Office of the Agency Fiscal Officer is responsible for submission of all financial reports.

C. The Office of the Agency Fiscal Officer in conjunction with the PI/Project Director will review close-out expenditure documentation and submit a Financial Status Report to the funding agency within ninety (90) days of the date of the expiration of the program or project.

## 10. Financial Monitoring

A. The DMH Grant Officer/designee serves as the DMH liaison for post award program monitoring of grants and monitors all DMH grant awards for implementation of project activities as delineated within the work plan.

- Through quarterly reports submitted by the PI/Project Directors, the DMH Grant Officer/designee will assess the accomplishments of each DMH grant and make recommendations for changes as warranted.

B. When a contract is involved, the Contracting Officer Technical Representatives (COTR) shall also monitor the contract.

C. The Office of the Agency Fiscal Officer will monitor all financial expenditures.



## **VII: GRANTS OR SUBGRANTS**

## VII. Grants or Subgrants

### 1. Pre-Award Process

A. DMH may award a grant or subgrant to a private agency or organization, public agency, or an individual.

B. All DMH grants and subgrants shall be awarded on a competitive basis, except as follows:

(1) DMH may make an award on a sole source basis in appropriate circumstances. These circumstances include, but are not limited to situations where:

(a) the award of a grant to DMH designates the subgrant recipient;

(b) the federal law or other authorizing legislation defines eligibility in such a way that there is only one eligible applicant;

(c) there is a recognized coalition of service providers through which the broadest community participation may be obtained in serving the targeted clientele. [Source: 1 DCMR 5002.1(a), 22A DCMR 4401.3 and City-Wide Grants Manual]; or

(d) services are only available from one source and no other type of service will satisfy.

(2) DMH may make an award to an unsolicited proposal if:

(a) the agency has unobligated funds remaining from the grant due to unusual and unanticipated factors;

(b) the applicant has a program or project that clearly furthers the purpose of the grant;

(c) the proposal reflects proprietary skills or technology that are limited in availability; and

(d) the applicant brings to the total grant program matching resources (cash or in-kind) equivalent to at least thirty (30) percent of the grant assistance requested. [Source: 1 DCMR 5002.1(b); 22A DCMR 4401.3 and City-Wide Grants Manual]

(3) Earmark. An earmark is a sole-source award intended by the law that created it to go to a particular entity. DMH may make an award as an earmark if the award is clearly contemplated by the legislation or agreement that provides the grant funds.

C. If DMH decides to award a subgrant, the DMH Grants Officer or designee, Program Manager or Principal Investigator (PI)/Project Director shall complete the Subgrant Certification Form (SCF) in which DMH certifies that a subgrant is authorized (Source: 1 DCMR 5002.3). See Appendix 3 for sample SCF. The PI/Project Director will maintain the original SCF and provide a copy to the DMH Grant Officer/designee.

D. When the subgrant is awarded on a competitive basis, the PI/Project Director will:

(1) Prepare a Notice of Funding Availability (NOFA) that includes a brief description of the purpose for which funds are available, criteria for eligible applicants, and the time and location at which a copy of the RFA may be obtained. See Appendix 4 for sample NOFA. [Source: 1 DCMR 5002.5]

(2) Forward the original NOFA through the DMH Grant Officer/designee and General Counsel, to the DMH Director for final approval. The PI/Project Director and the DMH Grant Officer/designee will maintain a copy of the NOFA.

(3) Prepare a Request for Application (RFA) which shall include eligibility requirements, criteria for scoring applications, grant or subgrant amount(s), deadline for applications, and shall meet all of the requirements of 22A DCMR 4401.2 for grants, 1 DCMR 5002.4 for subgrants and the RFA requirements in the City-Wide Grants Manual for both grants and subgrants, which are incorporated herein by reference. See Appendix 5 for sample RFA, maintain the original, and provide a copy to the DMH Grant Officer/designee. It is not necessary to use the exact language included on the sample. Contact the DMH Grant Officer/designee or DMH Office of General Counsel if you have specific questions on preparation or submittal.

(4) Be responsible for submission of the NOFA to the DC Register for required publication and submission of the NOFA and RFA to the website that is maintained by the Office of Partnerships and Grant Services (OPGS) for announcement of all District government grants opportunities. [Source: 1 DCMR 5002.5(b)]

(a) Publication on Website. The PI/Project Director will provide the NOFA and RFA to the Office of Partnerships and Grant Services (OPGS) for inclusion in its Grants Information Data System (GIDS), publication in the weekly Funding Alert and posting on the District's Grants Clearinghouse of the OPGS website no later than three (3) business days prior to publication on the following Monday.

(b) Publication in the DC Register.

- The NOFA shall be forwarded to the Office of the Secretary (Office of Documents and Administrative Issuance) for publication in the DC Register no later than 14 days prior to the release of the RFA. An Agency may submit the NOFA for publication less than 14 days prior to release where it determines there is good cause to do so.
- The PI/Project Director must prepare a transmittal memorandum from the DMH Director and attach originals of the NOFA in the specific format required by the Office of Documents. The package must be submitted through the DMH Office of General Counsel for the signature of the DMH Director. (See Appendix 6 for sample transmittal memorandum). Contact the DMH Office of the General Counsel if you have specific questions on preparation or submittal.
- All documents must be reviewed and approved by the Office of Documents prior to publication in the DC Register. The documents may be submitted to the Office of Documents between the hours of 8:30 a.m. and 5:00 p.m., Monday – Friday.

- The Office of Documents enforces a strict system of deadlines for submission of documents. Refer to the Office of Documents website for deadline requirements.

(c) The NOFA and RFA may also be published in local newspapers and community newsletters, mailed directly to all prospective applicants, or circulated by any other reasonable form of distribution (e.g., funding alert notice), at the discretion of DMH.

E. DMH shall establish a review panel, comprised of at least three (3) individuals, to review competitive grant applications, review and score applications, and make recommendations for award. The requirements of 22A DCMR 4401- 4404 for DMH grants, the requirements of 1 DCMR 5002.6 and 5002.7 for subgrants, and the requirements of Section 8 of the City-Wide Grants Manual for both grants and subgrants are incorporated herein by reference and should be consulted for specifics on panel requirements, selection, review of applications, establishment of performance standards for grantees, and selection of the grant or subgrant recipient.

F. To ensure that DMH has followed the competitive process, the DMH Grant Officer/designee and DMH Office of General Counsel shall review each proposed grant award before it can become final.

G. Final decisions on grant and subgrant awards and amounts shall be made by the Director of DMH in conformity with the requirements set forth above in paragraph E.

## **2. Award Process**

The PI/Project Director shall prepare and issue the award documents to the grantee or subgrantee, which shall include a grant award instrument or grant award agreement that meets the requirements of 22A DCMR 4405 for grants, 1 DCMR 5004.2 for subgrants, and Sections 8-11 of the City-Wide Manual (pp 16-27) for both grants and subgrants (See Appendix 7 – Grant Agreement); maintain a complete copy; and provide the DMH Grant Officer/designee a copy.

**Note:** Before DMH issues the award documents to a successful applicant, the PI/Project Director shall notify in writing each applicant whose application was not selected for award. Notification shall include copies of the reviewer's evaluation and comments.

## **3. General Guidelines**

The PI/Project Director must ensure that their grantees and subgrantee(s) and contractor(s) comply with federal laws, program regulations, and administrative requirements as provided in the original notice of grant award to DMH, which shall be included as an attachment to the grant or subgrant award and incorporated therein by reference. The PI/Project Director will also provide the grantee or subgrantee any specific grant or subgrant terms and conditions included in the grant award. See 22A DCMR 4405 for grants and 1 DCMR 5004.2 for subgrants for details.

## **4. Financial Management**

A. DMH must require subgrantees to comply with the same standards and guidelines as are applicable to the DMH as grantee. In the case of nonprofit subgrantees, the accounting standards are those applied by federal and other grantor regulations and standards established by the accounting and auditing professions. It is the responsibility of the PI/Project Director to ensure that those guidelines are followed by their subgrantees.

B. PI/Project Directors will require quarterly reports (or as otherwise required by grantor if different than quarterly), from each grantee or subgrantee and any contractor who provides services under any DMH grant award.

C. Each DMH grantee shall comply with the financial and reporting requirements of the grant award agreement.

## **5. Monitoring Grantees, Subgrantees and/or Contractors**

A. Grantees and subgrantees will be monitored by the responsible PI/Project Director. The (PI)/Project Director will communicate with the grantee or subgrantee and make visits and telephone contacts as appropriate for the purpose of comparing actual progress with expectations, and take steps to correct deficiencies, as needed.

B. Monitoring shall generally include:

- Frequent, scheduled telephone reviews;
- Review of written progress reports;
- Review of financial status reports and payment requests;
- Review of draft deliverables, if applicable; and
- Site visits

C. Grantees and subgrantees shall be available for site visits, record reviews, and any follow-up activities made at the request of District or federal agencies. The same expectation applies to a grantee or subgrantee that may undergo a formal audit visit by the funding agency.

D. Each DMH grantee shall submit an annual performance report within ninety (90) days after the expiration of grant to the DMH program manager that has funded the grant. The report shall comply with any instructions issued by the DMH Grant Officer/designee pursuant to 22A DCMR 4408 and the grant agreement. In turn, the program manager will give the DMH Grant Officer/designee a copy.

## **6. Audit of Grantees and Subgrantees**

A. PI/Project Directors must require their grantees and subgrantee(s) to comply with all applicable audit requirements cited in this manual and by the grantors. Also see Section VIII, Audits.

B. The PI/Project Director is responsible for ensuring that grantee's and subgrantee's audit reports are received, and for addressing audit findings.

C. The PI/Project Director must inform the grantee of any known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

D. Each DMH grantee shall have an annual audit performed by an auditor who is independent of the staff person who authorized the expenditure of project funds. Whenever an audit shows that an expenditure that is not allowable under the grant has been charged to the grant, or Grantee has failed to discharge its obligations to account for expenditure of grant funds, the Grant Officer/designee shall disallow the expenditure of the funds, and provide the grantee a disallowance letter. A grantee may request informal dispute resolution of any disallowance determination by the Grant Officer/designee. [See: 22A DCMR 4409, 4410]

## 7. Recordkeeping

A. The PI/Project Director and the DMH Grant Officer/designee shall maintain records of all awarded grants and subgrants (including applications and periodic reports) for an active retention period of three (3) years following final reporting to federal grantors; or if an audit is conducted within the three year period, the date when the audit is closed, unless a longer retention period is required by federal law. Grant records shall be maintained after the active retention period, if District regulations require archival retention for an additional four (4) years. Records of unsuccessful applications shall be maintained for one (1) year from the date that the Request for Application (RFA) closed. [Source: 1 DCMR 5004 and 22A DCMR 4412]

B. The Office of the Agency Fiscal Officer shall maintain the financial records of awarded subgrants for the same length of time as 7A above. [Source: 1 DCMR 5004.4]

## 8. Suspension Procedures and Informal Dispute Resolution

For DMH grants, DMH shall comply with the provisions of 22A DCMR 4414 - 4415 pertaining to termination and suspension procedures and informal dispute resolution.

## 9. Close-Out

The DMH Grant Officer/designee, in conjunction with the Office of the Agency Fiscal Officer, shall ensure that each grant is properly closed out in conformance with the requirements of 22A DCMR 4411 and any applicable federal requirements.

*Refer to DCMR, Title 1, Chapter 50, Subgrants to Private and Public Agencies, if more detailed information is required regarding subgrants. See Appendix 8. Please note that where the Office of Grants Management and Development (OGMD) is referred to in the subgrant regulations, reference should be made instead to the Office of Partnerships and Grant Services (OPGS).*

*Refer to DCMR, Title 22A, Chapter 44, Mental Health Grants, if more detailed information is required regarding mental health grants, See Appendix 9.*

*See also, Appendix 12 to City-Wide Grants Manual and Sourcebook, Subrecipient Monitoring Manual.*

## **VIII. Audits**

## VIII: AUDITS

### 1. Audits

An audit is a systematic review or appraisal made to determine whether internal accounting and other control systems provide reasonable assurance of the following:

- Financial operations are properly conducted.
- Financial reports are timely, fair, and accurate.
- The entity has complied with applicable laws, regulations, and conditions of award.
- Resources are managed and used economically and efficiently.
- Desired results and objectives are being achieved effectively.

Federal grantors audit or review grantee records to verify and evaluate reliability of financial transactions, ensure compliance with requirements, verify program accomplishments, and provide the federal government with objective appraisals of grants management systems.

According to the District's Office of Budget and Planning (OBP), all District of Columbia agencies may be subject to compliance and audit requirements as specified by OMB Circulars, federal program guidelines, and District of Columbia audit agencies (e.g., Office of the Inspector General).

