

**District of Columbia
Department of Behavioral Health (DBH)**

Pre-Application Conference



RFA Number: RM0 DCSP082222

**RFA Title: District of Columbia Opioid Response 3
(DCOR3) Grant Opportunities**

Friday, September 2nd, 2022, 11:00am-12:00pm



Send us your contact information!

Please email sari.frankel@dc.gov with your name, preferred email address, and phone number.



Request for Applications

Syringe Services Program (SSP) Outreach and Treatment Engagement:

Application Deadline:
Monday, September 26, 3:00pm E.T.



Amount of Funding and Awards (p. 2)

Competition #2 Syringe Services Program (SSP) Outreach and Treatment Engagement: This RFA will make available up to \$2,500,000 for up to 4 awards over 1 base year. Each individual grant budget should not exceed \$1,000,000.



DCOR 3 Background (p. 11)

- The District of Columbia Opioid Response (DCOR) grant is focused on increasing access to medication for opioid use disorder (MOUD) treatment, reducing unmet treatment needs, and reducing opioid overdose-related deaths in the District of Columbia through the provision of prevention, treatment, and recovery support services (RSS) to individuals with opioid use disorder (OUD) and stimulant use disorder (STUD).
- The District is building a model with multiple access points to a coordinated network of treatment and RSS providers that will collaborate around the assessment, stabilization, and ongoing treatment of individuals with OUD.
- LLDC 2.0 will continue to provide the framework for building the city-wide effort to support a comprehensive, data-driven surveillance and response infrastructure that addresses emerging trends in substance use disorders (SUD) and opioid-related overdoses; educate District residents and stakeholders on the risk of OUD and STUD and their risks, and harm reduction approaches through coordinated community efforts; support the awareness and availability of, and access to, harm reduction services in the District of Columbia consistent with evolving best and promising practices; ensure knowledge of, and equitable access to, high-quality, trauma-informed, recovery-oriented, equity-based SUD treatment; expand reach and impact of the highest quality recovery support services available and promote a recovery-oriented system of care; and implement a shared vision between justice and public health agencies to address the needs of individuals who come in contact with the criminal justice system.



Grant Purpose (p. 11-12)

- Individuals with OUD and STUD face heightened vulnerability for overdose when disconnected from treatment. Research shows that SSPs can be effective at both engaging individuals in treatment and providing harm reduction services to individuals who, for whatever reason, are not engaged in treatment or are still using drugs.*

Therefore, the goal of the SSP with MOUD grant is two-pronged:

- Provide harm reduction services in a mobile, and, if feasible, brick-and-mortar settings to prevent overdose-related death and related harms.
- Facilitate access to high-quality, low-threshold SUD treatment services for District residents who are ready to engage or re-engage in treatment.

*Kidorf M, King VL, Neufeld K, et al. Improving substance abuse treatment enrollment in community syringe exchangers. *Addiction* 2009; 104:786–795



Experience Criteria (p. 12)

All applications:

1. A not-for-profit organization located in the District of Columbia (DC) and licensed by the DC Department of Consumer and Regulatory Affairs (DCRA) to conduct business.
2. Ability to enter into an agreement with DBH requiring compliance with all governing federal and District of Columbia laws and regulations, including Substance Use Disorders and Mental Health Grants (22-A DCMR Chapter 44).

Request for Applications: Syringe Services Program (SSP) Outreach and Treatment Engagement

Eligible entities who can apply for grant funds under this RFA are/have:

- **At least one (1) year experience providing SSP services and authorized to run a Needle Exchange Program by DC Health in accordance with DC Code § 48-1103.01.**
- Experience hiring and employing individuals with lived experience.
- Demonstrated knowledge of the District's publicly-funded behavioral health system, including regulations and financing.
- Demonstrated ability to submit timely programmatic, fiscal, and data reports as designated by grant agreements or other funding sources.
- Demonstrated ability to start work within thirty (30) calendar days of award.



Target Population & Location of Services (p. 12)

Target Population

The target population is individuals in the District of Columbia with OUD and/or STUD. Specifically, this grant focuses on improving services for:

- 1) People who inject drugs (PWID);
- 2) People who face barriers to accessing traditional office-based services.

Location of Services

Services associated with this grant must take place in the District of Columbia.



Scope of Services (p. 12-13)

Services to be provided under the SSP with MOUD grant include the following:

- A. Provide harm reduction outreach services in all eight Wards of the District during business and non-business hours, including weekends, which include but are not limited to:
- 1) Distributing and administering naloxone;
 - 2) Distributing harm reduction supplies, including fentanyl test strips (FTS);
 - 3) Following up after a high number of overdoses occur in a given geographic area to share information about potential overdose risk;
 - 4) Performing wellness checks and building relationships with people who use drugs (PWUD) and their friends and family;
 - 5) Provide a weekly schedule of outreach locations, days, and times as assigned by DBH;
 - 6) Serving as a resource for behavioral health and other social services in the District, and making referrals to treatment and recovery support services as needed.



