REQUEST FOR APPLICATIONS

Diaper Bank Grant Program

Open Date: December 15, 2025

Close Date: January 14, 2026 at 4:00 PM Eastern Time

Department of Health Care Finance
441 4th St. NW, Suite 900S
Washington, DC 20001
TEL: (202) 442-5988

LATE APPLICATIONS WILL NOT BE ACCEPTED

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Section I: Funding Opportunity Description

A) Background

The mission of the Government of the District of Columbia's (DC) Department of Health Care Finance (DHCF) is to improve the health outcomes of District residents by providing access to comprehensive, cost-effective, and quality health care services. As the single State Medicaid Agency, DHCF administers the Medicaid program and the State Child Health Insurance Program (CHIP). DHCF also administers the locally-funded Health Care Alliance for Adults and Children (Alliance). Through these programs, DHCF provides health care services to children, adults, elderly and persons with disabilities who have low-income. Around 300,000 District residents receive health care coverage through DHCF's Medicaid, CHIP, and Alliance programs.

Diapers are essential to healthy development as they keep infants and toddlers clean and dry. Diapers are basic essentials for infants and toddlers, with infants using eight to ten diapers a day, and toddlers using approximately six to eight diapers per day. According to the National Diaper Bank Network, a sufficient supply of diapers for one child can cost a family between $80 to more than $100 a month,[1] and almost half of U.S. families struggle to provide clean diapers for their children.[2]

The only federal assistance program that can be used for diapers is the Temporary Assistance for Needy Families program (TANF), but TANF must cover many other expenses, including heat, electric and water bills; rent; clothing; transportation; and other basic needs, leaving little money to purchase enough diapers to keep a child clean, dry, and healthy. Except in the case of diagnosed incontinence, DHCF's programs do not cover the cost of diapers for infants and toddlers.

B) Program Description

This Request for Applications (RFA) seeks applications for one (1) grant of up to $500,000 to provide funds for the purchase and distribution of free diapers to eligible parents and legal guardians with infants three years of age and under.

For the purposes of this grant, "eligible parent" shall include the natural parent, adoptive parent, or legal guardian of an infant that is 3 years of age or under that currently resides in the District and is in a family that is eligible for one of the following District of Columbia assistance programs: Medicaid; DC Healthy Families; Health Care Alliance for Adults and Children; Health DC Plan; Emergency Rental Assistance Program; Housing Choice Program; Low Income Home

[1] National Diaper Bank Network. (June 2024). Fast Facts on #DiaperNeed. https://nationaldiaperbanknetwork.org/wp-content/uploads/Fast_Facts_DiaperNeed_June2024.docx.pdf.
[2] National Diaper Bank Network. (2025). The NDBN Diaper Check 2024: Diaper Insecurity among U.S. Children and Families. nationaldiaperbanknetwork.org/the-ndbn-diaper-check-2024.

Energy Assistance Program; Special Supplemental Nutrition Program for Women, Infants, and Children; Supplemental Nutrition Assistance Program; Temporary Assistance for Needy Families Program; and Unemployment Insurance. "Eligible parents" shall also include the natural parent, adoptive parent, or legal guardian of an infant that is 3 years of age or under that currently resides in the District and is residing in an emergency shelter, temporary shelter, permanent supportive housing, or transitional housing, or is utilizing the services of the qualified organization or their affiliated partner organizations.

C) Program Benefits

This grant will improve the health and well-being of eligible District families by providing the resources necessary to keep their infants and toddlers clean and dry. It will fill a current gap in available assistance for families in need.

D) Purpose of RFA

The purpose of this RFA is to solicit applications from qualified organizations to select a grantee for the Diaper Bank Grant Program.

