



REQUEST FOR APPLICATIONS

Telehealth at Faith-Based Organizations Pilot Program Grant

Open Date: April 8, 2019

Close Date: May 8, 2019, 4:00 p.m. Eastern



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

This grant will support the development of a pilot program to strengthen faith-based organizations' ability to connect District residents in Wards 5, 7, and 8 to necessary health care screenings, assessments, and services through telehealth. Telehealth services are designed to: improve access to health care services; improve patient compliance with treatment plans; improve health outcomes through timely disease detection and treatment options; and increase capacity and choice for treatment in the District's Medicaid program. Applicants shall consider how this grant investment can advance the District's efforts to improve the health and wellness of residents in Wards 5, 7, and 8—as well as all District residents—specifically by reducing low-acuity, non-emergency (LANE) hospital visits, avoidable hospitalizations, and hospital readmissions.

Applicants shall only use grant funds to implement, improve, enhance, or measure telehealth services for residents in Wards 5, 7, and 8. Applicants may propose a wide range of services and activities to be covered under this grant as long as they demonstrate the impact to residents in Wards 5, 7, and 8. Funds may be used not only to purchase or implement technology, but also to strengthen the ability of faith-based organizations to deliver telehealth in Wards 5, 7, and 8. Allowable expenses may include support staff, training, subject matter and legal expertise, or other resources necessary to enable faith-based organizations to provide telehealth services. Priority will be given to organizations that enhance or expand current telehealth programs in Wards 5, 7, and/or 8.

Applicants must demonstrate that proposed telehealth services and activities will be provided in compliance with local licensure requirements, such as Certificate of Need, or must explain why the project is exempt from those requirements.

For the purposes of this RFA, “faith-based organizations” are non-profit religious groups and other charitable organizations affiliated with a religious group or founded by religiously-motivated organizers or board members.

When used in this RFA, the term “telehealth” comports with the definition of telemedicine as defined by DHCF's telemedicine reimbursement policy, as discussed further below, and the DC Board of Medicine's telemedicine policy. Additional information about the DC Board of Medicine's telemedicine policy can be found at:

<https://dchealth.dc.gov/publication/telemedicine-policy>

A) Background on Relevant Policies and Programs

This grant builds on a strong set of existing policies and programs in the District of Columbia's Medicaid program and creates a new opportunity to design innovative, patient-centered models of telehealth in Wards 5, 7, and 8 through partnerships with faith-based organizations. Notable related policies and programs include: the District's telemedicine reimbursement policy for Medicaid providers; DHCF's fiscal year 2018 telehealth grants; and support for health information exchange infrastructure. Together these efforts create a strong foundation for sustainable approaches to telehealth.

i. DC Medicaid's Current Telemedicine Policy

The D.C. Telehealth Reimbursement Act of 2013 ("the Act") directed DHCF to "cover and reimburse for healthcare services appropriately delivered through telehealth if the same services would be covered when delivered in person." The Act defines telehealth as the delivery of health care services through the use of interactive audio, video, or other electronic media used for the purpose of diagnosis, consultation, or treatment. Services delivered through audio-only telephones, electronic mail messages, or facsimile transmissions are not included.

As directed by the Act, the District's Medicaid program currently supports reimbursement for telemedicine services through two-way, real time interactive video-audio communication for the purpose of evaluation, diagnosis, consultation, or treatment. To be eligible for reimbursement in the District's fee-for-service Medicaid program, telemedicine services must be delivered when the beneficiary is at an eligible originating site.

The purpose of providing Medicaid reimbursement for medically necessary services via telemedicine is to improve beneficiaries':

1. Access to patient-centered health care services, with the aim of reducing preventable hospitalizations and emergency department utilization;
2. Adherence with treatment plans;
3. Health outcomes, through timely disease detection and review of treatment options; and
4. Choice of care providers and treatment where patients live.

