Request for Applications (RFA)

RFA No. DBH HHI073115

Government of the District of Columbia

Department of Behavioral Health (DBH)

RFA Title: DC Health Home Benefit Initiative (HHI) for Individuals with Serious Mental Illness

RFA Release Date: Friday, July 31, 2015

Application Submission Deadline: Friday August 21, 2015 4:45 p.m. ET

Pre-application Conference: Wednesday, August 5, 2015 2:00 p.m. ET
64 New York Avenue, NE, 2nd Floor, Room 242
Washington, DC 20002

Specific RFA Provisions

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

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DBH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DBH shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB 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.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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

✓	Checklist for RFA Application
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.C.1. of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section VIII.C.: A, B, C, and D must not exceed 20 pages. Note: Attachments and appendices do not count toward the page limit.
	Budget and Budget Narrative Justification (Attachment E) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed.
	Appendix 1: Applicant Profile, Certifications and Assurances listed in Attachments A, B, C, D and E are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of non-profit corporation status, if applicable.
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Appendix 8: Proposed organizational chart and job descriptions for the following positions: Health Home Director, Nurse Care Manager, and Primary Care Liaison.
	Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted no later than Monday, August 3, 2015).
	Appendix 10: Current Certificate of Good Standing from the Office of Tax and Revenue.
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, project name, using the DBH Receipt Form (Attachment G).
	Applicant submitted the required four (4) copies of the proposal. Of the four (4) copies, one (1) copy was stamped “original.”

The application must be submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of August 21, 2015, to DBH, c/o Renee Evans, 64 New York Avenue NE, 2nd Floor, Washington, DC 20002. **Applications accepted at or after 4:46 p.m. ET on August 21, 2015 may not be forwarded to the Review Panel for funding consideration.**

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Appendix 1: Certifications and Assurances (Attachments B, C, D and E)

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of non-profit corporation status, if applicable

Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.

Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.

Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable

Appendix 8: Proposed Organizational Chart and job descriptions for the following positions: Health Home Director, Nurse Care Manager and Primary Care Liaison.

Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted no later than Monday, August 3, 2015)

Appendix 10: Current Certificate of Good Standing from the Office of Tax and Revenue

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

DC Health Home Benefit Initiative (HHI) for Individuals with Serious Mental Illness
RFA No. DBH HHI073115

Section I: AUTHORITY FOR THE GRANT

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

Section II: SUMMARY AND PURPOSE OF GRANT

The Government of the District of Columbia seeks to establish a Health Home Benefit consistent with Section 2703 of what is commonly known as the Affordable Care Act of 2010 (ACA). The Benefit will support the District's Triple Aim Goals of improving the individual experience of assessing and receiving care; improving the health of its population; and reducing the per capita costs of care. The majority of individuals with serious mental illness (SMI) are already affiliated with Core Service Agencies (CSAs). Therefore, the District has identified DBH-certified CSAs as the organizational entities that can become central point for coordinating, collaborating and ensuring communication amongst all relevant parties engaged in the delivery of services and supports to District residents who have SMI and who have experience or who are at risk of experiencing high medical cost due to lack of appropriate case management and care coordination.

The purpose of this funding is to provide infrastructure development assistance to DBH-certified CSAs to hire and train Health Home staff. The funding is intended to support the initial expense of hiring Health Home staff, specifically Health Home Director, Nurse Care Manager and Primary Care Liaison. These positions are required by the Centers for Medicare and Medicaid Services (CMS) The successful CSA will be expected to hire at minimum the Health Home Director, Nurse Care Manager and Primary Care Liasion for at least one Health Home Team by November 15, 2015.

Section III: BACKGROUND

Evidence exists pointing to dramatic disparities in health outcomes among individuals with SMI. Specifically, in October 2006, the National Association of State Mental Health Program Directors (NASMHPD) issued a report entitled: *Morbidity and Mortality in People with Serious Mental Illness.* This report indicates that individuals who have a SMI die at on average twenty-five (25) years earlier than the general population[1]**.** The report also concluded that eighty-eight percent (88%) of the deaths and eighty-three (83%) of the premature years of life lost in people with SMI are due to illnesses which are preventable if treated earlier[2]. Finally, the report also suggests that a lack of coordination between the primary care and mental health systems of care significantly contributes to the premature deaths and the overall poor health status of individuals with mental illnesses.