E) Key Dates and Information

RFA release	Monday, December 15, 2025
Pre-application meeting	Monday, December 22, 2025 at 11:00 a.m. Eastern Time via Microsoft Teams or call in (audio only) at 202-594-9550 with phone conference ID: 227 579 749#
Deadline to submit written questions to lisa.gilmore1@dc.gov	Tuesday, December 23, 2025 by 4:00 p.m. Eastern Time
Answers to questions available at https://dhcf.dc.gov/page/dhcf-grant-opportunities	On or before Tuesday, December 30, 2025
Application due	Wednesday, January 14, 2026 by 4:00 p.m. Eastern Time
Award announcement (expected)	Friday, February 13, 2026
Grant start and end dates	Award date to September 30, 2026

Section II: Award Information

The total amount of funds available is up to five hundred thousand dollars ($500,000.00). DHCF will award one (1) grant in the amount of up to $500,000.00. The grant period will be the date of award to September 30, 2026.

Please note, respondents to the RFA will be permitted to sub-grant a portion of the work set forth under this RFA. For the purposes of this award, a sub-grant includes any legally-binding

agreement between an awardee and sub-grantee. Please note this is the only opportunity to request sub-grant funding for the services funded under this RFA.

Section III: Eligibility Information

A) Qualified Organization

Applicants must meet the following eligibility requirements to apply for this grant:

1. Be organized under the District of Columbia Non-Profit Corporation Act (D.C. Official Code, sec. 29-401 et *seq.*) or organized as a Non-Profit organization in the jurisdiction where the entity is incorporated.
2. Have the authority to enter into an agreement with DHCF and be in compliance with applicable District of Columbia laws and regulations.
3. Be a registered organization in good standing with the DC Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and the Internal Revenue Service (IRS), and demonstrate Clean Hands certification at the time of application. Applicants will be disqualified if any participating organization or any proposed staff have pending investigations, exclusions, suspensions, or debarment from any federal or District health care program or any overpayment from DHCF.
4. Have a demonstrated record of administering a diaper bank or diaper program that collects or purchases diapers and other hygiene products for infants, children, or adults and regularly distributes diapers.
5. Have an operating budget that includes the purchase of diapers and is approved by the organization's board of directors or other governing body.

Sub-grants are permitted for qualified organizations. Applicants who plan to sub-grant shall submit a sub-grantee plan as part of their response, including a signed letter of commitment from sub-grantees. Sub-grantees that are working to support the grant aims as described in this RFA are subject to all requirements described in Section III and must provide the applicant any documents and reports necessary for the applicant to fulfil all reporting requirements described in Section VI C. Sub-contractors that are simply providing supplies or services are not required to possess a certificate of good standing from DLCP.

B) Administrative Criteria

To be considered for review and funding, applications shall meet all of the administrative criteria listed below. ***Failure to meet any one of the following criteria may mean the application is ineligible for further review and award***.

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section IV.C of the RFA.
2. The application is formatted on 8 ½ by 11-inch paper, double-spaced, using 12-point type with a minimum of one-inch margins, with all pages numbered. Tables, figures, and appendices do not have to be double-spaced.
3. The Certifications listed in **Attachments A** are signed and dated.
4. The applicant shall submit their proposal electronically. The electronic copy must be submitted in .PDF format and must include RFA number and project name.
5. The application must be submitted no later than 4:00 p.m., Eastern Time by the deadline date of January 14, 2026 to DHCF c/o Lisa Gilmore, lisa.gilmore1@dc.gov.

C) Privacy and Security

If applicable, grantee shall ensure all initiatives are built according to current industry standards and best practices regarding system performance, privacy, and system security. This includes ensuring technical policies and procedures are in place for electronic information systems that maintain electronic protected health information to allow access only to those persons or software programs that have been granted access rights as specified in 45 CFR § 164.308(a)(4)[Information Access Management].

D) Insurance

Where applicable, the applicant shall provide the name of all of its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder).

E) 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 laws and regulations.

1. The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DHCF defines "current" to mean that the document was completed within the same calendar year as that of the application date. Fillable W-9 forms can be found on the IRS website: https://www.irs.gov/pub/irs-pdf/fw9.pdf.
2. If applicable, the tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. 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.
3. The Applicant shall comply, where applicable, with any District licensing requirements.