### 2. OMB Circular A-133 Audit Requirements

A. In general, OMB Circular A-133 (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>) requires a state government, local government, or non-profit organization that expends \$500,000 or more per year under federal grants, cooperative agreements, and/or procurement contracts to have an annual audit by a public accountant or a federal, state, or local government audit organization. The audit must meet the standards specified in generally accepted government auditing standards (GAGAS). When required, the DMH Deputy Director of Fiscal and Administrative Services shall arrange for the audit for DMH. The Office of the Agency Fiscal Officer, DMH Grant Officer/designee, DMH Office of Contracts and Procurement, and affected PI/Project Directors will assist with any public accountant, federal, state or local government auditing the Department of Mental Health.

- The procurement of audit services must comply with the procurement standards of 45 CFR Part 74 or 92, as applicable, including obtaining competitive bids and making positive efforts to use small, minority-owned and women-owned business enterprises.
- OMB Circular A-133 explains in detail the scope, frequency, and other aspects of the audit.

B. Covered organizations expending \$500,000 or more per year in federal awards are required to have an audit made in accordance with Circular A-133. However, if the awards are under only one federal program, the organization can have either a single organization-wide audit or a program-specific audit of the single program, subject to the provisions of Section 235 of the Circular. Covered organizations expending less than \$500,000 in any year are exempt from these audit requirements in that year, but must have their records available for review by the responsible funding agency.

C. An audit under OMB Circular A-133 is in lieu of a financial audit of individual federal awards. However, federal agencies may request additional audits necessary to carry out their responsibilities under federal laws or regulations. Any additional audits will build upon work performed by the independent auditor.



### **3. Due Dates for Audit Reports**

Audits are due to the responsible federal agency or oversight agency within the earlier of 30 days after receipt of the auditor's report(s) or no later than nine (9) months after the end of the grantee's fiscal year, unless authorized otherwise by the responsible federal agency. Details regarding audit report submission are generally addressed in a special condition to the award.

### **4. Failure to Comply**

Failure to have audits performed as required may result in the withholding of new awards and/or the withholding of current funds or changing the method of payment on these funds.

### **5. Internal Audit Function**

In the past, the District has been obligated to spend local funds because of grant audit disallowances. In order to prevent this from happening, agencies are required to develop an internal audit function that creates the necessary checks and balances for the expenditure of funds to allow the agency to proactively conduct an objective review of grant program implementation and financial operations. Internal audits should identify areas of potential disallowance and make recommendations for corrective action. Within DMH, the responsible PI/Project Director, DMH Grant Officer/designee, Office of the Agency Fiscal Officer, and DMH Office of Contracts and Procurement are expected to perform this internal auditing function in the course of performing their duties in relation to grants management.

When necessary, the responsible PI/Project Director, DMH Grant Officer/designee and/or the Office of the Agency Fiscal Officer may work with the federal grantor to resolve potential disallowances before they are identified by the grantor. In many instances, if federal agencies know grantees are actively working to correct problems, they will not disallow the expenditures. However, if there are issues so grievous as to still warrant disallowance, the internal auditor(s) should have identified them early enough to allow the Office of the Agency Fiscal Officer to budget for the disallowance.

### **6. Audit Findings and Recommendations**

Grantees must follow a systematic method for ensuring timely and appropriate resolution of audit findings and recommendations, whether discovered as a result of a federal audit or a grantee initiated audit. Grantees usually are allowed 30 days from the date of request to respond to audit findings. Failure to submit timely responses may result in cost disallowance or other actions. Also see Section 3, Due Dates for Audit Reports above.

At the completion of the audit resolution process, the grantee will be notified of the final decision. Refunds owed to the federal government as a result of audit disallowances must be made in accordance with the instructions in the audit findings.

No audit costs will be allowed either as indirect costs or direct costs to federal awards if the required audits have not been completed or have not been conducted in accordance with the provisions of OMB Circular A-133.

**7. Commonly Cited Audit Findings.** The most commonly cited audit findings are listed below:

- Reports submitted late;
- Lack of documentation/poor recordkeeping;
- Inadequate monitoring of subgrantees;
- Inadequate time/effort reports;
- Inaccurate financial status reports and requests for payment;
- Excess cash on hand;

- Unallowable costs;
- Inappropriate charges;
- Inappropriate financial and/or programmatic revisions to the grant; and
- Conflict of interest.

### **8. Full-Scope Auditing**

The DMH Grant Officer/designee and responsible program manager and PI/Project Director, and Office of the Agency Fiscal Officer will jointly determine when additional audit coverage is needed and based on the circumstances surrounding the particular organization, function, program, or activity to be audited, management needs, and available audit capability.

#### Considerations:

- Are resources managed and used in an economical and efficient manner?
- Are results and objectives achieved in an effective manner?
- Are the organization's accounting systems and system of internal controls acceptable according to generally accepted accounting and auditing practices?
- Are the organization's systems and controls adequate to deter fraud, waste, and abuse?

***Refer to Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations at <http://www.whitehouse.gov/omb/circulars/a133/a133.html> if more detailed information is required regarding audits. See also City-Wide Manual Appendix 12, Sub-Recipient Monitoring Manual.***

## **IX. DEFINITIONS**

**Definitions.** *For purposes of this manual, the following definitions are provided:*

Allowable Costs (direct and indirect) - Charges deemed necessary, reasonable and allocable to a grant objective and that comply with the grant agreement and relevant laws and regulations.

Assurances/Compliances – Written statements provided by the DMH to the funding agency that certify that DMH will comply with all the regulations, guidelines, and requirements related to the grant.

Award – The provision of funds by a funding agency to an applicant based on an approved application and budget to provide assistance to carry out a program or project.

Awarding Agency - Federal or District agency that awards grants or subgrants, respectively.

Block Grant - A type of mandatory grant in which the recipient (normally a state) has substantial authority over the type of activities to support, with minimal federal administrative restrictions. The basic premise is that states should be free to target resources and design administrative mechanisms to provide services to meet the needs of citizens.

Carryover - Unexpended grant funds that are authorized to move into the current year budget.

Catalog of Federal Domestic Assistance (CFDA) - A government-wide catalog of federal programs, projects, services and activities which provide assistance or benefits to the American public. It contains financial and non-financial assistance programs administered by departments and agencies of the federal government.

Category of Expenditure - Financial expenditure broken down into line item categories (i.e. personnel, fringe benefits).

Central Services Cost Allocation Plan Documentation - Record of cost assigned across the board of administrative cost, line item cost, etc. of grant funds.

Certifications and Assurances - Forms that must be signed by the certifying representative and submitted with each grant application for federal funding such as Standard Assurances, Drug-Free Workplace, and Debarment and Suspension.

Competitive Grants - Grants awarded based on a competitive process.

Compliance - Adherence to rules and regulations delineated in OMB circulars, grant program regulations, and the grant award, among other things.

Cost Allocation Plan - A plan that describes each allocated central service, and how costs are distributed to benefiting agencies.

Direct Costs - A charge to a grant that can be identified specifically with how costs are distributed to benefiting agencies.

Disallowance - A charge to a grant that is not paid by the awarding agency because of a recipient's non-compliance with program regulations.

Drawdown - Process of requesting specific amounts of grant funds from the federal government to cover costs incurred related to the grant.

Entitlement - Mandatory grants, also known as formula grants, that a federal agency awards if the recipient meets the qualifying conditions. These grants are known as entitlement grants because, upon meeting the qualifying conditions, the recipient has an enforceable right to receive assistance.

Evaluation - An analysis of a grant that can occur as the project is in process (process on formative evaluation) or at the end of the project, to determine whether the project met the objectives outlined in the grant application.

Federal Register - A daily federal government publication that is used as the vehicle for providing a uniform system of publishing regulations and legal notices issued by federal agencies. These notices include presidential proclamations and executive orders, federal agency documents having general applicability and legal effect, documents required to be published by Acts of Congress, and other federal agency documents of public interest.

Federal Single Audit Program - Financial and compliance audits of an agency's programmatic and financial sphere that delineates weaknesses in federal grant programs and recommendations for improvement.

Fiscal Year - October 1 through September 30 (the federal financial year).

Formula Grants - An award of assistance for which the amount is established by a formula written into legislation or regulation.

Funding Agency - The agency that provides an award to an applicant who has applied for a grant.

Grant - The award of financial assistance to a recipient to support or stimulate the accomplishment of a public purpose as defined by the federal or District law that authorizes the grant.

Grant Award - Official document sent to a District agency (grantee) from the federal government (grantor) delineating the grant amount and terms and conditions, among other things.

Grant Award Profile (GAP) - Cover sheet submitted by District agencies along with copies of the grant award, spending plan, and grant application before the grant budget is loaded by the Budget Office.

Grant Close-Out - Financial and final programmatic reports for submission to the grantor. In addition, grantees are required to ensure that all grant funds have been obligated or de-obligated in the financial system.

Grant Writer - Staff (consultant or internal) who researches information and writes grant applications.

Grantee - District agency that receives a grant. The grantee is ultimately accountable for the use of grant funds and must monitor the day-to-day operations of the grant and/or subgrant-supported activities to ensure compliance with applicable requirements and performance.

Grantor - Funding agency of a grant - federal or District agency that makes a grant or subgrant, respectively.

Implementing Agency - The organization that is the lead caretaker in a multi-agency project.

Indirect Cost Recovery - The process of charging the granting agency an additional amount if the negotiated provisional indirect cost rate was too low.

Indirect Costs - Costs of an organization incurred for common or joint objectives, which cannot be readily and specifically identified with a particular grant project.

Lead Agency - The implementing agency in a multi-agency collaboration.

Loading - Process of establishing a grant budget into the District's financial management system. A grant budget must be loaded or overridden by the Budget Office before expenditures against the grant can be made.

Local Funds - Funds derived from the District government budget.

Matching Requirement - A required equal financial contribution of local dollars to the grant.

Memoranda of Understanding (MOU) - A written inter-agency agreement used to describe the arrangements between two or more agencies (either District, federal agencies, or private entities) that outlines the established terms and requirements for staffing, services and other resources relating to the operation and implementation of a specific program or programs.

Monitoring - A process whereby the programmatic and business management performance aspects of a grant project are reviewed by assessing information gathered from various required reports, audits, site visits, and other sources.

No-Cost Time Extension - Authority to obligate funds for a specific time period with no additional funding to support the project.

Non-Compliance - Failure to adhere to a particular regulation or condition(s) stated in a grant award.

Notice of Grant Award (NGA) - The legally binding document that notifies the applicant and others that an award has been made, contains or references all terms and conditions of the award, and documents the obligation of federal or other funds.

Notice of Funding Availability (NOFA) - A public notice that provides information about the availability of a particular grant, the funding level, eligible applicants, and other information regarding proposal contents, and how to obtain the full grant application.

OMB Circular - Administrative requirements established by the U.S. Office of Management and Budget to provide guidance to federal agencies on standardized practices for grant administration.

Over-ride - A process by which the Office of Budget and Planning establishes grant budgets in the financial system that allows agencies to spend approved funding.

Performance Partnership Grants - Coordinated federal-state effort resulting in a multi-program grant.

Principal Investigator (PI)/Project Director – An individual designated to direct the program or project being supported by the grant. He or she is responsible and accountable for the proper conduct of the program or project.

Procurement - Obtaining by contract property, supplies, or services (including construction) by or for the District through purchase or lease, whether the supplier or services are already in existence or must be created, developed, demonstrated, or evaluated, and includes the establishment of Agency needs, solicitation of sources, award of contracts, contract financing, contract performance, contract administration and those technical and management functions related to the process of fulfilling Agency needs pursuant to contract.

Reasonable Costs (direct and indirect) - Costs are considered reasonable if they, in their nature and amount, do not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time a decision was made.

Reprogramming - Budget change to reallocate funds within an project's budget to meet a purpose other than that originally approved.

Request for Applications (RFA) – The document that describes the requirements for grant or subgrant applications.

Single Point of Contact (SPOC) - Designated by the Mayor, the Office of Partnerships and Grant Development (OPGD) serves as the Single Point of Contact and clearinghouse for District's federal grant applications. The SPOC assigns a state application identifier number that must appear on the SF-424 application cover sheet.

Spending Plan - A working tool that is used to project when an agency intends to expend grant funds.

Standard Form 424 (SF 424) - A standard grant application form, sometimes referred to as the application 'cover page' used by most federal agencies.

State Plan - A document showing how a state plans to spend the state allocation.

Subgrant - Award of financial or in-kind assistance made under a grant by a grantee (District agency) to an eligible subgrantee.

Subgrant Certification Form (SCF) - A certification by an agency that a grant qualifies for subgranting.

Subgrantee - Recipient of a subgrant.

Technical Assistance - The provision of programmatic and financial assistance to agencies and nonprofit organizations to ensure that the organization properly implements the goals and objectives of a grant.

Unallowable Grant Expenditures - Grant charges that the federal awarding agency determines to not be in accordance with the applicable federal cost principles and other terms and conditions contained in the award.

Work Plan - The work plan describes activities that are needed to carry out specific objectives to meet projected goals within a designated period of time.