For more information on the DHCF telemedicine policy go to:

<https://dhcf.dc.gov/page/telemedicine>

ii. DHCF Fiscal Year 2018 Telehealth Grants

In fiscal year 2018, DHCF awarded six (6) telehealth innovation grants pursuant to the authority established by the Fiscal Year 2018 Budget Support Act of 2017, Subtitle C, Section 5032. Four (4) grants were awarded to organizations to develop telehealth services for health care

providers and residents located in Wards 7 and 8. Two (2) grants were awarded to organizations to develop telehealth services in homeless shelters or public housing projects.

The grants catalyzed new opportunities and partnerships for organizations and providers. The grantees found that the technology deployed was simple and generally worked well. Patients and providers were also excited to participate in a new health care service delivery model.

The grantees reported several challenges, including broadband speed, scheduling—both patients and providers—billing and reimbursement. Grantees found scheduling providers for blocks of time, without losing revenue, challenging and “no-shows,” on the patient scheduling side, was also still an issue. Several grantees also found that their billing systems were not programmed to automatically populate all of the information required by DHCF for reimbursement for telehealth services. Finally, while value-based payment models have the potential to create the business case for telehealth, many District health care providers are still operating in a largely fee-for-service system which creates practice design and workflow challenges.

iii. DC Health Information Exchange

The DC Health Information Exchange (HIE) aims to advance health and wellness for all persons in the District by providing actionable information whenever and wherever it is needed. DHCF and its HIE partners facilitate and sustain the engagement of all stakeholders in the secure exchange of useful and usable health-related information to promote health equity, enhance care quality, and improve outcomes in the District. DHCF has awarded several grants to support the design, development, and implementation of HIE tools and capabilities to support District Medicaid providers.

DHCF recently published the 2018-2023 District State Medicaid Health IT Plan, which presents a multi-year strategy and roadmap to guide the District’s investments in health IT and HIE infrastructure.

More information on health IT and health information exchange in the District is available at: <https://dhcf.dc.gov/page/health-information-technology-01>

B) Key Dates and Information

RFA release	April 8, 2019
Pre-application meeting	April 11, 2019 3:00 p.m. 441 4 th St NW 10 th floor, Main Street Room 1028

	Washington, DC 20001
Deadline to submit written questions to jordan.kiszla@dc.gov	April 15, 2019
Answers to questions available at https://dhcf.dc.gov/page/dhcf-grant-opportunities	On or before April 22, 2019
Application due	May 8, 2019 By 4:00 p.m. Eastern
Award announcement (expected)	June 1, 2019
Grant start and end dates	Award date to September 30, 2019

Section II: Award Information

The total amount of funds available is up to seventy-five thousand dollars (\$75,000.00). DHCF will award one (1) grant in the amount of up to \$75,000.00. The grant period will be the date of award to September 30, 2019.

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 be a faith-based organization located and/or providing services in Wards 5, 7, and/or 8 and be registered with the DC Department of Consumer and Regulatory Affairs (DCRA) as a Not-for-Profit Corporation or the applicant must demonstrate a partnership with such a faith-based organization. Applicants who propose using a subgrantee must have a demonstrated record of partnership with the subgrantee. Priority will be given to organizations that enhance or expand current telehealth programs in Wards 5, 7, and/or 8.

Applicants must demonstrate that proposed telehealth services and activities will be provided in compliance with local licensure requirements, such as Certificate of Need, or must explain why the project is exempt from those requirements.

Applicants must have the authority to enter into an agreement with DHCF and be in compliance with applicable District of Columbia laws and regulations. All applicants must be a registered organization in good standing with DCRA's Corporation Division, 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 DC health care program or any overpayment from DHCF.

For the purposes of this RFA, “faith-based organizations” are non-profit religious groups and other charitable organizations affiliated with a religious group or founded by religiously-motivated organizers or board members. Faith-based organizations must be an IRS-designated 501(c)(3) to receive this award. Faith-based organizations that claim tax-exemption without a determination from the IRS must obtain a 501(c)(3) determination to receive this award.