F) Statement of Certification

Applicant shall submit a Statement of Certification (see **Attachment A**), signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

1. That the applicant has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Department on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. 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;
4. That all costs incurred under this grant shall be in accordance with 2 CFR 200, "Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards";
5. Whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:
    a. Been indicted or had charges brought against them (if still pending) and/or been convicted of:
        i. Any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or
        ii. Any crime or offense involving financial misconduct or fraud; or
    b. Been the subject of legal proceedings arising directly from the provision of services by the organization.
6. If any response to the disclosures referenced at (5.) is in the affirmative, the applicant shall fully describe such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances;
7. That the applicant is in compliance with requirements set forth in D.C. Official Code § 1-328.15;
8. That the applicant 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;

9. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance, and audit trail;
10. That, if required by the Department, the applicant 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;
11. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR Part 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;
12. That the applicant 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;
13. That the applicant 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;
14. That the applicant has a satisfactory record 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 has otherwise established that it has the skills and resources necessary to perform the grant;
15. That the applicant has a satisfactory record of integrity and business ethics;
16. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
17. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
18. That the applicant complies with provisions of the Drug-Free Workplace Act;
19. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
20. That the applicant will, if successful, 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.

G) Certificate of Good Standing

Applicant and, if applicable, sub-grantee(s) shall represent that they are duly organized, validly existing, and in good standing under the laws of the jurisdiction they are organized or licensed, and they, their employees, agents, sub-grantees, representatives and members of their workforce are licensed and in good standing with the applicable agency, board, or governing body to perform their obligations. They shall also represent that they, their employees, agents, sub-grantees, representatives, and members of their workforce are in good standing with the District of Columbia, that they, their employees, agents, subcontractors, representatives and members of their workforce will submit a Certificate of Good Standing from the District of Columbia Department of Licensing and Consumer Protection, and that they, their employees, agents, sub-grantees, representatives, and members of their workforce have not been de-barred from being employed as a Grantee by the federal government, the Government of the District of Columbia, or any government entity.

H) RFA Terms and Conditions

The terms and conditions of this RFA are as follows:

1. Funding for this award is contingent on availability of funds. The RFA does not commit DHCF to make an award;
2. DHCF reserves the right to accept or deny any or all applications if DHCF determines it is in the best interest of District to do so. DHCF shall notify the applicant if it rejects that applicant's proposal. DHCF may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or an applicable federal regulation or requirement;
3. DHCF reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA;
4. DHCF 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;
5. DHCF 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;
6. DHCF 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;
7. Any and all data requested by DHCF and provided during the grant term shall be made available in a format as requested and/or approved by DHCF;

8. DHCF shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant, including all applicable federal and District regulations;
9. DHCF shall describe 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 DHCF; 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; and
11. Awardee will be required to participate in any DHCF-sponsored training related to this award.

I) Financial Management and System of Internal Controls

If selected for funding, the applicant must:

1. Establish and maintain effective internal control over the award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
2. Comply with statutes, regulations, and the terms and conditions of the awards;
3. Evaluate and monitor the nonfederal entity's compliance with statute, regulations and the terms and conditions of the award; and
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

J) Funding Restrictions

Any award associated with this RFA is limited to the availability of funds in Fiscal Year 2026 and the authority to appropriate those funds. Spending is restricted to line items in the approved budget to fulfill the requirements of the approved program work plan.

Grant award money cannot be used for the following:

1. Duplication of services immediately available through city, or federal government;
2. Market research, advertising (unless public service related to grant program) or other promotional expenses;

3. Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

Section IV: Application and Submission Information

A) Pre-Application Conference

A pre-application conference is scheduled for Monday, December 22, 2025, at 11:00 a.m. Eastern Time via Microsoft Teams or call in (audio only) at 202-594-9550 with phone conference ID: 227 579 749#.

B) Application Delivery

The applicant shall submit their proposal in .PDF format.

The application must be submitted no later than 4:00 p.m., Eastern Time by the deadline date of January 14, 2026 to DHCF c/o Lisa Gilmore, lisa.gilmore1@dc.gov. Applicants will receive an email receipt notification to verify that their application have been received.

Applications submitted after the deadline will not be accepted. Any additions or deletions to an application will not be accepted after the deadline.