# X. APPENDIX AND REFERENCES

## Appendix:

Appendix 1	DMH Checklist for Grant Applications. . . . .	reference: pg.3.3
Appendix 2	Quarterly Grant Progress Report and Table . . . . .	pg 5.1 & pg 6.2
Appendix 3	Subgrant Certification Form (SCF). . . . .	pg 7.1
Appendix 4	Public Notice of Funding Availability (NOFA). . . . .	pg 7.2
Appendix 5	Request for Applications (RFA). . . . .	pg 7.2
Appendix 6	Transmittal Memorandum for Notice of Funding Availability for Grant Award. . . . .	pg 7.2
Appendix 7	Grant Award Agreement. . . . .	pg 7.3
Appendix 8	Title 1, Chapter 50, Subgrants to Private and Public Agencies. . . . .	pg 7.5
Appendix 9	Title 22A, Chapter 44, Mental Health Grants. . . . .	pg 7.5

## References Available On Line:

The District of Columbia City-Wide Grants Manual and Sourcebook, <a href="http://www.opgs.dc.gov/opgd/cwp/view,a,1316,q,648427.asp">http://www.opgs.dc.gov/opgd/cwp/view,a,1316,q,648427.asp</a>	pg. 1.1
OMB Circular A-87 ( <a href="http://www.whitehouse.gov/omb/circulars/a087/a087-all.html">http://www.whitehouse.gov/omb/circulars/a087/a087-all.html</a> ). . . . .	pg 6.5
OMB Circular A-102 ( <a href="http://www.whitehouse.gov/omb/circulars/a102/a102.html">www.whitehouse.gov/omb/circulars/a102/a102.html</a> ). . . . .	pg 6.5
OMB Circular A-133 ( <a href="http://www.whitehouse.gov/omb/circulars/a133/a133.html">http://www.whitehouse.gov/omb/circulars/a133/a133.html</a> ) . . . . .	pg 8.1

**The following DMH Policies may be accessed from the DMH website at [www.dmh.dc.gov](http://www.dmh.dc.gov) under the Information Section - Policies, Procedures and Rules:**

DMH Policy 670.1, Preparing Decision Memorandums. . . . .	pg 3.3
DMH Policy 750.2A, DMH Travel and Training Reimbursement Policy. . . . .	pg 6.7



## Department of Mental Health Checklist for Grant Applications

Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>1. The grant application supports a DMH priority and is consistent with the intent of the Mental Health Establishment Act and/or any of the Dixon Exit Criteria.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>2. The DMH Director and your responsible program official has granted his/her approval to complete this grant application.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>3. You have contacted the DMH Grant Officer/designee for technical assistance in developing the grant application.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>4. The grant application has a staffing pattern consistent with DMH internal resource capacity and resource availability.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>5. As applicable, the grant application meets human subject review criteria, and requires review of human subjects through an IRB which will be secured by the PI/Project Director.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>6. The Office of the Agency Fiscal Officer has reviewed the grant application for appropriate employee salaries, benefit percentages, and indirect cost rates [allow for five (5) working days to complete].</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>7. Budgets for consultants are consistent with affordable DMH expenditures.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>8. Any DMH matching costs are consistent with DMH resources and budget forecasts and there is no known overlap with other grant awards.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>9. When job descriptions are required within the grant application, they have been reviewed by the DMH Division of Human Resources for consistency with District classification guidelines [allow for five (5) working days to complete].</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>10. All required funding agency forms have been included in the application.</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>11. All applicable steps and procedures in Grant Application Review Procedures, have been followed.</b>

## Quarterly Grant Progress Report

Grant Title \_\_\_\_\_

### I. Funding Agency Project Officer/Contact Information

### II. Activities Undertaken for the Quarter (include development of any subgrants)

### III. Progress and/or Delays Experienced

a. What has your progress been in relation to your grant work plan as it appears in the grant or your internally developed work plan or time schedule? (please attach work plan)

b. Have you experienced any impediments to getting things achieved? If so, explain.

c. If you have a service grant, please report the number of individuals served and the types of services provided.

d. Are you experiencing any issues with data collection and reporting? If so explain.

February 24, 2010

**Appendix 2**  
Progress Report

e. When are you expected to submit your next progress report to your grant project officer? If a report has been submitted, please attach it to this quarterly report.

f. Have there been any changes in the activities and/or objectives of your grant? How and when will you inform the funding agency project officer?

g. What data have you collected on your grant this past quarter? What are you doing to automate data for your grant? If no activity, what are your data plans?

**IV. Expenditure of Funds**

Are your grant funds being expended? If not, why not? Will you be carrying forward funds into FY \_\_\_\_\_? How much (estimated)?

**Appendix 2**

**Quarterly Grant Report Table**

DMH Grants Manual

Ref: Pages 5.1 and 6.2

Quarterly Grant Report Table for \_\_\_\_\_  
(insert year)

Grant Identifying Information	Purpose	Progress on Work Plan	Matching Funds	Progress on Spending Plan	Action Needed By Executive Committee

Sub-Grant Certification Form

*(insert name of sub-grant)*

1. The District of Columbia Department of Mental Health (DMH) is authorized to receive and make grants and enter into grant agreements pursuant to the Department of Mental Health Establishment Act, DC Official Code 7-1131.04(3) and (16).
  
2. The principal purpose of the relationship is the transfer of money to the sub-grantee, \_\_\_\_\_ to accomplish a public purpose of  
*(insert name of sub-grantee)*  
support and stimulation authorized by the Department of Mental Health Establishment Act and required under the terms of a grant to DMH from the \_\_\_\_\_, to \_\_\_\_\_.  
*(insert grantor's name)* *(insert requirements)*
  
3. The grant applicant, \_\_\_\_\_, has defined the specific  
*(insert name of sub-grantee)*  
services, service levels, and program approach that it will use to carry out the sub-grant as described in the Scope of Work attached to the proposed Sub-Grant Agreement between the Department of Mental Health and \_\_\_\_\_ for \_\_\_\_\_.  
*(insert name of sub-grantee)* *(state purpose)*

\_\_\_\_\_  
*(insert name of responsible  
program manager)*

\_\_\_\_\_  
Stephen T. Baron  
Director  
Department of Mental Health

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**In Partnership with** *(keep if applicable and insert name of partner)*

**PUBLIC NOTICE OF FUNDING AVAILABILITY  
(NOFA)**

*(insert name of grant)*

*(state activity to be funded)*

**Purpose/Description of Project**

The District of Columbia, Office of the Director of the Department of Mental Health (DMH) in partnership with *(keep if applicable and identify partnership agency)*, announces the opportunity for *(describe purpose of grant and provide brief description of project for which funds are available including deliverables/responsibilities to be fulfilled)*.

**Eligibility**

*(State criteria for eligible applicants that will be considered)*.

**Review Factors.**

The review factors for the proposed award include **(insert applicable information)**. These review factors are more fully detailed in the Request for Application (RFA).

**Length of Award**

*(Insert length of grant award dates, start – completion) For instance:* The proposed grant award to the successful grantee will extend until *(insert time-frame)* with an option to renew until *(insert date)* subject to availability of funding. **OR**

This effort will be funded through \_\_\_\_\_ which is renewed annually and ends on \_\_\_\_\_ *(provide applicable dates and state whether grant funded or locally funded)*.

**Available Funding**

The estimated total funding available for the grant award through *(insert date)* is *(insert dollar amount)*. The source of funding is \_\_\_\_\_.

**Anticipated Number of Awards** *(insert if more than one)*

**Time and Location to Obtain RFA.**

The Request for Applications (RFA) will be available after *(insert date)*, and may be picked up at the reception desk of the Department of Mental Health located at 64 New York Avenue, NE Washington, DC 20002, Monday through Friday between 9am and 4pm. Copies of the RFA will also be sent via e-mail to *(insert applicable information)*. Applications must be postmarked before midnight, *(insert date)*, or hand delivered by 4:30 p.m. EST on *(insert date)* to 64 New York Avenue, *(Include floor and room #)* NE Washington, DC 20002 *Attention:\_\_\_\_\_*. **Late or incomplete applications will not be forwarded for review.** The reason for this deadline is the urgency of initiating *(state activity to be funded)*.

**Pre-Application Conference (Optional for DMH)**

A pre-application conference will be held on *(insert date)*, from *(insert times)* at the Department of Mental Health located at 64 New York Avenue, NE, Washington, D.C. 20002. The conference will be held in the *(insert floor number)* \_\_\_\_\_ floor conference room \_\_\_\_\_ *(identify specific conference room)*. All prospective grantees are encouraged to attend. *(If a pre-application conference is offered, mandatory attendance can be required for applicants.)*

**Questions**

The deadline for submitting written questions is *(insert time)* on *(insert date)*. All written questions concerning this NOFA/RFA will receive a written response by *(insert date)*. Inquiries regarding this NOFA/RFA, should be directed to *(insert name and title of DMH PI/Project Director)*, Department of Mental Health, 64 New York Avenue, NE, 4th Floor, Washington, and D.C. 20002. *(insert name)* can be contacted at *(insert telephone number)* or via e-mail at: *(insert email address)*.

**DO NOT ATTACH THIS PAGE TO THE NOFA  
THIS PAGE IS FOR INTERNAL PROCESSING ONLY  
and is provided strictly as guidance for publication:**

The NOFA shall be forwarded by the PI/Project Director to Office of the Secretary (Office of Documents and Administrative Issuance) for publication in the D.C. Register no later than 14 days prior to the release of the RFA. An Agency may submit the NOFA for publication less than 14 days prior to release where it determines there is good cause to do so.

The PI/ Project Director is also required to provide their NOFAs and RFAs to the Office of Partnerships and Grant Services (OPGS) for inclusion in its Grants Information Data System (GIDS), publication in the weekly *Funding Alert* and posting on the District's Grants Clearinghouse of the OPGS website no later than three (3) business days prior to publication on the following Monday.

In addition, an Agency may choose to disseminate a NOFA by publishing it in local newspapers and community newsletters, direct mailing to all prospective applicants or any other reasonable form of distribution.

Consult the Grants Officer/designee or the Office of General Counsel if you have any questions.





GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

***This is a sample, pay attention to the requirements of the applicable grant or sub-grant rules. Exact language is not required for Sections A-G. If particular phrase or section does not appear applicable, consult the DMH Grant Officer/designee or the Office of General Counsel if needed.***

**NAME OF GRANT** *(insert)*

**A. AUTHORITY FOR THE GRANT**

The Director of the District of Columbia Department of Mental Health (DMH) has the authority to make grants pursuant to the "Department of Mental Health Establishment Act of 2001, D.C. Official Code § 7-1131, D.C. Law 14-56". ***(Keep the grant or subgrant information as applicable)***: Grants are governed by Title 22A DCMR 44 titled "Mental Health Grants" published at 54 DC Register 011052 on November 16, 2007. Sub-grants are governed by Title 1 DCMR Chapter 50 titled "SubGrants to Private and Public Agencies" published at 46 DC Register 4517 on May 21, 1999.

**B. SUMMARY AND PURPOSE OF GRANT NOTICE**

***(Provide sufficient details that will delineate purpose, need, and scope, reporting requirements, including programmatic, financial and any special reports required, and compliance conditions that must be met by the grantee.)***

**C. BACKGROUND AND NEED**

***(provide sufficient detail)***

**D. ELIGIBILITY CRITERIA**

- ***Outline qualifications required to be met by proposed grantee, scope of work, and needs of the project. For instance:***

In order to be eligible, the applicant must be ***(insert requirements such as licensure, specialized knowledge, training, skills required, etc.)***.

Applicant must be able to enter into an agreement with DMH requiring compliance with all District of Columbia laws and regulations governing ***(Keep the applicable grant or subgrant information as applicable)***: Mental Health Grants (22A DCMR Chapter 44) ***or*** subgrant awards (1 DCMR Chapter 50).

***(Insert name of grantee/organization)*** shall be capable of complying with the city-wide Common Grant Application requirements outlined in Section 2 of this application and shall also be able to meet federal and District requirements for compliance with HIPAA regulations and District of Columbia Mental Health Information Act as required.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**E. AMOUNT OF TOTAL FUNDING AND GRANT AWARDS**

DMH anticipates that the amount of total funding for the award period shall not exceed *(insert dollar amount)* for the year ending *(insert day/month/year)* or a total of *(insert dollar amount)* by the end of the grant period on *(insert date)*.

**F. SCOPE OF WORK**

The scope of work encompasses the following tasks and responsibilities:  
*(Provide sufficient details of work to be performed for this project)*

**G. PAYMENTS TO GRANTEE**

*Describe how payments will be made to grantee, e.g., quarterly payments after receipt of invoice from grantee, payment upon completion of final reports, other method of payment.*

**H. APPLICATION REQUIREMENTS AND CONTENTS**

This section covers instructions to ensure uniformity specific to the format and content of application submissions.

**1. Format of Application and Deadline**

*(Outline required technical aspects of application, number of pages, font size, packaging of application, and date to be received by DMH).*

A pre-application conference will be held on *(insert date and time)* at the Department of Mental Health, 64 New York Avenue, Northeast, Washington, D.C. 20002. The conference will be held in the *(insert floor #)* \_\_\_\_\_ floor conference room *(insert letter)* \_\_\_\_\_. All prospective grantees are encouraged to attend.