Scope of Services - cont'd (p. 12-13)

- B. Distribute naloxone and FTS to both those at highest risk of experiencing overdose (PWUD) and community members, and assist with deliveries from the Text-to-Live program;
- C. Conduct at least twice quarterly Overdose Education and Naloxone Distribution (OEND) trainings (coordinated with DBH Naloxone Coordinator) using the District's naloxone training curriculum for SSP clients and/or community members;
- D. Assist SSP clients in finding an MOUD or contingency management treatment provider and help schedule and attend intake appointments as needed;
- E. Attend community events to promote community awareness of SSP services, provide harm reduction education, and distribute naloxone;
- F. Track demographic information of service recipients and record relevant outcomes;
- G. Participate on LLDC ward-level and Harm Reduction Opioid Strategy Group calls; and
- H. Implement new tools for harm reduction as directed by DBH.



Data Collection and Reporting (p. 13)

Grantees will be required to collect, track, and report information on services provided and individuals served, including:

- A. **Monthly Reporting:** Grantee shall report on grant activities on a form/format prescribed by DBH. Grantee shall report and capture qualitative data on grant-funded activities, including challenges in the work or carrying out grant activities, new changes in client population or reports of street drug supply and descriptions of community events attended as either a participant or host, and neighborhoods of priority for outreach. SSPs must submit updated schedules on a quarterly basis. Grantees will be required to collect, track, and report information on services provided and individuals served, including, but not limited to the following data points:
- 1) Total number of outreach contacts
 - 2) Unique number of individuals served
 - 3) Basic demographics of individuals served (age, race, gender, housing status)
 - 4) Geographic areas where services were provided
 - 5) Materials distributed (naloxone, fentanyl test strips, other items as requested)
 - 6) Naloxone trainings conducted
 - 7) Referrals to SUD treatment
 - 8) Linkages to SUD treatment



Data Collection and Reporting – cont'd (p. 13)

- B. Annual Reporting: On an annual basis, the grantee will be expected to provide summary data on:
- 1) Basic demographic information of individuals served
 - a) Race breakdown
 - b) Age distribution
 - c) Gender breakdown
 - d) Housing status
 - e) Neighborhood or zip code where services were provided
 - 2) Scope of services provided
 - a) Total number of outreach contacts
 - b) Unique number of clients served
 - c) Supplies distributed (including naloxone kits and FTS)
 - d) Referrals to treatment
 - e) Linkages to treatment
- C. Evaluation: The grantee will also complete an evaluation plan. The evaluation plan may be developed in collaboration with DBH upon award.



Data Collection and Reporting – cont'd (p. 13)

Data Collection and Tracking

- A. Grantees will be responsible for ensuring that all individuals receiving services under this funding opportunity are offered overdose prevention resources and education and referrals to SUD treatment as appropriate. This grant should serve as a low-barrier program and not require extensive documentation or identification to access SSP services and should not refuse services to individuals for failure to show up to appointments.

- B. Grantees must be able to track the cost of all expenditures provided, billed, and reimbursed.



Application Requirements



Application Requirements (p. 8-9)

A complete DBH RFA Application Package shall include the following:

- Notice of Eligibility and Experience Requirements (Attachment A)
- Application Profile (Attachment B)
- **Project Abstract (Attachment B)**
- Table of Contents
- **Project Narrative**
- **Work Plan (Attachment C)**
- **Staffing Plan (Attachment D)**
- **Budget and Budget Justification (Attachment E)**
- Advance Payment Request Form (Attachment F)
- Letters of Agreement
- Organizational Required Documents:
 - Business License
 - Certificate of Clean Hands
 - IRS Tax-Exempt Determination Letter (for nonprofits only)
 - IRS 990 Form from most recent tax year (for nonprofits only)
 - IRS W-9 Form, if applicable
 - Audited Financial Statements
 - Separation of Duties Policy
 - Board of Directors
 - Active UEI Number (Unique Entity ID via System for Award Management (SAM))
 - Partner Document(s) (if applicable)
 - Proof of Insurance for Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker’s Compensation.
- General Terms and Conditions (Attachment 1)
- Assurances, Certifications, & Disclosures (Attachment 2)
- Program Income and Financial Disclosure (Attachment 3)
- DC Contribution and Solicitation Certification (Attachment 4)
- Federal Assurances and Certifications (Attachment 5)
- Special Terms of Award Funding (Attachment 6)
- DC Tax Certification (Attachment 7)
- Sub Grantee Single Audit Certification (Attachment 8)
- DBH Grant Terms and Conditions (Attachment 9)



Project Narrative – Organizational Capacity (p. 14)

Project Narrative – up to ten (10) pages

A. Organizational Capacity

Applicants should include the following information to highlight their experience and capacity:

- 1) Mission and structure of organization
- 2) Scope of drug user health activities provided in an office setting
- 3) Scope of drug user health activities provided in a mobile setting
- 4) Target population, including sub-populations (e.g. veterans, unhoused, LGBTQ+)
- 5) Experience and capacity providing harm reduction services
- 6) Experience and capacity providing referrals and linkage to SUD treatment



Project Narrative – Project Need (p. 14)

B. Project Need

This section should describe the need for the specific approach outlined in the Project Description. The description should be based on the organization's own research and data (e.g., describe the areas of the District where overdose incidence is the highest and access to resources is lowest, unmet need in the community in for mobile SSP services) with reference made to publicly available sources of needs assessment data where applicable.