C) Application Requirements

The applicant shall prepare a response to this RFA with the following content and in the format described:

a. Table of Contents
b. Program Narrative
c. Grant, Fiscal, and Financial Management
d. Program Reporting
e. Applicant and Subgrantee(s) Qualifications
f. Proposed Budget and Budget Justification
g. Attachments
    Attachment A: Signed Statement of Certification
    Attachment B: Program Budget and Budget Justification Template
h. Appendices
    Appendix 1: Proposed organizational chart
    Appendix 2: Proposed staff job descriptions
    Appendix 3: Proposed staff resumes
    Appendix 4: List of District grants (FY23, FY24, and potential FY25)
    Appendix 5: District of Columbia Business License
    Appendix 6: District of Columbia Certificate of Good Standing
    Appendix 7: List of insurance carriers
    Appendix 8: Completed W-9 form

Appendix 9: Sub-grantee plan(s)
Appendix 10: Signed Letter(s) of Commitment from sub-grantee(s)
Appendix 11: Letters of Support (Optional)
Appendix 12: Program Work Plan

Descriptions of each response element is detailed below:

a. Table of Contents

b. Program Narrative

The narrative section (limited to 10 pages) should describe the applicant's approach to purchasing and distribution of free diapers to eligible parents, as defined in Section I.B.

Specifically, the narrative must:

1. Articulate the applicant's approach to meeting the program requirements and grant objectives outlined in the RFA, including a milestones and deliverables chart with due dates, and organizational chart with identified personnel.

2. Outline, in detail, how the grant funds will be used to purchase and distribute free diapers to eligible parents and legal guardians with infants 3 years of age and under.

3. Describe any existing or proposed partnerships (i.e., sub-grantees) or existing partnerships with District Agencies (i.e. District grants or contracts) that will assist in or align with the development and implementation of these initiatives, including a description of their qualifications and why they are necessary for the success of the proposed initiatives.

c. Grant, Fiscal, and Financial Management

Describe how the applicant organization will provide sound grant and fiscal management for the project (limited to 3 pages), including experience in managing other grant funds. Include a summary of the grant, fiscal, and financial management systems currently in place that will support the initiatives included in this RFA.

d. Program Reporting

Propose progress and outcomes measures to be reported throughout the period of performance. Describe a methodology and capacity to collect baseline and ongoing data to report on proposed measures. Include details on how this approach incorporates District initiatives and priorities. Specify what measures will be reported on and what will be reported at the end of the grant.

DHCF reserves the right to require additional reporting prior to award of any grant.

e. Applicant and Subgrantee(s) Qualifications

Describe the capacity of the applicant organization and any subgrantees (limited to 3 pages per organization). Please include:

1. The organization's specific involvement and roles in District diaper bank or diaper program serving organizations and individuals.
2. Describe the leadership capacity of your organization.
3. Discuss the applicant's history, experience, and/or knowledge. Please describe how the objectives of this RFA are compatible or will enhance your organization's mission and services. Additionally, please describe why your organization is "best" qualified to design and implement the goals and objectives of this grant.
4. The applicant's operational readiness and capabilities to achieve the goals and objectives of this grant.
5. Letters of support are optional but may be submitted in Appendix 11.

f. Program Budget and Budget Justification

The applicant shall provide a line-item budget and budget narrative justification, including any matching funding provided. The budget narrative justification should clearly state how the applicant arrived at the budget figures. An example budget template is provided (see **Attachment B**) but its use is not required.

g. Attachments

PDF versions of the Certifications (**Attachment A**) and Program Budget and Budget Justification Template (**Attachment B**) are available as part of the application packet published with this RFA. All attachments shall be completed and included in the applicant's response.

h. Appendices

The applicant shall provide a proposed organizational chart (Appendix 1), proposed staff job descriptions (Appendix 2), and proposed staff resumes (Appendix 3).

Appendix 4 of the response shall include a list of any grants received in FY24 and FY25 and/or any expected grants to be received in FY26 from the District Government. This list shall state the District Government entity providing the grant, description of the Statement of Work (SOW), the total grant amount, and the timeframe for the grant.