The deadline for submitting written questions is 4:00 p.m. on *(insert date)*. All written questions concerning this RFA will receive a written response by *(insert date)*. Inquiries regarding this RFA should be directed to *(insert name and title)*, Department of Mental Health, 64 New York Avenue, Northeast, 4th Floor, Washington D.C. 20002. *(Insert name of PI/Project Director)* may be contacted at *(insert telephone number)* or via e-mail address at *(insert)*.

The deadline for submitting this application is *(insert date --30 days is considered reasonable.)*



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**2. City-Wide Common Grant Application Requirements**

*The Executive Office of the Mayor, Office of Partnerships and Grant Services, has developed a Common Grant Application (outlined on the following pages) to facilitate the application process for all District of Columbia grant making agencies. All attachments and documents needing notary and/or signature should be sent pursuant to the RFA guidelines.*

*The following pages are intended to be used as a template to comply with the City-wide common grant application requirements. Adapt to make appropriate for the purpose of each grant.*

**Application Check List**

Pursuant to City Wide-Grants Manual and Sourcebook 8.3 the following documents are recommended to demonstrate performance standards. (*Attach additional documents, if applicable*).

**Attachments**

- **Conflict of Interest Policy:** A conflict of interest arises when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make. A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an appropriate benefit. (IRS 1023 form) This document shall be agreed upon and signed by all board members.
- **Current fiscal year budget:** Submit your organization's full budget (projected income and expenses) for the current fiscal year.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

- **Balance Sheet:** The balance sheet can be obtained directly from the organization's financial system. This document is a snapshot of the organization's position at a point in time. The balance sheet includes assets, liabilities and net assets/equity. This financial statement will help the granting agency determine your organization's financial capabilities.
  - **Tax Exemption Letter (if applicable):** Provide a copy of your organization's tax status.
  - **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue *it will take approximately 7 to 10 business days to process.*
- Organizational Summary Sheet**
  - Organizational Contact Sheet**
  - Budget Worksheet**
  - Board of Director's List**
  - Brief Program Overview**
  - Narrative**
  - Evaluation Plan**
  - Collaboration**
  - Sustainability Plan**
  - Certifications, Licenses, and Assurances (Must be notarized)**
  - Acknowledgement of District and Federal Statutes (Signature)**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Request for Application Provisions**

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency 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.
- The Agency 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.
- The Agency 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.
- In the grant agreement with grantee, the Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; 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.
- 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.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Organizational Summary Sheet**

**Date of Application**

**Funding Agency**

**Grant Number**

**Grant Name**

**Legal Name of Organization**

**Doing Business As (if different)**

**Mailing Address**

**Zip Code**

**Fax**

**Federal Tax ID**

**Web Address**

**Year Organization  
Founded**

**Organizational  
Mission**

**Organizational  
History and  
Goals**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Organization Contact Sheet**

**Executive Director**

**Name**

**Telephone**

**Title**

**Primary Project Contact**

**Name**

**Telephone**

**Title**

**Financial Officer**

**Name**

**Telephone**

**Title**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Budget and Funding Information**

Organizational Fiscal Year \_\_\_\_\_

FY Budget \_\_\_\_\_ Income \_\_\_\_\_ Expenses \_\_\_\_\_

List all District of Columbia Government agencies the organization has previously received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title</i>





**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**Board of Directors List**

<b>Name</b>	<b>Phone</b>	<b>Email</b>	<b>Length of Term</b>	<b>Position on Board</b>	<b>Primary Affiliation</b>
				(i.e. Chairman, President, Treasurer)	(i.e. Children's Hospital, Community Member, Bank of America)

**Human Resources**

Number of Full Time Employees: \_\_\_\_\_ Number of Part time Employees: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Brief Program Overview**

**Name of Program to be funded:**

**In 2-3 Sentences describe what the purpose of the requested grant:**

**Mark all wards you will serve with this grant:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

Duration of Project (Begin/End Dates)

**Funding Request**

Amount Funding Requested  Total Project Budget

Which type of funding is your organization seeking? (Please review RFA carefully to ensure that the type of funding your organization is seeking is allowed.)

\_\_\_ Program Support

\_\_\_ Capital Support (*Acquisition, construction, renovation, or improvement of property*)



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH

(insert RFA #)

**Narrative**

*In 10 pages or less answer the following questions (use continuing separate pages for each question if necessary). If question does not pertain to your organization enter N/A.*

*A. Program Support*

- 1. What is/are the issue(s) and/or need(s) to be addressed and what is the evidence of this need?*
- 2. Describe the population to be served with this grant.*
- 3. For new programs: Describe how the program approach was developed. For ongoing programs: Enumerate the measurable outcomes (concrete changes or impact). How does your organization plan to address these needs?*
- 4. Is your program using "best practices"? Has this program been shown to be effective in other settings, based on national standards etc.?*
- 5. What is your implementation plan for this project (specify the sequential steps that you plan to initiate)?*
- 6. Demonstrate your organization's capacity and past experience to implement the proposed project.*

*B. Capital Campaign Request (Acquisition, construction, renovation, or improvement of property)*

- 1. Discuss the need feasibility, and cost of the capital campaign, and its implications for the organization's ongoing (and future) operational expenses.*
- 2. Clearly identify the target area stakeholders and explain how target area stakeholders were involved in the planning and implementation of this grant proposal.*
- 3. Explain how the proposal will effectively build or strengthen the area neighborhood(s) and community relationships*
- 4. Specify whether purchase agreements or purchase options are signed or imminent (identify such options and agreements).*



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

- 5. *Specify whether regulatory approvals are in place or are imminent (Specify which agency is involved in the approvals).*
- 6. *What is the implementation plan for this project (describe in detail the sequential actions that are expected to occur)?*
- 7. *Specify loans, including amounts and terms. List any outstanding bonds, or bond applications.*

**Evaluation Plan**

*For program and capital grants. In three pages or less discuss your evaluation plan. This section presents the goals of the project; process objectives and outcome objectives. Objectives must be defined and measurable within the proposed project timelines. Include the measurable indicators for the project. Applicant should also discuss the source and methodology for gathering data.*

**Collaboration( if applicable)**

*For program and capital grants. In one to two pages discuss how your organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources.*

**Sustainability Plan (if applicable)**

*In two pages or less please discuss how you plan to sustain the program after the granting period. Include all funding sources secured and pending for this project.*

---

*Application is made for a grant under the above-mentioned Grant to the District of Columbia in the amount of and for the purpose stated herein. I certify that is application is true to the best of my knowledge, and if awarded the application will conform to the conditions set forth by the Agency of which this request is granted.*

---

**Signature of Authorized Official and Title**

---

**Date**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**Certifications, Licenses and Assurances**

**Financial Records**

All sub-grantee fiscal records are to be 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.

**Overdue Due Taxes**

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

**Administrative and Financial Capability**

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant 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.

**Implementation Capability**

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the applicant has a satisfactory performance record performing similar activities as detailed in the award.

The applicant has a satisfactory record of integrity and business ethics;

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The applicant is in compliance with the applicable District licensing and tax laws and regulations;



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

**Misconduct Certification**

The applicant hereby assures and certifies compliance with the following that no officers, partners, principals, members, associates or key employees, within the last ten (10) years prior to the date of the application, has:

been 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

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.

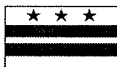
**Assurances**

*Grant making agencies shall include only those assurances applicable to their grant making operations. Assurances herein are not all inclusive.*

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; 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 Application 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 applicant'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 applicant to act in connection with the application and to provide such additional information as may be required.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH**

**(insert RFA #)**

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.





**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH**

**(insert RFA #)**

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, 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 IIX 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.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC**

**The District of Columbia**

This document was acknowledged before me on \_\_\_\_\_ [Date] by  
\_\_\_\_\_ [name of principal].

[Notary Seal]

\_\_\_\_\_

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: \_\_\_\_\_

**Acknowledgement of Authorized Representative**

*As the duly authorized representative of the applications, I hereby certify that the applicant will  
comply with the above Certifications, Licenses and Assurances*

\_\_\_\_\_  
**Typed/Printed Authorized Representative and Title**

\_\_\_\_\_  
**Signature of Authorized Representative**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**Applicable District and Federal Statutes and Regulations Acknowledgement**

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85et.seq.
- 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.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

**As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances**

\_\_\_\_\_  
**Authorized Representative Signature and Title**

\_\_\_\_\_  
**Date**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**I. EVALUATION PROCEDURE**

Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA and any amendments issued. The evaluation of applications shall be accomplished by an evaluation team designated by and composed of representatives from DMH, **(insert others if applicable)** \_\_\_\_\_ and \_\_\_\_\_ who will be responsible for the review, evaluation and scoring of applications.

**APPLICATION EVALUATION**

Each application will first be screened to determine if the respondent has complied with the appropriate Administrative Requirements and Submittal Instructions. Each applicant must meet the Administrative Requirements to be eligible to submit an application for this RFA. If your application does not meet all Administrative Requirements for this RFA, DMH, **(insert others if applicable)** \_\_\_\_\_ and \_\_\_\_\_ may consider your application non-responsive and withdraw it from consideration at any time. Evaluators will score all responsive applications and award points up to the maximum points available for each question.

**J. SCORING OF APPLICATIONS**

The maximum number of evaluation points available is 35 points. The following points will be assigned to the application for evaluation purposes: **(Revise and/or Insert appropriate criteria and corresponding points as you deem appropriate)**

<b>Evaluation Criteria</b>	<b>Total Points</b>
Comprehensiveness including soundness of proposed delivery plan.	<b>20</b>
Management Experience and Qualifications including demonstrated capability for managing proposed project.	<b>10</b>
Adequacy of Resources and Mandatory Attachments	<b>5</b>
<b>Total</b>	<b>35</b>

The total score for the written application will be the average of the scores of the evaluators who review the applications.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)**

**K. 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:

<b>Ranking Classification</b>	<b>Point Range</b>
Most Qualified	30-35 Points
Very Qualified	25-29 Points
Qualified	21-24 Points
Minimally Qualified	20 and below

When the applications are received, a panel of reviewers identified by the DMH, *(insert others if applicable)* \_\_\_\_\_ and \_\_\_\_\_, will review the applications and rank the responses based upon 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 score. The grantee/s will be selected from among the providers that score in the "Most Qualified" point range category; if no application are ranked in the "Most Qualified" category; DMH may select from the "Very Qualified" and "Qualified" categories. The DMH, *(insert others if applicable)* \_\_\_\_\_ and \_\_\_\_\_ review panel or the DMH Director or designee may elect to interview grant applicants ranking in the "most qualified" category in order to gain additional information and to determine how each respondent handles questions relevant to the performance of the services detailed in this RFA to select the grantee/s. DMH reserves the right to request additional information, clarification and verification on any statements contained in the respondent's application. The DMH Director reserves the right to recommend that all responses to the NOFA be rejected or that one award be made.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

REQUEST FOR APPLICATION (RFA) DMH \_\_\_\_\_  
(insert RFA #)

The selection process will be completed within 14 days or less, and will result in a recommendation to the DMH Director for an award or a recommendation that no awards be made. When the Director makes a decision for an award the decision is final and shall not be appealed. DMH and the grantee/s shall then enter into a written *Grant Agreement* ending *(insert date)* \_\_\_\_\_. The *Grant Agreement* will provide for disbursement of grant funds in accordance with a schedule. *(Insert grant or sub-grant information as applicable)* The *Grant Agreement* will be subject to the Mental Health Grant Regulations (22A DCMR Chapter 44) *or* The *Grant Agreement* will be subject to the District rules governing sub-grant awards (1 DCMR Chapter 50).

Within 30 days after a written *Grant Agreement* is signed or as otherwise provided in the agreement, the grantee shall begin the start-up activities in support of providing the services detailed in this grant award.

#### L. AUDITS AND DISALLOWANCES

Appropriate District or federal personnel may conduct fiscal and program audits of grantees either directly or by an independent auditor. The grantee may request informal dispute resolution of any disallowance determination in accordance with the Mental Health Grant Guidelines. The grantee shall cooperate fully and promptly with any audit.

February 24, 2010

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

Appendix 6  
DMH Grants Manual  
Ref: Page 7.2

Office of the Director



MEMORANDUM

TO: \_\_\_\_\_  
Director  
Office of Documents and Administrative Issuances

FROM: Stephen T. Baron  
Director

SUBJECT: Notice of Funding Availability for Grant Award

DATE:

Attached for your review and for publication in the DC Register are two originals of a Notice of Funding Availability for grant funds to *(state purpose of grant)*

This Notice of Funding Availability has been prepared and is being published in conformity with the requirements of the City-Wide Grants Manual, Mental Health Grant Rules (22A DCMR Chapter 44) *(include if applicable)*, and the rules for Sub-Grants to Private and Public Agencies (1 DCMR Chapter 50).