In response, the District of Columbia Departments of Health Care Finance (DHCF) and DBH, referred to throughout this document as "the District" or "DC" unless otherwise noted, partnered to develop a Medicaid Health Home benefit[3] for the District's Medicaid consumers with SMI, who may have also received fragmented and uncoordinated care from multiple health providers and systems.

Section IV: ELIGIBILITY REQUIREMENTS

A. Qualified Core Service Agencies

In order to be eligible, an applicant must:

- Enter into a Grant Agreement with DBH and comply with Agreement requirements and conditions including, but not limited to: timetables with respect to hiring Health Home staff; establishment of Health Home Teams; participation in required training; and commitment to begin Health Home services on January 1, 2016;
- Be a certified CSA at the time the Notice of Funding Award is published (July 24, 2015) and have completed the DBH Health Home Readiness Assessment prior to application announcement.
- Agree to hire at least one Health Home Director, Nurse Care Manager and Primary Care Liaison by November 15, 2015 and
- Agree to participate in DBH-mandated training which is scheduled to begin on or about November 15, 2015.

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[1] http://www.nasmhpd.org/docs/publications/MdCdocs/Mortality%20and%20Morbidity%20Final%20Report%208.8.08.pdf

[2] http://www.nasmhpd.org/docs/Webinars$20ppts/finalMorbidtyandMobilityAugust2013.pdf

[3] Authority for states (District) to implement a Medicaid Health Home benefit is included in Section 1945 of the Social Security Act. The Health Home is an option offered to States through Section 2703 of what is commonly known as the Affordable Care Act of 2010 (ACA). The ACA consists of the Consumer Protection and Affordable Care Act (Pub. L. 111-148), enacted on March 23, 2010, and the Health Care and Education Reconciliation Act (Pub. L. 111-152), enacted on March 30, 2010.

B. Administrative Criteria

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

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.

2. See Section VIII.C.1.e. for a list of appendices.

3. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered**.**

4. Narrative for Section VIII.C.2: Program Narrative **must not exceed 20 pages.** Note: Attachments and appendices do not count toward the page limit.

5. The Budget and Budget Narrative are complete and comply with the Budget form listed as Attachment F of the RFA. The line item budget narrative describes the categories of items proposed.

6. The Applicant Profile, Attachment A and Certifications and Assurances listed in Attachments B, C, D and E are signed.

7. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, project name, using the DBH Receipt (Attachment G). **Unsealed and unidentified applications will not be accepted.**

8. The applicant submits the required four (4) copies of their proposal. Of the four (4) copies, one (1) copy must be stamped "original."

9. The application is submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of Friday, August 21, 2015 to DBH c/o Renee Evans, 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002.

C. Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as follows:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars ($100,000).

2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars ($500,000) per occurrence.

3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars ($200,000) per person and five hundred thousand dollars ($500,000) per occurrence for bodily injury and one hundred thousand dollars ($100,000) per occurrence for property damage.

4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.

5. All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, WDC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

D. Compliance with Tax Obligations

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Section V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS

Approximately $465,190 is available to fund ten (10) CSAs, not to exceed $46,519 each under the DC HHI for individuals with serious mental illness. Grants will be awarded by DBH utilizing funds provided through DBH local funding. Total funds available for this grant opportunity shall not exceed ten (10) grant awards in amounts not to exceed $46,519. Grant awards will be made for a period of one (1) year from the date of award. Grant recipients will be expected to begin start-up activities by November 15, 2015.

Section VI: SCOPE OF WORK

The capacity grant will assist certified CSAs with hiring the required staff to provide comprehensive care management and case coordination for District residents with SMI. The staff will provide the following Health Home services as required by CMS:

- Comprehensive care management;
- Care Coordination;
- Comprehensive transitional care from inpatient to other settings, including appropriate follow-up;
- Individual and family support;
- Referral to community and social supports as relevant; and

- Health information technology to document, monitor, track, coordinate and communicate service provision.

Section VII: PAYMENTS TO GRANTEE

Upon award, DBH shall provide funding to the Grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. The payment will be one (lump sum) advance to assist in program start-up costs. This advance payment will be paid upon the execution of the grant award. The submission of quarterly expenditure reports will be required.