The applicant shall provide their District of Columbia Business License (Appendix 5) and is strongly encouraged to provide their District of Columbia Certificate of Good Standing (Appendix 6). While a District of Columbia Certificate of Good Standing is not required as part of the RFA response, a District of Columbia Certificate of Good Standing must be provided prior to the award of any grant to selected applicant(s). According to the District Department of Licensing and Consumer Protection (DLCP), an organization registered in another state or country that seeks to transact business in the District of Columbia must obtain authority by filing an application for foreign registration. DLCP has an expedited one day filing process for a fee in addition to regular filing fees.

Where applicable, the applicant shall provide a list of all of its insurance carriers and the type of insurance provided (Appendix 7).

The applicant shall provide a current completed W-9 form prepared for the U.S. IRS (Appendix 8). DHCF defines "current" to mean that the document was completed within the same calendar year as that of the application date. Fillable W-9 forms can be found on the IRS website: https://www.irs.gov/pub/irs-pdf/fw9.pdf.

Sub-grants are permitted for qualified organizations. Applicants who plan to sub-grant shall submit sub-grantee plan(s) (Appendix 9) and signed Letter(s) of Commitment from sub-grantee(s) (Appendix 10).

The program work plan (Appendix 12) describes key process objectives and goals for successful program implementation. Under each objective, provide a list of the activities that will be used to achieve each of the objectives proposed and anticipated deliverables. The work plan should include a chronological list and description of activities to be performed. Each activity should have an identified responsible staff, target completion dates and projected outcomes. The work plan should include process objectives and measures.

D) Funding Restrictions

Any award associated with this RFA is limited to the availability of the District local appropriation for Fiscal Year 2026.

Section V: Application and Review Information

A) Initial Review

Submitted applications will be screened for completeness. The initial review criteria are:

1. Is the applicant an eligible organization?

2. Does the application request not exceed the total amount of funds available as specifiedin Section II?
3. Was the application received on time and delivered in the format described in Section IV, subsection B?
4. Was the application submitted with all required elements outlined in Section IV, subsection C of the RFA document?

Applications that satisfy all the above criteria will move forward to the review committee. Applications that do not meet any one of the above requirements may be disqualified.

B) Review Criteria

All applicants for this RFA will be objectively reviewed and scored against three (3) criteria:

Scoring Criteria	Total Possible Points
Criteria 1: Organizational Structure and Project Leadership	
The applicant provides a staffing plan that outlines staff and sub-grantee's level of effort as well as duties and responsibility in relation to the scope of work. The staffing plan should include the following: • A description of all staff and/or positions to be used to perform the work under the RFA; and • An organizational chart, including any potential sub-grantees, showing clear lines of authority and responsibility.	10
The applicant must demonstrate that the proposed staff has previous experience with similar work as is being proposed and has the ability to achieve the objectives of the RFA as described.	15
Criteria 2: Process, Plans, Operational Readiness, and Capacity	
The applicant describes how the organization's history, experience, knowledge, capacity, and capability will support the ability to successfully implement the grant program.	55
Criteria 3: Fiscal Management	
The applicant describes the grant, fiscal, and financial management system in place, qualifications of systems management staff, and experience with grant monitoring and reporting functions within the last five (5) years.	5
The applicant describes how the fiscal and financial management system ensures all expenditures are accurately tracked, reported, and reconciled for the grant period and a description of current streams of income and any plans to diversify or grow in the future.	5
The applicant demonstrates having an operating budget, approved by its board of directors or other governing body that includes purchase of diapers.	10
Maximum Number of Points	100

All applications that are complete and meet the eligibility and administrative criteria listed in Section III will be reviewed and scored by a panel of internal or external reviewers. The panel of reviewers are neutral, qualified, professionals selected by the DHCF Office of the Director.

Each panelist will individually review, score, and rank each applicant's proposal according to the evaluation criteria listed above. The individual scores of the review panel will be averaged and each application submitted will be classified into one of four categories below based on the averaged score:

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

The grantee will be selected from among the applications that score in the "Most Qualified" point range category. If no applications are ranked in the "Most Qualified" category, DHCF may select from the "Very Qualified" and/or "Qualified" categories.

Scoring and the recommendations of the review panel are advisory. The final decision to fund an application rests with the DHCF Office of the Director. If the Office of the Director does not follow the panel's recommendations, the Director shall provide written justification as required by District regulations.