If you have any questions with respect to the attached notice, please contact *(insert name)*, Assistant Attorney General, located in the General Counsel's Office at the Department of Mental Health, at *(insert telephone number)*

Attachments



**DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**GRANT AGREEMENT**

This Grant Agreement (the "Agreement") is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_ (the "Effective Date"), by \_\_\_\_\_, a corporation qualified to conduct business in the District of Columbia (the "Grantee") and the District of Columbia Department of Mental Health ("DMH"), a public entity within the District of Columbia Government. The Grantee and DMH are sometimes collectively referred to as the "Parties" and individually each as a "Party."

**RECITALS**

**WHEREAS**, DMH is the agency within the Government of the District of Columbia (the "District") responsible for developing a \_\_\_\_\_; and

**WHEREAS**, DMH has the authority to take, hold and administer in trust for the District any grant or appropriation made to the District or to DMH for the use of persons under its care or for the expenditure for any work which DMH is authorized to undertake; and

**WHEREAS**, the Department has the authority to make grants, pay subsidies, purchase services and provide reimbursement for mental health services and supports in connection with the development of the System of Care; and

**WHEREAS**, on or about \_\_\_\_\_, 200\_\_\_\_, DMH issued a Request for Applications ("RFA") and published a Notice of Funding Availability ("NOFA"), inviting the submission of applications from \_\_\_\_\_ interested in \_\_\_\_\_ in conjunction with DMH; and

**WHEREAS**, the Grantee submitted a proposal in response to the RFA and the NOFA on or about \_\_\_\_\_, 200\_\_\_\_; To provide services as described in the RFA and the NOFA with a Proposed budget of \$ \_\_\_\_\_.

**WHEREAS**, all of the proposals submitted in response to the RFA and the NOFA, including the Grantee's Proposal were reviewed by a review panel of experts convened in accordance with the requirements of 1 DCMR 5002.6 (the review panel); and

**WHEREAS**, the review panel recommended that DMH award funds to the Grantee; and

WHEREAS, on \_\_\_\_\_, 200\_\_\_\_ DMH awarded funds in the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) to Grantee to create \_\_\_\_\_ in conjunction with DMH in accordance with the RFA, the NOFA, Grantee's Proposal and this Agreement (hereinafter referred to as the "Grant") to the Grantee; and

NOW THEREFORE, the parties agree as follows:

1. **Name of Grant; Term and Funding Amount and Scope of Work.**

1.1 Name and Purpose of Grant. This Grant is entitled the \_\_\_\_\_ Grant. The purpose of the Grant is to \_\_\_\_\_. [Insert name and purpose from the RFA and NOFA.]

1.2 Grant Term. The term of this Grant shall begin on the Effective Date and end on \_\_\_\_\_ (the "Grant Award Period") unless terminated sooner in accordance with the provisions of Article 7, below. DMH shall have the option to renew this Grant for \_\_\_\_\_ additional \_\_\_\_\_ - year periods, subject to the availability of funds and the negotiation of a mutually acceptable amount of funding for the renewal term. The terms and conditions of this Grant Agreement shall apply during any renewal of this Grant, unless modified by the mutual written agreement of the Parties.

1.3 Funding Amount. The maximum amount of this Grant shall be \_\_\_\_\_ dollars (\$ \_\_\_\_\_), subject to the availability of funds. The Grant funds shall be disbursed by DMH during the Grant Award Period and any renewal term, in amounts that will be determined based upon funding availability. The total amount of funds available for the Grant Award Period is \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which shall be disbursed in accordance with the requirements of paragraph 3. Subject to the exercise by DMH of its option to renew this Grant, funding for each renewal period, shall be negotiated by the Parties and memorialized in a written amendment to this Agreement, signed by both Parties.

1.4 Use of Funds. All funds awarded to the Grantee pursuant to this Agreement shall be expended for the purpose(s) and activities set out in the Grantee's Proposal in accordance with the approved budget (the "Approved Grant Budget"). The Approved Budget shall comply with the requirements of applicable Office of Management and Budget circulars as described in paragraph 2.2 below. A copy of the Approved Grant Budget is marked as Exhibit A, attached hereto and incorporated herein by reference. Grantee shall obtain prior written approval from DMH for changes in the Approved Grant Budget. If the Grantee requests an adjustment in the Grant, the Grantee shall provide DMH with a detailed justification describing the nature, the purpose of and the rationale for the request and its impact on project goals and objectives. If DMH approves the adjustment to the Approved Grant Budget, the Parties shall memorialize the adjustment in writing and attach the revised Approved Grant Budget to this Agreement as part of Exhibit A.

1.5 Scope of Work. The Grant Award shall be utilized to \_\_\_\_\_ as further described below. [May also describe scope of work in an exhibit, which is excerpted from the Grantee's proposal and the RFA/NOFA.]

1.5.1 The Grantee shall:

1.5.1.1 Prepare \_\_\_\_\_;

1.5.1.2 Prepare \_\_\_\_\_;

1.5.1.3 Provide \_\_\_\_\_;

1.5.1.4 Provide \_\_\_\_\_; and

1.5.1.5 Establish \_\_\_\_\_.

1.5.2 DMH shall provide \_\_\_\_\_. In addition, DMH shall: \_\_\_\_\_

1.5.2.1 Provide \_\_\_\_\_ to assist the Grantee to complete the deliverables described in paragraph 1.5.1, above; and

1.5.2.2 Review and approve the deliverables within \_\_\_\_\_; and days of submission by grantee.

1.5.2.3 (Any other DMH responsibility)

The Grantee shall perform the work described in this Agreement, in accordance with the terms of the Grantee's Proposal, the Approved Grant Budget, the NOFA and the RFA, each of which is made a part of this Agreement and incorporated herein by reference. In the event there is a conflict between the terms of this Agreement, the Grantee's Proposal, the NOFA and/or the RFA, the terms of this Agreement shall control.

2. **Grantee Obligations and Responsibilities.**

2.1 Program Reporting Requirements. Grantee shall provide the following program reports described in this paragraph and on Exhibit B, to the Grant Administrator on or before the due date contained in this Agreement or as mutually agreed upon by the Parties.

2.1.1 Quarterly Reports. Grantee shall provide DMH with a quarterly report about the status of the completion of the deliverables described on Exhibit B. Each report shall be prepared in a format approved by DMH and shall be submitted to DMH within fifteen (15) working days after the end of the quarter.

2.1.2 Other Reports. Grantee shall provide DMH with any other report consistent with the requirements of the \_\_\_\_\_ Grant that DMH requires, in the format approved by DMH.

2.2 Financial Audit and Reporting Requirements.

2.2.1 Grant Administration. This Grant award may involve federal funds. Grantee shall comply with applicable provisions of Office of Management and Budget (“OMB”) Circulars A-102 and applicable federal cost principles found in OMB Circular A-122 Cost Principles for Non-Profit Organizations and OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations.

2.2.2 Allowable Costs. All costs charged under this Grant shall be identified in the Approved Grant Budget and shall be eligible costs as identified in OMB Circular A-122. No profit, fee or other increment above costs is included in the Grant. A profit or fee is an amount in excess of actual direct, and if authorized, indirect allowable, allocable and reasonable costs necessary to complete the work identified in paragraph 1.5 and on Exhibit B.

2.2.3 Annual Audit. There shall be an annual audit, pursuant to a format prescribed by DMH, in accordance with the standards set forth by the American Institute of CPAs, of the financial condition and accounts of the program performed by an independent certified public accountant who is not a member of the governing body or an employee of the program. Documents and fiscal information provided by the certified public accountant shall be relied upon by DMH in determining whether to issue, modify or renew the program's license and any associated contracts. The audit may be program specific or may be performed as a part of any overall audit of the Grantee.

2.2.4 Financial Reports. The Grantee shall provide the Grant Administrator with financial reports regarding the expenditure of the Grant, which shall include list of consumers, services provided, and cost of services provided in the format, which is attached as Exhibit C.

2.3 Other Responsibilities of the Grantee.

2.3.1 Designated Contact. The Designated Representative of the Grantee for purposes of this Grant is \_\_\_\_\_, who can be reached at \_\_\_\_\_, Washington, D.C. \_\_\_\_\_ at (202) \_\_\_\_\_, facsimile (202) \_\_\_\_\_, and at email \_\_\_\_\_. Grantee shall provide DMH with written notice of any change in the name, address or contact information

for the Designated Representative within two (2) business days of the effective date of such change.

2.3.2 Changes in Grantee Qualifications. Grantee shall notify DMH in writing, of any changes to its articles of incorporation, tax-exempt status if applicable, personnel responsible for implementing the \_\_\_\_\_ Grant or events affecting the accuracy of any of the compliance attestations submitted with Grantee's Proposal in response to the NOFA, within ten (10) business days of the effective date of the change or the occurrence of the event.

2.3.3 Public Statements; Press Releases. The Grantee agrees that when issuing statements press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole of or in part with the Grant, the Grantee shall acknowledge that the \_\_\_\_\_ is funded in whole or in part with Grant funds provided by DMH.

2.3.4 Corrective Action Plans. Grantee agrees to provide DMH with a corrective plan to address any problems, deficiencies, or concerns identified during the course of a monitoring review (as defined in paragraph 3.4 below) within ten (10) business days of receipt of a notice of deficiency from DMH.

2.4 Recordkeeping. Grantee shall maintain all records relating to the administration of the Grant (collectively referred to as the "Grant Records"). Grantee shall make such records available to DMH and other District and federal officials as required by this Agreement and applicable District and federal law and regulations.

2.4.1 Record Maintenance. All Grant Records shall be maintained for at least three (3) years [extend up to seven (7) years as needed] after the end of the Grant Term or until any audit of the Grant Records commenced during the Grant Term or thereafter is completed and/or any litigation is resolved and all questions rising there from are resolved, whichever is later.

2.4.2 Sufficiency of Grant Records. The Grant Records and supporting documentation must be sufficient for DMH's auditors or any other District or federal official involved in auditing the Grant Records to audit the project records and determine whether the costs incurred are reasonable, allowable and necessary as required by this Agreement.

2.5 Required Certifications and Assurances.

2.5.1 Ability to Participate in Federal Healthcare Programs. Grantee hereby certifies that neither it nor its principals is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal healthcare program as of the Effective Date.

For purposes of this certification, the term “principals” is defined to include the Grantee’s chairman of the board, chief executive officer or executive director, chief financial officer, medical director, clinical director and any licensed professionals employed by or under contract with the Grantee to provide clinical services to consumers.

2.5.2 Compliance with Attestations Contained in Grant Proposal. Grantee hereby certifies that all of the compliance attestations submitted with its Grant Proposal, in response to section 1.5 of the NOFA are true and correct as of the Effective Date.

2.5.3 Periodic Updates of Required Certifications and Assurances. Grantee shall provide updated certifications and assurances of its ability to participate in federal healthcare programs and its compliance with the compliance attestations required by the NOFA to DMH upon request.

3. **DMH Obligations.**

3.1 Payments to Grantee.

3.1.1 Initial Disbursement. DMH shall disburse the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) to Grantee within thirty (30) days of the Effective Date.

3.1.2 Additional Funding. Subject to the availability of funding, DMH may disburse additional funds to Grantee up to a maximum amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) as set forth in paragraph 1.3, during the term of this Agreement, as it is extended from time to time pursuant to paragraph 1.2.

3.2 Audits and Disallowance of Costs. DMH, District or federal personnel may conduct fiscal and program audits of the Grantee either directly or by an independent auditor on reasonable notice to Grantee. The Grantee may request an informal dispute resolution of any disallowance determination in accordance with the Mental Health Grant Regulations (as defined in paragraph 4.1 below). The Grantee shall cooperate fully and promptly with any audit.

3.3 DMH Grant Administrator. The DMH Grant Administrator for this grant award is \_\_\_\_\_, who can be reached at \_\_\_\_\_, Washington, DC 200 \_\_, at (202) \_\_\_\_\_, facsimile (202) \_\_\_\_\_ or via email at \_\_\_\_\_@dc.gov. For purposes of this Agreement, the Grant Administrator shall fulfill the functions of the “Grant Officer” as that term is used in the Mental Health Grant Regulations (as defined in paragraph 4.1 below).

3.4 Evaluation and Monitoring of Grant Programs. DMH shall evaluate and monitor Grantee’s performance, expenditures and achievement of the deliverables identified in paragraph 1.5 and Exhibit B.

3.4.1 Monitoring Reviews. Monitoring review(s) shall be conducted by DMH or authorized agents of DMH, so as not to impede the work of the Grantee. Monitoring reviews may be announced and unannounced and shall be scheduled at the discretion of the Grant Administrator.

3.4.2 Access. Grantee agrees to provide the Grant Administrator and other authorized representatives of DMH, the District and the federal government with access to its facilities, personnel, program documents and other materials necessary to conduct monitoring reviews.

3.4.3 Corrective Action. DMH may request that the Grantee take corrective action or provide DMH with a corrective action plan to address any problems, deficiencies or concerns identified during the course of a monitoring review.