Project Narrative – Project Description (p. 14)

Project Description (align to Work Plan, Attachment D)

Applicants should describe:

- 1) Clearly defined measurable goals, objectives, and anticipated outcomes, and tracking systems to manage them;
- 2) Proposed plan for expanding SSP coverage to weekday evening and weekend hours and responding to identified overdose clusters;
- 3) A timeline for implementation that clearly defines milestones, inclusive of startup;
- 4) Naloxone and fentanyl test strip training and distribution plan;
- 5) Clearly explain how proposed interventions expand resources, capacity, or practice beyond current clinic procedures and operations.
- 6) Describe any potential challenges and contingency plans for addressing concerns related to circumstances that may arise; and,
- 7) Describe the organization's plan to be fully operational within thirty (30) calendar days of the new grant agreement.



Project Narrative – Project Evaluation (p. 14-15)

The applicant must include clear, quantitative goals and objectives for the grant period and present a sound and feasible evaluation plan to assess those goals. The section should describe the applicant’s plan to evaluate the initiative. The description should include the proposed targets for the following:

- 1) responding to overdose clusters as identified by DBH or other government partners
- 2) Amount of naloxone distributed per month
- 3) Amount of fentanyl test strips (FTS) distributed per month
- 4) Community naloxone trainings provided (also open to clients)
- 5) Number of individuals referred to treatment
- 6) Number of individuals successfully linked to treatment

The grantee should also outline the process measures and targets it will use to track State Opioid Response Program services delivered under the grant. The section should also briefly describe the infrastructure that will support evaluation activities.

The grantee may propose additional outcome measures specific to their project, subject to DBH approval.



Project Attachments - Project Abstract (p. 15)

A. Project Abstract (up to 1 page)

A one-page project abstract is required (see **Attachment B**). Please provide a one-page abstract that is clear, accurate, concise, and without reference to other parts of the Project Narrative. The project abstract must be written on 8 ½ by 11-inch paper, 1.0 spaced, Arial or Times New Roman font using 12-point type (10-point font for tables and figures) with a minimum of one-inch margins, limited to one page in length, and include the following sections (no template provided):

- I. Project Description:** Briefly outline how the organization will implement the project in service of the goal and objectives.
- II. Performance Metrics:** Outline the key outcome and process metrics and associated targets that will be used to assess grantee performance.



Project Abstract - Work Plan and Staffing Plan (p. 15)

Work Plan

- B. The work plan template (see **Attachment C**) provided by DBH is required. The work plan describes key activities and tasks to successfully deliver the State Opioid Response Program scope of services and aligns with the Project Description narrative under Application Requirements. The activities and tasks should be organized chronologically, and each should have an identified responsible staff, target completion date, and associated output.

Staffing Plan

- C. The applicant's staff plan template (see **Attachment D**) provided by DBH is required. The staffing plan should describe staff duties, qualifications, and the percent of time to be spent on project activities, and whether the time will be charged to the grant. The plan should clearly indicate which staff positions will need to be hired. Staff CVs, resumes, and position descriptions shall be submitted and will not count towards the page limit. Staffing should include, at a minimum, the program director responsible for the oversight and day-to-day management of the proposed program; staff responsible for service delivery; staff responsible for monitoring programmatic activities and use of funds; and staff responsible for data collection, quality and reporting.



Work Plan Template - not counted in page limit (p. 32)

Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration	Fiscal Year XX											
					OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Goal 1: Directions: State clearly the goal your program/project will pursue to address the issues identified.																
Objective 1: <i>Directions: Provide key activity which will directly contribute to the project goal.</i>	<i>Directions: Name the key actions to be implemented to achieve this objective.</i>	<i>Directions: List the results you expect to achieve which directly contribute to the objective for the goal identified.</i>	<i>Directions: Indicate the staff member, group, or other person responsible for overseeing the activity.</i>	<i>Directions: Indicate the duration of the activity (for example, 2 weeks, 3 months, etc.). Next, put an 'X' in the corresponding month(s) this activity will occur.</i>												
Objective 2:																
Objective(s)	Actions/Activities	Results	Person(s) Responsible	Duration	Fiscal Year XX											
					OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Goal 2:																



Staffing Plan Template - not counted in page limit (p. 33)

Position Title	Staff Name	Education / Experience Qualifications	Resume or CV Included	General Responsibilities	Annual Salary	Percent FTE	Amount Requested
Project Director	Janet Doe	PMP Certification, 2019	Yes	Oversee all operations of the project	\$64,890	10%	\$6,489