As indicated, sub-grants are permitted for qualified organizations. Applicants who propose to sub-grant shall submit sub-grantee plan(s) as part of their response, including signed Letter(s) of Commitment from sub-grantee(s). Sub-grantees that are working to support the grant aims as described in this RFA must also be a registered organization in good standing with DCRA as described in Section III.G of this RFA. Sub-contractors that are simply providing supplies or services are not required to possess a certificate of good standing from DCRA.

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 printed on 8 ½ by 11-inch paper, double-spaced, double-sided, using 12-point type with a minimum of one inch margins, with all pages numbered.
3. The Certifications listed in **Attachments A** are signed and dated.
4. Application must be submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, and project name using the DHCF RFA Receipt (see **Attachment D**). **Unsealed and unidentified applications will not be accepted.**
5. The applicant shall submit five (5) hard-copies of their proposal and one (1) electronic copy submitted on a flash drive or CD. Of the five (5) hard copies, one (1) copy must be stamped “original.” The electronic copy must be submitted in .PDF format.
6. The application must be submitted no later than 4:00 p.m., Eastern time by the deadline date of May 8, 2019 to DHCF c/o Jordan Kiszla, 441 4th St. NW, Washington, DC 20001 at the 9th Floor Reception Desk.

C) Privacy and Security

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. 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:

- A. 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;
- B. That the applicant 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. That all costs incurred under this grant shall be in accordance with 2 CFR 200, "Uniform Admin Requirements, Cost Principles, and Audit Requirements for Federal Awards";
- E. Whether the applicant, or where applicable, any of its officers, partners, principles, 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.
- F. If any response to the disclosures referenced at (E.) 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;
- G. That the applicant is in compliance with requirements set forth in D.C. Official Code § 1-328.15;
- H. 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;
- I. 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;
- J. 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;
- K. 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;
- L. 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;
- M. 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;
- N. 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;

- O. That the applicant has a satisfactory record of integrity and business ethics;
- P. 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;
- Q. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- R. That the applicant complies with provisions of the Drug-Free Workplace Act;
- S. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
- T. 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 Consumer and Regulatory Affairs, and that they, their employees, agents, sub-grantees, representatives, and members of their workforce have not been debarred 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. 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
 9. Awardee will be required to participate in any DHCF-sponsored training related to this award.

Section IV: Application and Submission Information

A) Pre-Application Conference

A pre-application conference is scheduled for April 11, 2019 at 3:00 p.m. at the Department of Health Care Finance (441 4th St NW, 10th floor, Main Street Room 1028, Washington, DC 20001).

B) Application Delivery

The applicant shall submit five (5) hard-copies of their proposal and one (1) electronic copy submitted on a flash drive or CD. Of the five (5) hard copies, one (1) copy must be stamped "original." The electronic copy must be submitted in .PDF format.

The application must be submitted no later than 4:00 p.m., Eastern time by the deadline date of May 8, 2019 to DHCF c/o Jordan Kiszla, 441 4th St. NW, Washington, DC 20001 at the 9th Floor Reception Desk. Two (2) copies of the DHCF RFA receipt (see **Attachment D**), with applicant information completed, should be stapled to the outside of the submission envelope.

Applications must be submitted in person and must be submitted in their entirety, including any supplemental documents as indicated in Section IV.C. Applicants will not be allowed to

assemble application material on the premises of DHCF. All applicants will be provided with a hard copy receipt.

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: Completed Automated Clearing House form
- h. Appendices
 - Appendix 1: Proposed organizational chart
 - Appendix 2: Proposed staff job descriptions
 - Appendix 3: Proposed staff resumes
 - Appendix 4: List of District grants (FY17, FY18, FY19)
 - Appendix 5: District of Columbia Business License
 - Appendix 6: District of Columbia Certificate of Good Standing
 - Appendix 7: Completed W-9 form
 - Appendix 8: Sub-grantee plan(s)
 - Appendix 8: Signed Letter(s) of Commitment from sub-grantee(s)

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 developing a pilot program to strengthen the ability of faith-based organizations to deliver health care services through telehealth to residents located in Wards 5, 7, and 8.