3.5 Adjustment in Grant Award. DMH shall have the right to make adjustments to the amount of the Grant Award based upon Grantee's performance and achievement of the deliverables.

#### 4. Applicable Laws and Regulations.

4.1 DMH Authority to Make Grants. The Director of DMH has the authority to make grants pursuant to the "Department of Mental Health Establishment Amendment Act of 2001, D.C. Official Code §7-1131.04(3). The award and administration of Mental Health Grants is governed by 22A DCMR Chapter 44, which was published in the D.C. Register as final rule on November 16, 2007 (the "Mental Health Grant Regulations").

4.2 Governing Law. The terms of this Agreement shall be governed by the laws and regulations of the District of Columbia.

4.3 Compliance with Applicable Law. The Parties agree to abide by all applicable federal and District laws, rules and regulations in the performance of their respective obligations under this Agreement.

5. Insurance. Grantee shall procure and maintain, at its own cost and expense, during the entire period of performance under this Agreement, the types and amounts of insurance coverage customarily obtained by a mental health services provider that is similar in size and scope to Grantee.

6. Notice. Any notice required pursuant to this Agreement shall be in writing and shall be deemed to have been delivered and given for all purposes (a) on the delivery date if delivered by confirmed facsimile or delivered personally to the Party to whom the notice is addressed; (b) one (1) business day after deposit with a commercial overnight carrier with written verification of receipt; or (c) five (5) business days after the mailing date, whether or not actually received, if sent by US Mail, return receipt requested, postage and charges prepaid or any other means of rapid mail delivery for which a receipt is available. Notice shall be sent to the following addresses:

Grantee

\_\_\_\_\_  
Washington, D.C. 2000 \_\_\_\_  
Telephone: (202) \_\_\_\_\_  
Facsimile: (202) \_\_\_\_\_  
Attention: \_\_\_\_\_

Department of Mental Health:

\_\_\_\_\_  
Washington, DC 200 \_\_\_\_  
Telephone: (202) \_\_\_\_\_  
Facsimile: (202) \_\_\_\_\_  
Attention: \_\_\_\_\_

7. **Termination.** This Agreement may be terminated by either Party for the following reasons:

- 7.1 Lack of funding;
- 7.2 Lack of Congressionally approved budget;
- 7.3 Changes in applicable law;
- 7.4 Changes in a District or federal policy affecting the services described in this Agreement; or
- 7.5 Changes in the structure or the nature of the program covered by this Agreement;
- 7.6 Elimination of the program or services covered by this Agreement; and
- 7.7 Failure of the other Party to comply with District laws, rules or regulations.

8. **Miscellaneous.**

8.1 **Entire Agreement.** This Agreement contains the entire understanding of the Parties with respect to the matters contained herein, and supercedes any and all other agreements between the parties relating to the matters contained herein. No oral or written statements not specifically incorporated or referenced herein shall be of any force or effect.

8.2 **Modifications.** This Agreement may only be amended by a written instrument signed by both Parties.

8.3 **Headings; Counterparts.** The headings in this Agreement are for purposes of reference only and shall not limit or define the meaning of any provision hereof. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same document.

8.4 **No Joint Venture or Third Party Beneficiaries.** Nothing contained in this Agreement shall be deemed or construed by the Parties or by any third party to create the relationship of principal and agent, partnership, joint venture or any association between the Parties except as specifically stated herein. This Agreement is made for the benefit of the parties hereto and not for the benefit of any third party.



8.5. Rights in Data. The Grantee may not publish scientific or technical articles based on this data and/or information gathered in connection with the work performed under this Agreement, without prior approval and written consent of the Grant Administrator. DMH shall not unreasonably withhold consent to the Grantee's request(s) to publish or reproduce data in professional and scientific publications.

8.6 Miscellaneous. The District reserves all rights to use any remedy available in law or regulation for enforcement of or non-compliance with the terms of the grant agreement.

8.7. Authority of the Parties. By executing this Agreement, each Party represents to the other Party that it is authorized to enter into this Agreement, that the person signing on its behalf is duly authorized to execute this Agreement and that no other signatures are necessary.

Signed in the District of Columbia this \_\_\_\_\_ day of \_\_\_\_\_ 200\_.

**DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**GRANTEE**

By: (signature) \_\_\_\_\_  
(typed name) \_\_\_\_\_, DMH Director

By: \_\_\_\_\_  
Its: \_\_\_\_\_

EIN #: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

**VERIFICATION OF FUNDS AVAILABILITY**

(signature) \_\_\_\_\_  
(typed name) \_\_\_\_\_, General Counsel

(signature) \_\_\_\_\_  
(typed name) \_\_\_\_\_, Fiscal Officer

CFDA # \_\_\_\_\_

**EXHIBIT A  
APPROVED GRANT BUDGET**

**[TO BE NEGOTIATED]**

**REFER TO THE BUDGET SUBMITTED BY GRANTEE IN RESPONSE  
TO RFA.**

**EXHIBIT B  
GRANTEE DELIVERABLES**

	<b>Deliverable Activity</b>	<b>Delivery Date</b>	<b>Compliance Measure</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

**EXHIBIT C**  
**GRANTEE FINANCIAL REPORTING**

**FINANCIAL REPORT**

Annual Budget	Actual Year- to-Date	(\$) Variance	(%) Variance	Budget Monthly	Actual Month	(\$) Variance	(%) Variance
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Appendix 8  
DMH Grants Manual  
Ref: Pg. 7.5

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TITLE 1. MAYOR AND EXECUTIVE AGENCIES  
CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5000 (2007)*

1-5000. Purpose.

5000.1 It is the goal of the District of Columbia Government to administer grant resources efficiently and effectively consistent with the specific statutes that authorize grants and to serve the residents of the District of Columbia. One of the primary methods for achieving this goal is through supporting the services and activities of public and private organizations through subgrants. The following rules establish the policies and procedures for all District agencies to follow when making subgrant awards.

SOURCE: Final Rulemaking published at 46 DCR 4517 (May 21, 1999)  
History of Regulations since Last Compilation (June 2001)

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TITLE 1. MAYOR AND EXECUTIVE AGENCIES  
CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5001 (2007)*

1-5001. Distinction Between a Procurement and a Subgrant.

5001.1 Procurement means the obtaining by contract of property, supplies, or services (including construction) by or for the District through purchase or lease, whether the supplier or services are already in existence or must be created, developed, demonstrated, or evaluated, and includes the establishment of agency needs, solicitation of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions related to the process of fulfilling agency needs by contract.

5001.2 A grant is financial assistance to an organization to support or stimulate the accomplishment of a public purpose as defined by the law that authorizes the grant. For purposes of this chapter, a subgrant is the award of grant funds by the District to a subrecipient organization to accomplish the same public purpose.

5001.3 In determining whether a procurement or a subgrant is the proper mechanism for a District agency to award funds to a private organization or another public agency, agencies shall apply the following criteria. If the answers to (a) - (c) are "yes," then a subgrant is appropriate.

(a) Is there a statute that authorizes the District agency to support or stimulate the activity of the subgrantee and authorizes the subgrant?

(b) Is the principal purpose of the relationship the transfer of money, property, services, or anything of value to the subgrantee to accomplish a public purpose of support and stimulation authorized by statute, rather than an acquisition of goods or services for the direct benefit of the District government?

(c) Does the applicant, not the District, define the specific services, the service levels, and the program approach for carrying out the subgrant?

SOURCE: Final Rulemaking published at 46 DCR 4517-18 (May 21, 1999)  
History of Regulations since Last Compilation (June 2001)

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TITLE 1. MAYOR AND EXECUTIVE AGENCIES  
CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5002 (2007)*

1-5002. The Pre-Award Process for Subgranting to Private Organizations.

5002.1 All subgrants to private organizations shall be awarded on a competitive basis. The exceptions are as follows:

(a) An agency may make an award on a sole source basis in appropriate circumstances. These circumstances include, but are not limited to, situations where: (1) the award of the grant designates the subgrant recipient; (2) the federal law defines eligibility in such a way that there is only one eligible applicant; or (3) there is a recognized coalition of service providers through which the broadest community participation may be obtained in serving the targeted clientele.

(b) An agency may make an award to an unsolicited proposal if: (1) the agency has unobligated funds remaining from the grant due to unusual and unanticipated factors; (2) the applicant has a program or project that clearly furthers the purpose of the grant; (3) the proposal reflects proprietary skills or technology that are limited in availability; and (4) the applicant brings to the total grant program matching resources (cash or in-kind) equivalent to at least thirty percent of the grant assistance requested.

5002.2 When an agency decides to award subgrants to private organizations, it shall follow the steps described in section 5002, subsections 5002.3 through 5002.7. These steps shall be followed even though the pool of applicants may also include governmental agencies.

5002.3 The agency shall first complete and approve the Subgrant Certification Form (SCF) in which it certifies that a subgrant is authorized under the criteria set forth in section 5001.3.

5002.4 The agency shall prepare the Request for Applications ("RFA") as follows:

(a) The agency shall state in the RFA the eligibility requirements for applicants, the amount of total funding anticipated for approved applications, the average amount of each subgrant or the range of subgrant awards, the criteria that will be used for scoring applications, the deadline and technical requirements for submitting applications, and the date of the pre-application conference. If the agency has not received the official grant award at the time the RFA is prepared, a contingency clause shall be included which conditions the subgrant on the receipt and availability of funding;

(b) The agency shall describe the purpose of the program in the RFA by defining the type and range of services or activities that a subgrantee shall carry out under a subgrant. The applicant shall propose measurable goals, objectives and timeframes, target recipients and a plan of formal evaluation for each specific service proposed by the applicant. The "purpose of program" section should also specify the time period for which all services will be funded and any special requirements in the authorizing statute or regulations;

(c) The criteria specified in the RFA for scoring applications shall include, but not be limited to: justification of need for grant funds, soundness of proposed service delivery plan, adequacy and reasonableness of proposed resources required, and demonstrated capability for managing the proposed project; and

(d) The agency shall give applicants a reasonable deadline in the RFA for submitting applications. Normally, thirty business days is considered reasonable unless emergency circumstances necessitate a shorter period of time.

5002.5 The agency shall prepare and disseminate a Notice of Funds Availability ("NOFA") as follows:

(a) The NOFA shall include a brief description of the purpose for which funds are available, criteria for eligible applicants, and the time and location at which the RFA may be obtained; and

(b) The NOFA shall be published in the D.C. Register and on the website that is maintained by the OGMD for all grant-funded NOFAs issued by the District government. Additionally, an agency may choose to disseminate a NOFA by publishing it in local newspapers and community newsletters, direct mailing to all prospective applicants or any other reasonable form of distribution.

5002.6 The agency shall establish a panel to review applications and make recommendations for award as follows:

(a) After the NOFA has been published and the RFA released, the agency shall appoint a review panel. The panel shall be comprised of a minimum of three individuals with knowledge and expertise in the objectives of the grant and RFA, as well as in the standard administrative requirements mandated by the source of funds. The review panel shall score the applications and make recommendations on which applications should be funded. Final decisions on awards and amounts shall be made by the head of the agency;

(b) Panelists shall sign affidavits that certify that they have no personal or vested interest in the organizations that submitted applications in response to the RFA. Affidavit forms may be obtained from the OGMD. OGMD also maintains a central registry of qualified application reviewers. Agencies are encouraged to use this registry in recruiting review panelists;

(c) Panelists who are not employees of the District government may be compensated for time served on a panel in accordance with subsection (d). Panelists who are employees of the District government may not be compensated and may only serve if they have written authorization from their supervisors to serve on a panel;

(d) The administering agency may compensate review panelists at a rate that obtains the best qualified panelists within the following limits: (1) the maximum rate allowable by the federal grantor agency for its own review panelists; (2) the amount available in the administrative budget of the grant; and (3) the maximum daily rate of a current DS-15 pay scale;

(e) The agency shall ensure that the review panelists are trained for their tasks. The agency shall convene a meeting of the panelists prior to the review activities and instruct them on the goals and objectives of the grant and the RFA, the scoring criteria and instruments, and the timeframe for completion of the panel's work. Guidelines for the establishment and management of review panels may be obtained from OGMD;

(f) After a review panel has completed its work, the agency shall evaluate each panelist's performance and forward that evaluation to OGMD for inclusion in the central registry; and

(g) If the agency awards a sole source or unsolicited proposal, the agency need not use an external review panel. The agency shall internally evaluate and score the sole source or unsolicited proposal using the same criteria that would have been applied to a competitive solicitation. The agency shall prepare a sole source justification explaining the circumstances that justified the absence of competition and attach that justification to the subgrant Certification Form that is submitted to the OMGD.