The staffing plan provides a presentation and justification of all staff required to implement the project. The staffing plan needs to identify the total personnel who will be supported under grant funding and include resumes or curriculum vitae. Include the following elements in the staffing plan:

1. Position Title (e.g., Chief Executive Officer)
2. Staff Name (**Note: If the individual has not been identified to occupy this position, please indicate "To Be Determined"**)
3. Education/Experience Qualifications
4. General Responsibilities
5. Annual Salary
6. Percentage of Full Time Equivalent (FTE) for staff involvement
7. Amount Requested (list the DBH grant funds requested for each position)



Project Abstract – Project Budget and Justification (p. 16)

Project Budget and Justification

D. The application should include a project budget (see **Attachment E**) with justification using the provided template. The project budget and budget justification should be directly aligned with the work plan and project description. All expenses should relate directly to achieving the key grant outcomes of providing harm reduction services in a mobile, and, if feasible, brick-and-mortar settings to prevent overdose-related death and related harms; and facilitating access to high-quality, low-threshold substance use disorder treatment services for District residents who are ready to engage or re-engage in treatment.

The budget should reflect a 12-month budget prorated for an 11-month period. Personnel charges must be based on actual, not budgeted labor. Salaries and other expenditures budgeted for in the grant must be for services that will occur during the 12-month budget prorated for 11-month grant period.



Detailed Project Budget and Narrative Justification - not counted in page limit (p. 34-41)

Provide the total proposed project period and funding as follows:

This form is used to apply to DBH grant programs, as it explains how costs were estimated and justifies the need for the cost. This narrative includes descriptive tables for clarification purposes. Applicants must submit budgets based upon the total estimated costs for the project including all known funding sources. Applicants should also refer to 2 CFR § 200, (Uniform Administrative Requirements, Subpart E - Cost Principles, and Audit Requirements for Federal Awards), and 45 CFR § 75 (Administrative Requirements & Cost Principles) cited within these instructions.

Funding Source: RFA RMD MAX082522		Project Title: Operation Streamline Processes						
Proposed Project Period:	Start Date: 10/1/2022	End Date: 9/30/2023						
A. PERSONNEL (SALARY AND WAGES) <i>2 CFR §200.430(b) Compensation - Personal Services</i>		2 CFR §200.430(b)	45 CFR §75.400					
DESCRIPTION - A. PERSONNEL (SALARY AND WAGES)		CALCULATION						
Position	Name	Key Staff	Annual Salary	% Level of Effort (LOE)	Total Salary Cost	Requested Advance	In-Kind Salary Total	
Project Director	John Doe	Yes	\$ 64,890.00	45%	\$ 29,200.50	\$ 10,000.00	\$ -	
Grant Manager	Scrooge McDuck	Yes	\$ 55,000.00	55%	\$ 30,250.00	\$ 10,000.00	\$ -	
Program Director	Julie Doe	Yes	\$ 60,000.00	100%	\$ 60,000.00	\$ 15,000.00	\$ -	
Community Outreach Specialist	Vacant	Yes, In-Kind	\$ 35,000.00	100%	\$ 35,000.00		\$35,000.00	
		Choose...			\$ -		\$ -	
		Choose...			\$ -		\$ -	
		Choose...			\$ -		\$ -	
		Choose...			\$ -		\$ -	
		Choose...			\$ -		\$ -	
		Choose...			\$ -		\$ -	
A justification must be provided for each item listed in any category.					REQUEST	\$ 154,450.50	\$ 35,000.00	\$ 35,000.00



Project Budget – Restrictions (p. 16-17)

Per the terms of the grant award, receipt of funds is contingent upon the following terms:

- 1) SOR3 funds shall be used to fund services and practices that have a demonstrated evidence-base, and that are appropriate for the population(s) of focus.
- 2) SOR3 funds shall not be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, e.g., HHS (CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA) and non-federal funds, 3rd party insurance, and sliding scale self-pay among others.
- 3) SOR3 funds for treatment and recovery support services shall only be utilized to provide services to individuals with a diagnosis of an OUD and/or STUD or to individuals with a demonstrated history of opioid and/or stimulant overdose problems.
- 4) Sub-grantees are expected to report data as required in the Funding Opportunity Announcement and to fully participate in any SAMHSA-sponsored evaluation of this program. All required Government and Performance Results Act (GPRA) data for each client served must be provided to DBH within SAMHSA-specified timelines. The submission of these data is a requirement of funding and continued funding.
- 5) Sub-grantees are required to make use of the SAMHSA-funded Opioid Technical Assistance/Training (TA/T) resources to assist in providing training and technical assistance on evidence-based practices to healthcare providers in your state who will render services to treat OUD in individuals seeking treatment and recovery services. Although workforce development is an allowable use of grant funds, SAMHSA expects that priority will be given to service provision and prevention activities. Recipients will be expected to utilize the training and education resources which SAMHSA provides at no cost to the grant.
- 6) Sub-grantees are required to track funding of activities by providers and be prepared to submit these data to DBH upon request.