DBH reserves the right to withhold any payment if the Grantee is found in non-compliance with the DBH Notice of Grant Award (NOGA) or the Grant Agreement.

Section VIII: APPLICATION INFORMATION AND REQUIREMENTS

A. Pre-application Conference:

The pre-application conference will be held at the DBH, 64 New York Avenue, NE, 2nd Floor, Room 242 on August 5, 2015. For more information, please contact Oscar Morgan, Director, Adult Services at oscar.morgan@dc.gov

B. Application Delivery:

Application are due Friday, August 21, 2015 no later than 4:45 p.m. ET to DBH, c/o Renee Evans , 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002. Applications will not be accepted by email or fax.

Applications received at or after Friday, August 21, 2015, 4:46 p.m. ET, may not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will be accepted after the deadline of 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

C. Application Requirements

1. Proposal Format and Content:

a. Applicant Profile (Attachment A)

b. Table of Contents

c. Narrative

1. Admininstrative

2. Proposed Work Plan
3. Fiscal and Financial Management
4. Program Reporting

d. Budget and Budget Narrative Justification Form (Attachment F)

e. Appendices

Appendix 1: Certifications and Assurances (Attachments B, C, D and E)

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of non-profit corporation status, if applicable

Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.

Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.

Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable

Appendix 8: Proposed organization chart and job descriptions for the following positions: Health Home Director, Nurse Care Manager and Primary Care Liaison

Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted no later than Monday, August 3, 2015)

Appendix 10: Current Certificate of Good Standing from the Office of Tax and Revenue

2. Program Narrative

The narrative section is limited to 20 pages based on the statements below.

A. Adminstrative

1. Discuss the role and responsibilities of a Health Home.
2. Provide the numbers of teams to be established by January 2016.
3. Provide the number of individuals to be served by each team.
4. Identify the full time equivalents of the Health Home Director, Nurse Care Manager and Primary Care Liaison per team.

5. Provide the job description for each of the positions referenced above. If the individual is known, provide the name and resume of the persons who may assume the role of the Health Home Director, Nurse Care Manager and Primary Care Liaison associated with this RFA and discuss the hiring process to be undertaken.

B. Proposed Work Plan

1. Provide a work plan detailing the steps to be taken, milestones and timelines for recruiting the Health Home Director, Nurse Care Manager and Primary Care Liaison.

2. Describe any unique circumstances which may contribute to the CSAs ability to recruit and hire the required staff.

3. Describe any potential challenges and contingency plans for addressing these challenges.

C. Fiscal and Financial Management

1. Describe how the CSA will provide sound fiscal management for the infrastructure development of the CSA to hire and train Health Home staff . Include a summary of the fiscal and financial management systems in place that will support the grant.

D. Program Reporting

1. Discuss the approach to tracking the progress of the work plan. Describe how eligiblility requirements will be met by the mandatory dates.

E. Budget and Budget Narrative

1. Provide a line-item budget and budget narrative justification. Attachment F is the budget and budget narrative justification form. This form does not count towards the 20 page limit.
    a. Salaries and Wages for each staff are to be included in the personnel budget category. Include the amount of time dedicated to the grant (e.g., 1.0 FTE or .5 FTE). Must include total salary, total hours, and rate per hour per staff person.

    b. Fringe Benefits for full time and part-time staff are included under this separate category. List the percentage of total salaries, life and health insurance, unemployment, Social Security, Recruitment, Worker's Compensation, etc.

    No other budget categories are applicable to this grant.

Section IX: EVALUATION PROCESS

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund a HHI application rests solely with the DBH Director. The anticipated award date is September 18, 2015.

Section X: SCORING OF APPLICATIONS

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

Criterion A – Administrative – (Total of 40 Points)

1. The applicant demonstrates an understanding of the role and responsibilities of a health home. (20 points)
2. The applicant provides the numbers of teams to be established by January 2016. (5 points)
3. The applicant provides the number of individuals to be served by each team. (5 points)
4. The applicant provides the job description for each of the positions (Health Home Director, Nurse Care Manager and Primary Care). If the individual is known, the applicant provides the name and resume who may assume the role of the Health Home Director, Nurse Care Manager and Primary Care Liaison associated with this RFA and discusses the hiring process to be undertaken. (10 points)