C) Organizational Capacity and Risk Assessment

If the applicant organization is preliminarily selected for this award, the applicant will be contacted by a representative from DHCF and a letter of intent will be issued. At this time, the applicant will be required to provide specific documents and certifications as well as undergo an organizational capacity and risk assessment. The applicant must comply with this review before a final award offer can be made.

As part of the organizational capacity and risk assessment, the applicant must comply with a financial capacity review and may be required to provide copies of the applicable documents below:

- IRS Form 990 or 990EZ covering the last two years preceding the pre-award stage;
- Financial statements covering the six-month period preceding the pre-award stage (whether prepared monthly or quarterly);
- Any audit reports prepared as a result of a visit by a federal agency;

- Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses greater than 15%).

DHCF may require the applicant to provide additional documents or information to facilitate the organizational capacity and risk assessment as outlined in the list below. This list may not be comprehensive and DHCF reserves the right to require additional documents or other information to complete its organizational capacity and risk assessment:

- ☒ Insurance certificate (or self-insurance letter) for all forms of insurance (except employee benefits) (annual renewal waivers must be submitted);
- ☒ IRS determination letter for all 501 designated organizations;
- ☒ Applicant organization's by-laws;
- ☒ Applicant organization's Board of Directors roster (includes names, addresses, phone number);
- ☐ Applicant organization's conflict of interest policy;
- ☒ Certification that the applicant's organization has written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- ☐ Other documents as required: _____

Do not submit these documents with your application. The applicant will only be required to provide these documents if DHCF issues a letter of intent.

These documents must be submitted by the deadline specified in the letter of intent. Failure to respond to DHCF in a timely manner and/or failure to submit the documents and certifications to DHCF by the deadline may result in the grant offer being rescinded.

D) Anticipated Announcement and Award Dates

The anticipated announcement date is February 13, 2026. The anticipated date of award is February 13, 2026. Both successful and unsuccessful applicants will be notified in writing of the selection decision prior to the award date.

Section VI: Award Information

A) Award Notices

DHCF will provide the successful applicant(s) with a Notice of Grant Agreement (NOGA). The NOGA(s) shall be signed and returned to DHCF within 10 business days. Grant proceeds will only be paid after receipt of the signed NOGA.

B) Programmatic, Administrative, and National Policy Requirements

The Grantee will be held to strict milestones and requirements in order to receive the full amount of the grant. This will be based on a DHCF-approved Work Plan, which shall be submitted to DHCF within thirty (30) calendar days after receipt of the award.

C) Reporting

Grantees will be required to submit monthly financial reports, monthly programmatic reports, and financial requests for reimbursement. The programmatic reports will indicate the status of goals and performance measures, as well as any successes or challenges encountered during the report period. The financial reports will indicate the status of program spending by category and will be submitted along with all receipts, invoices or other documentation of incurred expenses. Reports are due no later than the 10th after the end of the reported month.

Grantees will be required to submit a final programmatic report and a final financial report within thirty (30) calendar days after expiration of the grant agreement. The final programmatic report will include a review of the initiative, work conducted by the grantee, and if applicable, sub-grantee(s), status of goals and performance measures, plans for how the initiative will be leveraged in the future, and recommendations to DHCF, if any, based on the grant. The final financial report will include detailed accounting of all grant expenditures over the grant period.

Grant applicants are expected to complete the reports listed above on time and show adequate progress at each reporting interval. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of capacity.

D) Payment

Upon award, DHCF shall provide funding to the Grantee(s) according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. All payments associated with this grant will be made through an Automated Clearing House.

Section VII: DC Agency Contacts

For additional information regarding this RFA, please contact Lisa Gilmore, Health Care Reform & Innovation Administration via email at lisa.gilmore1@dc.gov.

Section VIII: Attachments

PDF versions of all the attachments are available as part of the application packet published with this RFA. All attachments shall be completed and included in the applicant's response.

Attachments included in the separate PDF available as part of the application packet published with this RFA include:

A) Certifications
B) Program Budget and Budget Justification Template