Project Budget – Restrictions cont'd (p. 16 -17)

- 7) Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase, or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.
- 8) Grant funds may not be used to pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.
- 9) Grant funds may not be used to pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to \$75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.)
- 10) Grant funds may not be used to provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- 11) Grant funds may not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.
- 12) Pantry items are allowable for communal style, recovery house settings. Items must be within house and proportionately charged by residents in the house setting. Grant funds may not be used for externally prepared meals (i.e. take-out orders, in-restaurant dining.)
- 13) Consolidated Appropriations Action, 2017 (Public Law 115-31) Division H, Section 520, notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. Provided, that such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.



Project Budget and Justification – cont'd (p. 17)

The following categories and descriptions should be covered in the Budget/Justification:

- i. Personnel:** Include the title of the position, name (or indicate vacancy), annual salary and level of effort (percentage of time) dedicated to this project.
- ii. Fringe:** Provide the position, name (or indicate vacancy), total fringe benefit rate used.
- iii. Travel:** Only local travel related to the (insert name of project/effort) and for the project staff will be approved in the grant budget. Provide purpose, destination, and type of travel.
- iv. Equipment:** Provide the item, quantity, amount, and percent charged to the grant.
- v. Supplies:** Include the items being requested and rate. Description should also include how the supplies directly support the project.
- vi. Contractual:** Provide the name of entity and identify whether it's a sub-recipient, contractor, consultant, or service. Also provide the entity's rate.
- vii. Other Direct Costs:** List any costs not included in any of the other cost categories.
- viii. Indirect Costs:** Indirect costs should not exceed 10% of direct costs, unless the organization has a negotiated indirect cost rate agreement (NICRA). Please reference 45 CFR §75.414.
- ix. Program Income:** If the possibility of generating program income as a result of DBH funding exists, list source and amount as budget line items.



Project Budget - Applicant's Indirect Cost Calculation (p. 18)

An Applicant may include its indirect costs in its budget calculation. (See the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
 - a. 10% of the grant's direct costs;
 - b. A new negotiated rate with DBH;
 - c. The same indirect rate that it has used with any District agency in the past 2 years; or
 - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute required DBH to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a nonprofit subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Attachment-1. General Terms & Conditions, Establishing and Managing Subgrant, #8)

Federal rules always control for federal funding. For federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.



Additional Documents



Advances & Letters of Agreement (p. 18)

E. Advances

An applicant seeking an advance, must submit a completed Advance Payment Request form signed by the organization's Chair of the Board of Directors and Executive Director, or equivalent positions. Applicants must detail the amount requested per budget category in the budget and justification (see Attachment F). No advance payment will be considered without prior official request and DBH approval.

F. Letters of Agreement

Applicant must submit all letters of agreement, from other agencies and organizations that will be actively engaged in the proposed project (no template provided).



Advance Payment Request Template - not counted in page limit (p. 42)

Department of Behavioral Health ADVANCE PAYMENT REQUEST FORM		
I. GRANTEE AND GRANT IDENTIFICATION		
Organization/Applicant Name:		
RFA No.:		
RFA Title:		
II. FUNDING AWARD & ADVANCE		
Total Award: \$	Advance Requested: \$ <small>(Amount allowed is the lesser of the first 30 days or 25% of the award)</small>	Percent of Total Award: ()%
1. An applicant responding to a RFA shall identify in the application the need for an advance payment and acknowledge that, if selected, provide the information requested as part of the advance payment request. 2. The advanced funds shall be spent by the awarded grantee within the same DC Government fiscal year during which the advance is made. 3. Only one advance payment can be made per grant each fiscal year. If the awarded requests a second advance for a subsequent fiscal year, each advance shall be reviewed for approval. 4. The use of an advance payment shall be consistent with all terms and conditions of the grant.		
III. ADVANCE PAYMENT SPENDING PLAN/TIMELINE NARRATIVE If attached separately, it must be signed by the representatives identified in section V of this form.		
IV. TERMS AND CONDITIONS		
The applicant must submit a statement of need for the specified amount of advance payment (please attach and sign).		
The applicant must submit documentation of the use of advanced funds (invoices, receipts, payroll documentation, etc.) to the DBH grant project director and/or fiscal monitor before the end of the grant performance period, or sooner, if explicitly requested by the DBH grant project director. The approved awardee must use the advanced funds in accordance with all the terms and conditions of the grant award.		



Business License and Certificate of Clean Hands (p. 18-19)

G. Business License

The applicant must submit a current business license with Active Charitable Solicitation and Certificate of Occupancy issued by the District of Columbia Department of Consumer and Regulatory Affairs. If the applicant does not have a current license, a copy of the business license application and receipt filed before the due date of the grant application must be submitted.