5002.7 The agency shall decide who shall be awarded a subgrant in accordance with the following:

(a) After the subgrant officer has received the evaluations and records of the review panel, the head of the agency or his/her designee shall make decisions on award and amount of each subgrant, subject to the advice of any advisory body required by law or regulation for the funding grant;

(b) If the agency director or his/her designee decides not to follow the review panel's recommendation, he/she shall provide written justification in the grant records and attach a copy of that justification to the SCRF submitted to OGMD; and

(c) After preliminary decisions have been made on awards, but before all approvals have been received, information regarding awards may be considered confidential to the extent permitted under the requirements of the Freedom of Information Act.



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CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5003 (2007)*

1-5003. [Reserved]

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TITLE 1. MAYOR AND EXECUTIVE AGENCIES  
CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5004 (2007)*

1-5004. The Award Process.

5004.1 The first step in the award process is obtaining required approvals.

(a) To ensure that agencies have followed the competitive process specified above, OGMD will review each subgrant award that exceeds \$ 10,000 before it can become final. To submit proposed subgrant awards to OGMD, the agency shall complete the Subgrant Competitive Review Form (SCRF) and attach the following documentation: (1) list of proposed awards by subgrant number, name of organization, name of project, and award amount; (2) copy of the NOFA from the D.C. Register, (3) copy of the RFA; (4) names of the review panelists and copies of their signed affidavits; (5) individual and aggregate scores and recommendations from the review process; and (6) justifications, if applicable, for awards not consistent with review panel's scores. In instances of proposed awards not based on competitive solicitation, an agency shall submit only the SCRF, name of the proposed subgrantee, name of the project, award amount and justification for the absence of competition.

(b) OGMD shall review the submitted documents within two business days of submission. If the procedures have been followed and no other review is required, OGMD shall authorize the agency to issue the subgrant(s).

(c) If a proposed award to a private organization was not based on a competitive solicitation, OGMD will submit within two business days the proposed award to the City Administrator and Chief Financial Officer for review and approval. OGMD shall notify the agency of the final decision.

(d) In addition to the review for competitiveness by OGMD and, if required, by the City Administrator and Chief Financial Officer, any subgrant award involving expenditures in excess of \$ 1 million during a 12-month period, including subsequent modifications to an award that singly or in aggregate with the award involves expenditures in excess of \$ 1 million during a 12-month period, shall be reviewed and approved by the Council of the District of Columbia. After receiving notification of approval from OGMD, the subgrant officer shall submit the proposed subgrant award to the Council for review and approval.

5004.2 The agency shall prepare and issue the award documents to the subgrantee as follows:

(a) The award documents shall subject the subgrantee to the same conditions and guidelines that apply to the original grant. The documents shall include: a transmittal letter; subgrant award instrument; standard terms and conditions; any special conditions that may apply; and, forms for reporting programmatic and financial activities and to request funds.

(b) The subgrant award instrument shall contain, but not be limited to the following information: name, address, and telephone number of the granting agency; subgrant number assigned by the granting agency; beginning and ending dates of the subgrant award; name, address, and telephone number of the subgrantee; name, title, address and telephone number of the official contact person for the subgrantee; amount of the funds awarded and the amount of any resources, if any, that the subgrantee must contribute; signature lines for representatives from the agency and subgrantee; and incorporation of the application by reference.

(c) If the award amount and/or project period are different from those in the application or if the agency requires further clarification of proposed performance standards in the application, the applicant shall be required to submit and obtain approval of the requisite modifications. This may be accomplished either prior to the final award to the subgrantee or afterwards. If afterwards, the award shall contain a special condition that prohibits expenditure of funds by the subgrantee until submission and approval of the required modifications or clarification.

(d) The standard terms and conditions stated in the award document shall specify the administrative requirements to which the subgrantee must adhere. The terms and conditions shall contain, but not be limited to, the following items:

- (1) citations of the statute and implementing regulations that authorize the grant;
- (2) all applicable federal and District regulations, such as OMB Circulars A-21, A-110, A-121 and A-133;
- (3) payment provisions identifying how the subgrantee will be paid for performing under the subgrant;
- (4) reporting requirements, including programmatic, financial and any special reports required by the granting agency; and
- (5) compliance issues and conditions that must be met by the subgrantee.

5004.3 Before the agency issues the award documents to successful applicants, it shall notify in writing each applicant whose application was not selected for award. This notification shall include copies of the reviewers' evaluation and comments.

5004.4 The agency shall establish the official records of awarded subgrants. The agency shall incorporate into the grant files and retain the records of all awarded applications and subsequent reports for the period required by federal and District guidelines for grant records. The active retention period is normally three years from the date when the final programmatic and financial reports are submitted to the federal grantor or, if an audit is conducted within that three-year period, the date when the audit report is officially closed. After the active retention period, District regulations require archival retention for an additional four years.

5004.5 Agencies shall maintain records of unsuccessful applications for one year from the date that the RFA closed.

SOURCE: Final Rulemaking published at 46 DCR 4517, 4521-23 (May 21, 1999)  
History of Regulations since Last Compilation (June 2001)

CODE OF D.C. MUNICIPAL REGULATIONS  
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TITLE 1. MAYOR AND EXECUTIVE AGENCIES  
CHAPTER 50. SUBGRANTS TO PRIVATE AND PUBLIC AGENCIES

*CDCR 1-5005 (2007)*

1-5005. Definitions.

5005.1 For the purposes of this chapter, the following words and phrases shall have the meaning ascribed:

Agency- District agency that awards a subgrant.

Grant - The grant received by a District agency from which the agency makes subgrant awards.

OGMD - The Office of Grants Management and Development.

Notice of Funding Availability or NOFA - A public notice that an agency will issue a Request for Applications, informing interested parties when and where the Request for Applications may be obtained.

Request For Applications or RFA - The document that describes the requirements for subgrant applications.

Review Panel - A team of qualified individuals responsible for reviewing, scoring and recommending applicants for subgrant award.

Subgrant Award - The commitment of funds from a grant by an agency to a governmental or private organization to support specific services and operations.

Subgrant Certification Form or SCF - A certification by an agency that a grant qualifies for subgranting.

Subgrant Officer - An agency official authorized to execute subgrant awards for the agency.

Subgrant Competitive Review Form or SCRF - A transmittal form for submitting proposed awards for review and approval by the Office of Grants Management and Development.

Subgrantee - An organization to which a subgrant has been awarded.

SOURCE: Final Rulemaking published at 46 DCR 4517, 4524 (May 21, 1999)  
History of Regulations since Last Compilation (June 2001)

## DEPARTMENT OF MENTAL HEALTH

NOTICE OF FINAL RULEMAKING

The Director of the Department of Mental Health (DMH), pursuant to the authority set forth in sections 104, and 105 of the Department of Mental Health Establishment Amendment Act of 2001, effective December 18, 2001, (D.C. Law 14-56; D.C. Official Code §§ 7-1131.04 and 7-1131.05), hereby gives notice of the adoption of the following new chapter 44 of Title 22A of the District of Columbia Municipal Regulations (DCMR), entitled "Mental Health Grants."

The purpose of the new chapter 44 of Title 22A DCMR is to provide standards for the announcement, selection and issuance of non-federal grants originated by DMH. The new chapter also provides standards for financial management, monitoring and audits of grantees, standards for termination and suspension of a grantee, and a process for informal dispute resolution. Finally, the new chapter grants authority to the Director to issue sole source grants in certain circumstances, consistent with the sole source provisions applicable to subgrants in Title 1 DCMR Chapter 50.

Emergency and Proposed Rulemaking was published in the *D.C. Register* on October 5, 2007 at 54 DCR 009572. No written comments were received during the thirty (30) day comment period from the public, and no changes have been made to the text of the Emergency and Proposed Rulemaking published on October 5, 2007. The final rules will be effective upon publication of this notice in the *D.C. Register*.

A new Chapter 44 is added to Title 22A to read as follows:

## CHAPTER 44 MENTAL HEALTH GRANTS

## 4400 GENERAL PROVISIONS

4400.1 This chapter establishes uniform requirements for transferring funds appropriated to the Department, or other things of value, to recipients outside of the District government, where the Department is authorized to make grants. Subgrants of federal funds by the Department to recipients outside of the District government shall comply with 1 DCMR, Chapter 50.

4400.2 The Director, or his or her designee, is authorized to make a grant where:

- (a) A District statute authorizes the Department to support or stimulate the activity of the recipient;
- (b) The Department will not be substantially involved in the activity so supported or stimulated; and

- (c) The Department is not acquiring any property or service of direct use to the District government.

4400.3 The Department is authorized to make grants pursuant to the Department of Mental Health Establishment Amendment Act of 2001, effective December 18, 2001 (D.C. Law 14-56; D.C. Official Code §§ 7-1131.01 *et seq.*).

**4401 GRANT AVAILABILITY ANNOUNCEMENTS AND APPLICATIONS**

4401.1 Except as provided in §§ 4401.3 and 4401.4, the availability of a Department grant shall be announced by one (1) of the following methods:

- (a) Publication in a newspaper of general circulation in the District of Columbia;
- (b) Publication in the District of Columbia Register; or
- (c) Any other officially established forms of notice to reach prospective grantees.

4401.2 Each grant availability announcement shall include the following:

- (a) A brief description of the project for which funds may be available;
- (b) The estimated total funds available;
- (c) A statement setting forth who is eligible to apply for the grant;
- (d) The deadline for submission of applications;
- (e) The review factors to be used in selecting grant recipients;
- (f) Source of funds and estimated time of funds availability;
- (g) An address within the Department where detailed information may be obtained and where the application may be filed; and
- (h) The time and place of a pre-application information session for prospective applicants if such a session would be useful.

4401.3 The Director may make a grant award on a sole source basis in appropriate circumstances. These circumstances include, but are not limited to, situations where:

- (a) The authorizing legislation designates the grant recipient;

- (b) The applicable District law defines eligibility in such a way that there is only one eligible applicant; or
- (c) There is a recognized coalition of service providers through which the broadest community participation may be obtained in serving the targeted clientele.

4401.4 The Director may make a sole source award to an unsolicited proposal if:

- (a) The applicant has a program or project that clearly furthers the purpose of the grant; and
- (b) The proposal reflects proprietary skills or technology that are limited in availability.

4401.5 A sole source award shall not be subject to §§ 4402 and 4403.

**4402 APPLICATION REVIEW**

4402.1 A review panel selected by the Department shall review each application to determine if it meets the requirements that apply to the particular grant.

4402.2 The review panel shall advise the Department Grant Officer and the Director of all those applications which satisfy the applicable grant requirements and shall recommend awards based on the review factors and available funding.

**4403 REVIEW FACTORS**

4403.1 The recommendations of the review panel and the award decisions of the Director shall be based on the following criteria:

- (a) Feasibility of the project;
- (b) Soundness of research design, statistical technique, and procedures and methodology, if appropriate;
- (c) Theoretical and technical soundness of the proposed plan of operation including the extent to which:
  - (1) The objectives of the proposed project are clearly defined and clearly stated;
  - (2) The proposed project activities appear likely to reach objectives;
  - (3) The proposed project would contribute to the achievement of the grant's stated policy objectives; and

- (4) Provisions are made for adequate evaluation of the effectiveness of the project and for determining the extent to which the objectives are accomplished;
- (d) Sufficiency of size, scope, and duration of the project to secure productive results;
- (e) Expertise to perform the work, including past performance;
- (f) Adequacy of resources;
- (g) Reasonableness of estimated cost in relation to anticipated results; and
- (h) Other factors as identified in writing by the Director prior to the award of the grant.

#### **4404 DISPOSITION OF PROPOSAL**

**4404.1** The Director shall make the final selection of the grant award.

**4404.2** To ensure that the Department has followed the competitive process specified above, the Department Grant Officer shall review each proposed grant award before it can become final. The Grant Officer shall review:

- (a) A list of proposed awards by grant number, name of organization, name of project, and award amount;
- (b) A copy of the grant availability announcement issued pursuant to § 4401.1;
- (c) A copy of the responses submitted for Department consideration;
- (d) Recommendations from the review process; and
- (e) Justifications, if applicable, for awards not consistent with review panel's scores.

**4404.3** In instances of proposed awards not based on competitive solicitation, the Grant Officer shall review only the name of the proposed grantee, name of the project, award amount, and justification for the absence of competition.

**4404.4** The Grant Officer shall review the submitted documents within five (5) business days of submission. If the procedures have been followed and no other review is required, the Grant Officer shall recommend to the Director that the Department issue the grant(s).



4404.5 If a proposed award was not based on a competitive solicitation, the Grant Officer shall submit within five (5) business days the proposed award to the Department Fiscal Officer for review and approval prior to making a recommendation to the Director.

4404.6 Based on his or her review, the Director shall:

- (a) Approve the application, in whole or in part, for such amount of funds and subject to such conditions as he or she considers necessary or desirable for the completion of the approved project;
- (b) Disapprove the application; or
- (c) Defer action on the application for reasons such as lack of funds, a need for further review, or any other reason.

4404.7 The Grant Officer appointed by the Director shall notify the awardee in writing of the Director's decision.

4404.8 The Director's decision shall be final.

#### 4405 GRANT AGREEMENT

4405.1 Each grant award shall be in the form of a written grant agreement between the Director and the awardee that is consistent with those statutes and regulations that apply to the grant.