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

1. The applicant provides a work plan detailing the steps to be taken, milestones and timelines for recruiting the Health Home Director, Nurse Care Manager and Primary Care Liaison. (20 points)
2. The applicant describes any unique circumstances which may contribute to the CSAs ability to recruit and hire the required staff. (5 points)
3. The applicant describes any potential challenges and contingency plans for addressing these challenges. (5 points)

Criterion C – Fiscal and Financial Management (Total of 10 Points)

1. The applicant describes how sound fiscal management will be provided for the infrastructure development of the CSA to hire and train the Health Home staff. (5 points)

2. The applicant provides a summary of the fiscal and financial management systems in place that will support the grant. (5 points)

Criterion D – Program Reporting (Total of 10 Points)

1. The applicant discusses the approach to tracking the progress of the work plan. (5 points)
2. The applicant describes how the eligibility requirement will be met by the mandatory dates. (5 points)

Criterions E – Budget and Budget Narrative (Total of 10 points)

1. The applicant completed the line-item budget for salaries and wages, fringe benefits and indirect costs ensuring the full time equivalents of the Health Home Director, Nurse Care Manager and Primary Care Liaison per team are identified. (10 points)

Section XI: SELECTION PROCESS

RFAs will be scored according to the evaluation criteria listed above. The results of the evaluation for each RFA submitted will be classified into one of four categories below:

Ranking Classification	Point Range
Most Qualified	95 - 100
Very Qualified	80 - 94
Qualified	70 - 79
Minimally Qualified	69 and below

When the applications are received, a panel of reviewers identified by DBH 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 scores. The grantee(s) will be selected from among the providers that score in the "Most Qualified" point range category. If no applications are ranked in the "Most Qualified" category, DBH may select from the "Very Qualified" and "Qualified" categories.

Section XII: AUDITS AND DISALLOWANCES

DBH may conduct fiscal and or 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 City-Wide Grants Manual and Sourcebook. The grantee shall cooperate fully and promptly with any audit.

Section XIII: ATTACHMENTS TO THE RFA

Attachment A	Application Profile
Attachment B	DBH Statement of Certification
Attachment C	Federal Assurances
Attachment D	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
Attachment E	Certification of Applicant
Attachment F	Budget and Budget Narrative Justification Form
Attachment G	DBH Receipt

ATTACHMENT A

Government of the District of Columbia
Department of Behavioral Health (DBH)
RFA No. DBH HHI073115
DC Health Home Benefit Initiative (HHI) for Individuals with Serious Mental Illness

Applicant Profile

APPLICANT NAME and/or NAME OF COMMUNITY PREVENTION NETWORK: _____

TYPE OF ORGANIZATION: ____ Non-Profit Organization ____ For-Profit Organization
____Other:_____
_____

Federal Tax ID No.: _____
DUNS No.: _____
Contact Person: _____
Title: _____
Street Address: _____
City, State ZIP: _____
Telephone: _____
Fax: _____
Email: _____
Ward: _____
Organization Website: _____
Names of Organization Officials:
Board Chair/President: _____
Board Treasurer: _____
Chief Executive Officer/Executive Director: _____
Chief Financial Officer: _____

RFA Abstract (Limit 200 words)

Signature of Authorized Representative: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Department of Behavioral Health Statement of Certification

A. Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)

B. Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;

C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

D. Applicant/Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)

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

F. That, if required by the grant making Agency, the Applicant/Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;

G. That the Applicant/Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

H. That the Applicant/Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;

I. That the Applicant/Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

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

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

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

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

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

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

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

Q. That the Applicant/Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

_____
Applicant/Grantee Name

_____ City _____ State _____ Zip Code _____
Street Address

DC Home Health Benefit Initiative for Individuals with Serious Mental Illness
Project Name

_____
Applicant/Grantee IRS/Vendor Number

Signature: _____ Date: _____
Name and Title of Authorized Representative

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Federal Assurances

Applicant/Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 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 Applicant/Grantee assures and certifies that:

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

Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
    a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et. seq.)
    b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et. seq.)
    c) The Clean Air Act (Sub-grants over $100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85 et. seq.
    d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
    e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
    f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
    g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
    h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
    i) Executive Order 12459 (Debarment, Suspension and Exclusion)
    j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et. seq.)
    k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
    l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et. seq.)
    m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
    n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
    o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et.

seq.)