H. Certificate of Clean Hands

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. Each applicant must submit a current Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR). A Certificate of Clean Hands can be requested via OTR's online portal, <https://mytax.dc.gov/>. DBH requires that the submitted Certificate of Clean Hands reflect a date within a 60-day period immediately preceding the application's submission. Self-Certification and Certificates of Good Standing will not be accepted.



Tax Exempt Letter, IRS 990 & IRS W-9 (p. 19)

I. IRS Tax-Exempt Determination Letter (for nonprofits only)

The applicant must submit the organization's determination or affirmation letter approving and/or confirming the tax-exempt status. Please see <https://www.irs.gov/charities-nonprofits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letterfrom-irs> for more information. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption letter because the organization is a religious organization, then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations).

J. IRS 990 Form from most recent tax year (for nonprofits only)

The applicant should provide its most recent IRS Form 990 tax return from the most recent tax year. Please see <https://www.irs.gov/forms-pubs/about-form-990> for more information. If no return has yet been filed, the organization can submit its application for tax-exempt status.

K. IRS W-9 Tax Form (if applicable)

If the applicant is not a current vendor (receiving funding) from the Department of Behavioral Health, the applicant must submit a completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). The form can be found at <https://www.irs.gov/pub/irspdf/fw9.pdf>



Project Abstract – Attachments (p. 19-20)

L. Audited Financial Statements

If the applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the applicant must provide the Organizational Budget, Income Statement (Profit and Loss Statement) and Certified Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before date of grant application.

M. Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- i. Describe how financial transactions are handled and recorded;
- ii. Provide the names and titles of personnel involved in handling money;
- iii. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- iv. Address other limits on staff and board members' handling of the organization's money.



N. Board of Directors

The applicant must submit a separate official list of the current board of directors. This document must be on applicant's letterhead, signed and dated by the certified official from the Board (not the Executive Director).

O. Unique Entity Identifier (UEI) and Active SAM Registration

Applicants must have a UEI and an active registration in the System of Award Management (www.sam.gov). To provide evidence of this registration as part of the application package, a copy of the applicant's SAM Entity Overview shall be submitted. If awarded funding, documentation of an active UEI is required.



Project Abstract – Attachments (p. 20)

P. Partner Documents (not counted in page limit)

If applicable, the applicant must submit the partnering organization's Certificate of Clean Hands from the DC Office of Tax and Revenue (OTR) and documentation of the partner's tax-exempt status.

Q. Proof of Insurance for: Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation (not counted in page limit)

The applicant must provide in writing the name of all its insurance carriers and type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, worker's compensation insurance carrier), fidelity bond holder (if applicable), and before execution of the grant award, a copy of the binder or cover sheet of the current policy for any policy that covers activities that might be undertaken in connection with performance of the grant award, showing the limits of coverage and endorsements.

All policies, except the Worker's Compensation, Errors and Omissions, and Professional Liability policies that cover activities that might be undertaken in connection with the performance of the grant award shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the grant award. The applicant shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.



Evaluation Criteria



Application Scoring (p. 20-21)

Indicators have been developed for each review criterion to assist the applicant in presenting pertinent information and to provide the reviewer with a standard for evaluation. The five review criteria are outlined below with specific detail and scoring points. These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review.

Criterion 1 – Capacity (Total of 30 Points)

Criterion 2 – Need (Total of 15 Points)

Criterion 3 – Strategic Approach (Total of 35 Points)

Criterion 4 – Evaluation (Total of 10 Points)

Criterion 5 – Project Budget and Justification (Total of 10 Points)



Evaluation Criterion 1 (p. 20-21)

Capacity (Corresponds to Organizational Capacity Section) – 30 points

- 1) Describes the mission and structure of the organization, and scope of current activities; (6 points)
- 2) Describes relevant experience in providing SSP services in mobile and office-based settings; (6 points)
- 3) Describes the staff who will work on this initiative, including anyone who will be hired to run or provide oversight of the initiative; (6 points)
- 4) Describes the record management systems in place to track patients and their outcomes; (6 points)
- 5) Describes any past involvement in District-funded efforts or initiatives to provide care for the target population. (6 points)



Evaluation Criterion 2 (p. 21)

Need (Corresponds to Project Need Section) – 15 points

- 1) Describes the need to implement strategies to provide low-barrier harm reduction services to PWUD, including those who may not be able to access services in traditional office-based settings (5 points)
- 2) Describe needs specific to the District of Columbia, including geographic areas of highest need and a plan to provide services in those locations, and cites data accordingly. (10 points)



Evaluation Criterion 3 (p. 21)

Strategic Approach (Corresponds to Project Description Section) – 35 points

- 1) Defines measurable goals, objectives, and anticipated outcomes, and tracking systems to manage them; (5 points)
- 2) Includes a timeline for implementation that clearly defines milestones, inclusive of startup; (10 points)
- 3) Includes a plan to reduce barriers to treatment entry for prospective MOUD/contingency management patients; (5 points)
- 4) Includes a plan to integrate expanded drug-checking services into SSP workflow (5 points)
- 5) Explains how proposed interventions expand resources, capacity, or practice beyond current clinic procedures and operations; (5 points)
- 6) Describes any potential challenges and contingency plans for addressing concerns related to circumstances that may arise; and (3 points)
- 7) Describes the organization's plan to be fully operational within thirty (30) calendar days of the new grant agreement. (2 points)