Specifically, the narrative must:

1. Describe the specific problem(s) or issue(s) that the proposed telehealth services program will address or alleviate;

2. Describe the proposed telehealth services program in detail, including a description of anticipated expenditures under this award;
3. Describe the proposed telehealth program's integration with existing or ongoing DHCF initiatives, such as telemedicine reimbursement policies, DHCF's fiscal year 2018 telehealth grants—including how the applicant may approach common challenges faced by 2018 telehealth grantees—and health information exchange initiatives;
4. Demonstrate that the proposed telehealth services program will be in compliance with local licensure requirements, such as Certificate of Need, or how the project is exempt from those requirements;
5. Describe the intended impact of the program;
6. Articulate the applicant organization's approach to meeting the program requirements and objectives outlined in the RFA, including a milestones and deliverables chart with due dates;
7. Describe how the proposed program will impact one or more priority areas outlined in the 2018-2023 District State Medicaid Health IT Plan, the DC Healthy People 2020 goals, and the District Health Systems Plan;
 - The District State Medicaid Health IT Plan can be accessed at: https://dhcf.dc.gov/sites/default/files/dc/sites/dhcf/page_content/attachments/SMHP%20Final%20Public%20Draft_10Oct.pdf
 - The DC Healthy People 2020 plan can be accessed at: <https://dchealth.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/FINAL%20DC%20HP2020%20Framework%20Report%205-23-16.pdf>
 - The DC Health Systems Plan can be accessed at: https://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/DC%20Health%20Systems%20Plan%202017_0.pdf
8. Describe any existing or proposed partnerships (i.e., sub-grantees) or existing partnerships with District Agencies that will assist in 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; and
9. Describe the anticipated sustainability of the program beyond the period of performance of this grant.

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 subgrantee(s) (limited to 3 pages per organization). Please include:

1. The organization's record as a faith-based organization located and/or providing services in Wards 5, 7, and 8.
2. The organization's specific involvement and roles in the District's health system, including delivery of telehealth services in the past five (5) years, if applicable.
3. Discuss the organization's history, experience, and/or knowledge related to telehealth services and the corresponding initiatives proposed in your response.
4. The organization's operational readiness and capabilities to develop and implement a pilot program to strengthen the ability of faith-based organizations to deliver health care services through telehealth to residents located in Wards 5, 7, and 8, including a description of how the proposed telehealth services and activities will be in compliance with local licensure requirements, such as Certificate of Need, or how the project is exempt from those requirements.

f. Program Budget and Narrative 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 C**) but its use is not required.

g. Attachments

Fillable PDF versions of the Certifications (**Attachment A**) and Automated Clearing House form (**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 FY17 and FY18 and/or any expected grants to be received in FY19 from the District Government. This list shall state the District Government entity providing the grant, description of the SOW, the total grant amount, and the timeframe for the grant.

The applicant shall also 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 Consumer and Regulatory Affairs (DCRA), 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. DCRA's Corporations Division has an expedited one day filing process for a fee in addition to regular filing fees.

The applicant shall also provide a current completed W-9 form prepared for the U.S. IRS (Appendix 7). 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 8) and signed Letter(s) of Commitment from sub-grantee(s) (Appendix 9).

D) Funding Restrictions

Any award associated with this RFA is limited to the availability of the District local appropriation for Fiscal Year 2019.

Faith-based organizations may not use District funds to support explicitly religious activities but are otherwise free to engage in such activities. Explicitly religious activities involve content such as—but not limited to—worship, prayer meetings, religious instruction, and proselytization. These activities must be separated either in time or location from District-funded programs and participation in religious activities must be voluntary for actual or potential beneficiaries of the programs or services funded by the District.