4405.2 The grant agreement shall include, but not be limited to, the following:

- (a) A statement of the purpose of the grant;
- (b) The amount of the grant award;
- (c) The term of the project;
- (d) Reference to provisions of statutes, rules, and regulations (including provisions of this chapter) particularly applicable to the grantee, as well as a statement that the grantee shall comply with all applicable federal and District laws and regulations;
- (e) The scope of work for the grant, a description of any service or products required to be delivered under the grant, and a schedule of expected performance;
- (f) Reporting requirements, both program and financial;

- (g) A payment schedule;
- (h) The name, address and telephone number of the Grant Officer in the Department, and of the agent for the grantee;
- (i) The address to which all written communications from the Department to the grantee may be sent, including periodic payments due under the grant; and
- (j) A provision that the grant may be modified by agreement of both parties.

**4406****CERTIFICATION OF A DRUG-FREE WORKPLACE****4406.1**

By submission of its application, the grantee, if other than an individual, certifies and agrees that with respect to all its employees under the grant it shall, no later than thirty (30) calendar days after grant award (unless a longer period is agreed to in writing), for a grant of thirty (30) calendar days or more performance duration; or as soon as possible for a grant of less than thirty (30) calendar days performance duration, but in any case, by a date prior to when the performance is expected to be completed:

- (a) Publish a statement notifying such 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 violations of such prohibition;
- (b) Establish a drug-free awareness program to inform such employees about the following:
  - (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;
- (c) Provide all employees engaged in performance of the grant with a copy of the statement required in paragraph (a) of this provision;

- (d) Notify such employees in the statement required by paragraph (a) of this provision that as a condition of continued employment on the grant resulting from this solicitation, the employee shall do the following:
  - (1) Abide by the terms of this statement; and
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after notice of such conviction;
- (e) Notify the Grant Officer in writing within ten (10) days after receiving notice under paragraph (d) (2) of this provision, from an employee or otherwise receiving actual notice of such conviction;
- (f) Within thirty (30) calendar days after receiving notice under paragraph (d) of this provision of a conviction, take one (1) of the following actions with respect to any employee who is convicted of drug abuse violations occurring in the workplace:
  - (1) Take appropriate personnel action against such employee up to and including termination; or
  - (2) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (a) through (f) of this section.

4406.2 By submission of its application, the grantee, if an individual who is applying for a grant of any dollar value, certifies and agrees not to engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the performance of the grant.

4406.3 The grantee's failure to comply with the requirements of §§ 4406.1 and 4406.2 may, pursuant to § 4413, render the grantee subject to suspension of grant payments, termination of the grant or other available legal remedies.

#### 4407 FINANCIAL MANAGEMENT BY GRANTEES

4407.1 Each grantee shall make accurate, current, and complete disclosure of the financial results of each project or program in accordance with the financial reporting requirements of the grant agreement.

- 4407.2 Each grantee shall maintain records which identify adequately the source and application of funds for grant supported activities.
- 4407.3 The grantee's records shall contain information identifying the following:
- (a) Grant awards;
  - (b) Any subgrant award made by the Grantee, if authorized by the grant agreement;
  - (c) Authorizations;
  - (d) Obligations;
  - (e) Unobligated balances;
  - (f) Assets;
  - (g) Outlays; and
  - (h) Income.
- 4407.4 Each grantee shall maintain effective control and accountability for all grant or subgrant assets, including cash and real personal property.
- 4407.5 Each grantee shall adequately safeguard all property and shall assure that it is used solely for authorized purposes.
- 4407.6 Each grantee's records shall compare the actual and budgeted amounts of expenditures for each grant or subgrant.
- 4407.7 If required by the grant officer, the grantee shall relate financial information to performance or productivity data, including the production of unit cost information.
- 4407.8 The grantee shall establish procedures to minimize the time elapsing between the advance of District grant funds and their disbursement by the grantee.
- 4407.9 Grantees advancing cash to subgrantees shall conform substantially to the same standards of timing and amount of advances as apply to advances by the District to grantees, including requirements for timely reporting of cash disbursements and balances.
- 4407.10 Each grantee shall establish procedures for determining the reasonableness, allowability, and allocability of costs in accordance with the applicable cost principles prescribed in OMB Circular A-122.

4407.11 Grantee accounting records shall be supported by source documentation such as canceled checks, paid bills, payrolls, contract, and subgrant award documents.

4407.12 Each grantee shall follow a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

**4408 MONITORING BY GRANTEES**

4408.1 Each grantee shall monitor grant and subgrant supported activities by reviewing each program, function or activity to assure that adequate progress is being made towards achieving the goals of the grant or subgrant.

4408.2 Each grantee shall submit an annual performance report unless the grant agreement requires more frequent reports.

4408.3 The grantee's final performance report shall be due ninety (90) days after the expiration or termination of grant support.

4408.4 The Grant Officer may waive the requirement for any performance report which is not needed, except the final report.

4408.5 The content of performance reports shall conform to any instructions issued by the Grant Officer including, to the extent appropriate to the particular grant, a brief presentation of the following for each program, function, or activity involved:

- (a) A comparison of actual accomplishments to the goals established for the period;
- (b) A statement of reasons if established goals are not being met;
- (c) An analysis and explanation of unexpectedly high costs; and
- (d) Any other pertinent information.

**4409 AUDITS AND DISALLOWANCES**

4409.1 Appropriate District or federal personnel may conduct fiscal and program audits of the grantee.

4409.2 Each grantee shall have an annual audit performed by an auditor who is independent of the staff person who authorizes expenditure of project funds.

4409.3 Whenever an audit shows that an expenditure not allowable under the grant has been charged to the grant or that the grantee has otherwise failed to discharge its obligation to account for the expenditure of grant funds, the Grant Officer shall disallow the expenditure of the funds.

**4410 PAYMENT OF FUNDS BY GRANTEE**

4410.1 As a condition of each grant awarded, the grantee shall agree to do the following:

- (a) Repay the District for final audit disallowances within thirty (30) days from receipt of notification by a disallowance letter; and
- (b) Pay interest at the most recent rate prescribed by the U.S. Department of the Treasury from the date of the disallowance letter if the repayment is not complete within the thirty (30) day period.

4410.2 A grantee may request informal dispute resolution of any disallowance determination by a Grant Officer by requesting, within thirty (30) days of the date of the disallowance notification letter, that the Director conduct a review.

4410.3 If the Director sustains the finding of the Grant Officer, interest shall be charged on the amount to be repaid as of the date of the disallowance letter.

**4411 CLOSE-OUT**

4411.1 The Grant Officer shall close-out the grant when he or she determines that all applicable administrative actions and all required work of the grant have been completed.

4411.2 Upon termination or close-out of the grant, the Grant Officer shall promptly provide an accounting of the funds expended, obligated, and remaining under the grant to the Department fiscal officer.

4411.3 Within ninety (90) days after expiration or termination of the grant, the grantee shall submit all financial, performance, and other reports required as a condition of the grant. The Grant Officer may extend this deadline upon request of the grantee.

4411.4 The District shall make prompt payment to the grantee for allowable reimbursable costs.

4411.5 The grantee shall immediately refund to the District any balance of unobligated cash advanced that is not authorized to be retained for use on other grants.

4411.6 The close-out of a grant shall not affect the following:

- (a) The Grant Officer's authority to disallow costs and recover funds on the basis of a later audit or other review;
- (b) The grantee's obligation to return any funds due as a result of later refunds, correction or other transactions; or

- (c) The grantee's duty under § 4412 to retain and make records available to the District for review.

**4412 RECORD RETENTION AND ACCESS**

4412.1 The grantee shall retain all records for a period of at least three (3) years following final close-out of the grant, if no other period is specified in the grant agreement.

4412.2 The grantee shall make all records available to the Director for audit by the Grant Officer, other District officials, and federal officials as necessary.

**4413 TERMINATION AND SUSPENSION PROCEDURES**

4413.1 If a grantee has materially failed to comply with the terms of a grant agreement, the Grant Officer may, after giving reasonable written notice to the grantee, do the following:

- (a) Suspend the grant in whole or in part;
- (b) Terminate the grant for cause; or
- (c) Take any other remedial action that may be legally available.

4413.2 The notice of suspension shall state the reasons for the suspension, any corrective action required of the grantee, and the effective date.

4413.3 The suspension may be made effective at once if a delayed effective date would be unreasonable considering the Grant Officer's responsibilities to protect the District government's interest.

4413.4 The Grant Officer may reinstate a suspended grant if the grantee has taken corrective action satisfactory to the Grant Officer, or given satisfactory evidence that corrective action will be taken.

4413.5 The Grant Officer may terminate the grant before the date of expiration if:

- (a) The grantee has materially failed to comply with the terms of the grant agreement and appropriate corrective actions have not been taken during the period of suspension; or
- (b) The failure to comply with the terms of the grant agreement is so serious that immediate termination is in the best interest of the District government.

- 4413.6 The notice of termination shall state, in writing, the reasons for the termination, together with the effective date.
- 4413.7 A grant may be terminated at the request of the grantee upon notification to the Grant Officer, in accordance with the provisions of the grant.
- 4414 INFORMAL DISPUTE RESOLUTION**
- 4414.1 The provisions contained in this section and in § 4415 shall establish an informal procedure for resolution of disputes between the grantee and the Director.
- 4414.2 The procedure shall apply to the following adverse determinations made by the Grant Officer:
- (a) Suspension or termination of a grant in whole or in part or a refusal to reinstate a suspended grant;
  - (b) A disallowance of expenditures; and
  - (c) A denial of a noncompeting continuation of a grant award if the denial is for failure to comply with the terms of the award.
- 4414.3 The Grant Officer shall notify the grantee, in writing, of any adverse determination, state the reasons for the determination in sufficient detail to enable the grantee to respond, and give the grantee notice that the grantee may request a review of the adverse determination.
- 4414.4 A grantee may request a review of the adverse determination by submitting a written request for review to the Director no later than thirty (30) days after receipt of the notice of determination.
- 4414.5 The grantee's request for a review of the adverse determination shall include the following:
- (a) A copy of the Grant Officer's determination;
  - (b) Identification of the issue in dispute;
  - (c) A full statement of the grantee's position regarding the issue in dispute and the pertinent facts and reasons in support of the grantee's position; and
  - (d) Copies of any documents supporting the grantee's claim.
- 4414.6 If the grantee submits a request for review, the Director shall conduct an informal hearing in accordance with the requirements of this section or he or she shall appoint a hearing officer to conduct the hearing.



- 4414.7 The Director shall send by certified mail a written notice to the grantee of the time and place scheduled for the informal hearing within fifteen (15) calendar days from the receipt of the grantee's request to the Department for a hearing.
- 4414.8 The grantee may be accompanied or represented at the informal hearing by legal counsel or other person chosen by the grantee.
- 4414.9 If a hearing officer conducts the hearing, he or she shall render a written recommendation to the Director regarding whether to sustain or overrule the adverse determination of the Grant Officer.
- 4415 DECISION OF THE DIRECTOR**
- 4415.1 The Director may require informal, non-binding mediation between the parties before issuing a final decision if, due to the nature of the dispute, the Director considers it to be in the best interests of the District.
- 4415.2 The Director shall appoint one (1) or more individuals who have not participated substantially in the matter in dispute to conduct the mediation described in subsection 4415.1.
- 4415.3 The Director shall make a final written decision based upon the grant file, other documents filed by the parties, and the testimony and evidence presented at the hearing in accordance with applicable laws and regulations.
- 4415.4 The final decision of the Director shall include the following:
- (a) A description of the dispute;
  - (b) Reference to the pertinent grant terms, regulations or statutes;
  - (c) A statement of the factual areas of agreement and disagreement;
  - (d) A determination sustaining or overruling the determination of the Grant Officer, in whole or in part, with the reason for the determination; and
  - (e) If all or any part of the Grant Officer's determination has been determined to be valid, a determination of any monetary settlement, the grant adjustment to be made, or other relief to be granted.
- 4415.5 The Director shall deliver or send by certified mail, a copy of the final decision to the grantee, and shall provide a copy to the Grant Officer for inclusion in the grant file.

**4499 DEFINITIONS**

**4499.1** When used in this chapter, the following terms shall have the meanings ascribed:

**Controlled Substance** - a controlled substance in schedules I through V or Section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined, in regulation, at 21 CFR §§ 1308.11-1308.15.

**Conviction** - a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal, state or District criminal drug statutes (criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance).

**Department** - the D.C. Department of Mental Health.

**Director** - the Director of the D.C. Department of Mental Health.

**Drug-free Workplace** - a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

**Employee** - an employee of a grantee directly engaged in the performance of work under a District government grant.

**Grantee** - the recipient of a grant from the District government.

**Grant Officer** - an employee of the Department of Mental Health designated by the Director to manage the specified grant program in accordance with these regulations.

**Individual** - a grantee that has no more than one (1) employee including the grantee.