Evaluation Criterion 4 (p. 21)

Evaluation (Corresponds to Project Evaluation Section) – 10 points

- 1) Includes clear, quantitative goals and objectives for the grant period (5 points)
- 2) Presents a sound and feasible evaluation plan to assess those goals and includes proposed targets for the following key grant outcomes, at minimum (5 points):
 - a) Total number of individuals served
 - b) Unique number of individuals served
 - c) Number of individuals referred to treatment
 - d) Number of individuals successfully linked to treatment
 - e) Number of naloxone kits and FTS distributed
 - f) Number of individuals trained in naloxone administration



Evaluation Criterion 5 (p. 21)

Project Budget and Justification (Corresponds to Budget Narrative Section) – 10 points

- 1) Provides a budget and budget narrative justification of the items included in their proposed budget (5 points)
 - a) **Including a plan to purchase syringes with a funding source that is not the SOR grant**
- 2) Budget costs are reasonable and allocable to proposed activities (5 points)



Application Submission



Application Preparation & Submission – (p. 22)

Only one (1) application per organization will be accepted, unless multiple competitions included in a single RFA allow multiple submissions per competition by one organization. An application package consists of:

- An Application Profile
- Table of Contents
- Project Narrative
- Project Budget and Justification
- All related Attachments



Application Preparation & Submission cont'd - (p. 22-23)

Application Package

The following attachments are not included in the Eleven (11) pages page limit:

- A. Notice of Eligibility and Experience Requirements (**Attachment A**)
- B. DBH Application Profile (**Attachment B**)
- C. Table of Contents – Lists major sections of the application with quick reference page indexing. Failure to include an accurate Table of Contents may result in the application not being reviewed fully or completely.
- D. Work Plan (**Attachment C**)
- E. Staffing Plan (**Attachment D**)
- F. Project Budget and Justification (**Attachment E**)
- G. Advance Payment Request Form (**Attachment F**)
- H. Letters of Agreement
- I. Business License
- J. Certificate of Clean Hands
- K. IRS Tax-Exempt Determination Letter (for nonprofits only)
- L. IRS 990 Form from most recent tax year (for nonprofits only)
- M. IRS W-9 Form, if applicable
- N. Audited Financial Statements
- O. Separation of Duties Policy
- P. Board of Directors
- Q. Active UEI Number (Unique Entity ID via System for Award Management (SAM))
- R. Partner Document(s) (if applicable)
- S. Proof of Insurance for Commercial, General Liability, Professional Liability, Comprehensive Automobile and Worker's Compensation.
- T. General Terms and Conditions (**Attachment 1**)
- U. Assurances, Certifications & Disclosure (**Attachment 2**)
- V. Program Income and Financial Disclosure (**Attachment 3**)
- W. DC Contribution and Solicitation Certification (**Attachment 4**)
- X. Federal Assurances and Certifications (**Attachment 5**)
- Y. Special Terms of Award Funding (**Attachment 6**)
- Z. DC Tax Certification (**Attachment 7**)
- AA. Sub-Grantee Single Audit Certification (**Attachment 8**)
- BB. DBH Grant Terms and Conditions (**Attachment 9**)



Application Preparation & Submission cont'd - (p. 23)

The following attachments are included in the Eleven (11) pages page limit:

- A. Project Abstract – **1 page** (found in **Attachment B**)
- B. B. Project Narrative – **10 pages**

Submission

No applications will be accepted by fax, on-site and/or in-person.

Applications are due to be submitted electronically **Monday, September 26, 2022, no later than 3:00 PM, Eastern Time (ET), to DBH.**

Applications must only be emailed to the DBH Grants Inbox, (DBH.Grants@dc.gov). Each email must be clearly labeled in the “Subject” line with the organization’s name, DBH RFA number, and competition name where applicable. Next, as the 1st line of the email, the project’s name, selected geographic designation, and File number attached shall be listed. **No other information or questions should be included in the application submission emails.**



Application Preparation & Submission – cont'd (p. 23-24)

To ensure receipt of a complete application do not send ZIP files, as they will not be accepted. Proper submission requires the applicant to attach all files as PDFs and split documents within each as follows:

- i. File #1 – (**Attachments A-B**) Notice of Eligibility and Experience Requirements, Applicant Profile, Abstract, Table of Contents, and Project Narrative.
- ii. File #2 – (**Attachments C-E**) Work Plan, Staffing Plan, and Budget & Budget Justification
- iii. File #3 – Letters of Agreement, Partner Documents, Business License, Active UEI Number, Certificate of Clean Hands, IRS Tax Exemption Letter, IRS W-9 Form, and IRS 990 Form.
- iv. File #4 – Audited Financial Statements, Separation of Duties Policy, and Board of Directors.
- v. File #5 – (**Attachment F & Attachments 1-9**) Advance Payment Request Form (if applicable), Attachment 1*, Attachment 2*, Attachment 3*, Attachment 4*, Attachment 5*, Attachment 6*, Attachment 7*, Attachment 8*, and Attachment 9*. ***These Attachments are in a fillable PDF. Complete the PDF, “Save” and send PDF.**

Applications received at or after **Monday, September 26, 2022, 3:01 PM ET**, will not be accepted as a submission. Any additions or deletions to a submitted application will not be accepted. If you are able to email all five PDF files at one time, please feel free. Sending multiple emails with one PDF file each is acceptable.