Assistance furnished with District funding may not be conditioned on participation in any explicitly religious activities. Faith-based organizations may not, in providing District-funded assistance, discriminate against a program beneficiary or potential program beneficiary on the basis of religion or religious belief, refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Section V: Application and Review Information

A) Criteria

All applicants for this RFA will be objectively reviewed and scored against four criteria:

Criteria 1: Organizational Structure and Project Leadership (Total of 20 points)

- a. The applicant provides a description of all staff and/or positions to be used to perform the work under the RFA; resumes of key staff proposed and job descriptions for any key positions proposed; and an organizational chart, including any potential sub-grantees, showing clear lines of authority and responsibility. The applicant provides a clear discussion of how the organizational structure supports the objectives under this RFA. *(5 points)*
- b. The applicant provides a staffing plan that outlines staff and subcontractors being offered to perform the tasks, indicating level of effort as well as duties and responsibilities in relation to the scope of work. The staffing plan shall include the timeframes for commitment of each staff person to this project and a description of how the applicant's staff and subcontractors will be organized and supervised to meet all RFA requirements. *(5 points)*
- c. The applicant's proposed staff has demonstrated previous experience with similar work as is being proposed and has knowledge of health systems, telehealth services, practice transformation, and project management. *(10 points)*

Criteria 2: Process, Plans, Operational Readiness, and Capacity (Total of 30 points)

- a. The applicant describes the organization's history, experience, and/or knowledge related to: providing faith-based services in Wards 5, 7, and 8; telehealth services; and/or Wards 5, 7, and 8 health systems, that would support their ability to meet all RFA requirements. Priority will be given to organizations that enhance or expand current telehealth programs in Wards 5, 7, and 8. *(15 points)*
- b. The applicant demonstrates the operational readiness to implement the initiative and to achieve measurable results by the end of the period of performance, including how the proposed telehealth services and activities will be in compliance with local licensure requirements, such as Certificate of Need, or how the project is exempt from those requirements. *(10 points)*

- c. The applicant demonstrates their methodology and capacity to collect baseline and ongoing data to report on measures proposed in the Program Narrative. (5 points)

Criteria 3: Potential for Impact and Alignment with District Health Priorities (Total of 35 points)

- a. The applicant demonstrates potential impact of the program on access to patient-centered health care services, adherence with treatment plans, health outcomes, and/or choice of care providers and treatment where patients in Wards 5, 7, and 8 live. The applicant should also demonstrate how strengthening the ability of faith-based organizations to deliver telehealth services could reduce LANE hospital visits, avoidable hospitalizations, and hospital readmissions for residents located in Wards 5, 7, and 8. (15 points)
- b. The applicant demonstrates an understanding of ongoing District health priorities and aligns proposed activities with the goals of District State Medicaid Health IT Plan, DC Health People 2020, and the DC Health System Plan. (15 points)
- c. The applicant demonstrates an understanding of ongoing DHCF priorities and programs. The applicant aligns proposed telehealth activities with DHCF initiatives including the telemedicine reimbursement policy for Medicaid providers, DHCF's fiscal year 2018 grants, and support for health information exchange infrastructure. (5 points)

Criteria 4: Fiscal Management and Sustainability (Total of 15 points)

- a. 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. The applicant describes how the fiscal and financial management system ensures all expenditures are accurately tracked, reported, and reconciled. (10 points)
- b. The applicant presents a reasonable plan for the long-term financial sustainability of the initiative. (5 points)

B) Review and Selection Process

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 for their unique expertise in health information technology, health information exchange, privacy and security, evaluation, and Medicaid. The panel will review, score, and rank each applicant's proposal based on the criteria outlined in the RFA.

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
<i>Most Qualified</i>	95 – 100
<i>Very Qualified</i>	80 – 94
<i>Qualified</i>	70 – 79
<i>Minimally Qualified</i>	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) Anticipated Announcement and Award Dates

The anticipated announcement date is June 1, 2019. The anticipated date of award is June 1, 2019. 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 applicants with a Notice of Grant Award (NOGA). The NOGA 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 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 within thirty (30) calendar days after expiration of the grant agreement. The final 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.

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 (see **Attachment B**).

Section VII: DC Agency Contacts

For additional information regarding this RFA, please contact Jordan Kiszla, Health Care Reform & Innovation Administration via email at jordan.kiszla@dc.gov or by phone at (202) 442-9055.

Section VIII: Attachments

Fillable 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) Automated Clearing House Form
- C) Program Budget and Budget Justification Template
- D) DHCF RFA Receipt