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

_____
Applicant/Grantee Name

_____ City _____ State _____ Zip Code _____
Street Address

DC Home Health Benefit Initiative for Individuals with Serious Mental Illness
Project Name

_____
Applicant/Grantee IRS/Vendor Number

Signature: _____ Date: _____
Name and Title of Authorized Representative

ATTACHMENT D

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

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

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

1. Lobbying

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

A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant 01 cooperative agreement;

B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510- **The Grantee certifies that it and its principals:**

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public

transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and

D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

F. Ensure on an on-going basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (http://exclusions.oig.hhs.gov/).

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

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

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing an on-going drug-free awareness program to inform employee's about:

1. The dangers of drug abuse in the workplace;
2. The Grantee's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
7. Abide by the terms of the statement; and
8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3 (B) (8) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Behavioral Health at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each affected grant.
10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---

    (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

(c) Making a good faith effort to continue to maintain a drug-free workplace.

11. The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

    (a) Place of Performance (Street address, city, county, state, zip code)

    (b) Drug-Free Workplace Requirements (Awardees who are Individuals)

12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

    A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

    B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

        (1) The Grant Administrator identified in the Grant Agreement; and

        (2) D.C. Department of Behavioral Health, 64 New York Avenue, NE. Washington, DC 20002 (Attn: Director-Department of Behavioral Health.

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

_____
Applicant/Grantee Name

_____ City _____ State _____ Zip Code _____
Street Address

DC Home Health Benefit Initiative for Individuals with Serious Mental Illness
Project Name

_____
Applicant/Grantee IRS/Vendor Number

Signature: _____ Date: _____
Name and Title of Authorized Representative

ATTACHMENT E

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BEHAVIORAL HEALTH (DBH)

Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding the salary and benefit expenses for the Home Health staff.

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

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

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

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

_____
Authorized Agency Representative. Print name and title.

_____
Signature

_____
Date

ATTACHMENT F

Budget and Budget Narrative Justification			
Applicant/Grantee: [Name]			
Funding Source: DC Home Health Benefit Initiative for Individuals with Serious Mental Illness			
BUDGET CATEGORY			
PERSONNEL* Salaries and Wages (If Applicable)	**POSITION**	**CSA SERVICES TOTAL**	**NARRATIVE JUSTIFICATION**
[Employee Name]	**[Position Title]**	**$**	
[Employee Name]	**[Position Title]**	**$**	
Subtotal Salaries		**$**	
Fringe Benefits		**$**	
Total Personnel & Fringe Benefits		**$**	
Consultants/Expert*		**$**	**NOT APPLICABLE FOR THIS GRANT**
Occupancy		**$**	**NOT APPLICABLE FOR THIS GRANT**
Travel and Transportation		**$**	**NOT APPLICABLE FOR THIS GRANT**
Supplies & Minor Equipment		**$**	**NOT APPLICABLE FOR THIS GRANT**
Capital Equipment and Outlays		**$**	**NOT APPLICABLE FOR THIS GRANT**
Client Costs		**$**	**NOT APPLICABLE FOR THIS GRANT**
Communications		**$**	**NOT APPLICABLE FOR THIS GRANT**
Other Direct Cost		**$**	**NOT APPLICABLE FOR THIS GRANT**
Subtotal Direct Costs		**$**	**NOT APPLICABLE FOR THIS GRANT**
Indirect/Overhead (15% Maximum) Intended for Fiscal Agent Or 10% Maximum if no Fiscal Agent		**$**	**NOT APPLICABLE FOR THIS GRANT**
Total		**$**	

ATTACHMENT G

DBH RECEIPT

RFA Title: DC Home Health Benefit Initiative (HHI) for Individuals with Serious Mental Illness

RFA No. DBH HHI073115

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

The DC DEPARTMENT OF BEHAVIORAL HEALTH IS IN RECEIPT OF

_____

(Contact Name/ Please Print Clearly)

_____

(Organization Name)

_____

(Address, City, State, Zip Code)

_____

(Telephone/Facsimile/Email)

_____

(Project Name)

$_____
(Budget Amount)

DBH USE ONLY:

Please Indicate Time: _____

ORIGINAL and _____COPIES

RECEIVED ON THIS DATE _____/_____/2015

Received By: _____