Application must be labeled and completely packaged for receipt by DBH. Unidentified emails of applications will not be accepted. Application submissions will be confirmed according to the date and time received in the Grants inbox. An automated email message will be sent to the submitting email address confirming only the “**receipt**” of that submission. You may not request updates to the “**status**” of a submission, as DBH will notify applicants of results after the review panel has closed.



Applicable Terms and Conditions (p. 6-7)

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) and to all awards, if funded under this RFA:

- Eligible applicants must have the ability to enter an agreement with DBH requiring compliance with all governing federal and District of Columbia laws and regulations, including Substance Use Disorders and Mental Health Grants (22-A DCMR Chapter 44).
- Funding for a DC DBH award/sub-award is contingent on DBH's receipt of funding (local or federal) to support the services and activities to be provided under this RFA.
- The RFA does not commit DBH to make an award.
- DBH may suspend or terminate any RFA pursuant to its own grant making rule(s) or any applicable federal law, regulation, or requirement.
- Individual persons are not eligible to apply or receive funding under any DBH RFA.
- 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. An application will be rejected if it does not comply with eligibility requirements outlined in the RFA. DBH shall notify the applicant if it rejects that applicant's proposal for review.
- DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g., Serve DC, DBH Website).
- 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. No funds already awarded to the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of this application.



Applicable Terms and Conditions – cont'd (p. 6-7)

- 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.
- DBH shall determine an applicant's eligibility by way of local and federal registries for excluded parties, searches and documents, and certifications submitted by the applicant.
- Any entity registering to do business with the government in terms of contracts or grants and assistance awards is required to have a Unique Entity Identification (UEI) number prior to award. UEI's are issued by the federal System for Award Management (SAM) and are a part of an entity's record.
(<https://sam.gov/content/home>).
- DBH reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period.
- 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.
- If funded, the applicant will receive a Notice of Grant Award (NOGA), which shall incorporate the requirements of this RFA and identify the project period and budget period.
- Continuation funding, if awarded, shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility, and determination that the continued funding and activities is in the best interest of the District of Columbia.
- OMB 2 CFR Part 200 (effective December 26, 2014) and 45 CFR Chapter 75, and Title 22A, D.C. Municipal Regulation, Chapter 44, apply to all grants issued under this RFA.
- 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.



Helpful Tips

- Please use the **RFA Checklist** (p. 8-9)
- Make sure to follow all the instructions in the RFA.
- Adhere to Application Requirements
 - Follow “Proposal Format and Content” (p. 8)
 - Include Required Documentation (p. 8)
 - Include completed and/or signed Attachments A-F (p. 28-43)
 - Include Current Business License
 - Number all pages in your application



Helpful Tips

Use the **Budget Justification & Narrative Form** (Attachment E) to prepare a line-item budget with your proposed costs.

- Budget Period: **DATE**
- Total Budget: **AMOUNT**
- **Include breakdown in detail for Other Direct Cost.**
- If a **Fiscal Agent** is used, **no more than 10%** of the total budget may be used for their fee.
- **10% is the maximum allowable Indirect Cost/Overhead.**
- If you have a **Negotiated Indirect Cost Rate Agreement (NICRA)** with the Federal Government, include a copy with your budget.



More Helpful Tips

Visit the **Office of Partnerships and Grant Services** website <http://opgs.dc.gov/> to download the RFA & Attachments A-F

- From the Navigation Bar, click on **“Information”**
- From the Drop-down menu, click on **“District Grants Clearinghouse”**
- **Scroll down the chart until you see the RFA:**
RFA Title: District of Columbia Opioid Response (DCOR) Grant Opportunities
- Click on RFA (PDF format)
- Click on **“Attachments”** (Word format)



More Helpful Tips

Once your application is ready for submission, remember to:

- **Meet the submission deadline** – September 26, 3:00p.m. ET
- Applications must only be emailed to the DBH Grants Inbox, (DBH.Grants@dc.gov). Each email must be clearly labeled in the “Subject” line with the organization’s name, DBH RFA number, and competition name where applicable. Next, as the 1st line of the email, the project’s name, selected geographic designation, and File number attached shall be listed. No other information or questions should be included in the application submission emails.



Questions



Contact Information

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PLEASE REMEMBER TO SEND YOUR CONTACT INFO TO Sari Frankel!

