



## **REQUEST FOR APPLICATIONS**

### **Primary Care Enhancement through Hospital-Based Physicians Grant 2024**

Open Date: April 30, 2024

Close Date: May 29, 2024 at 4:00pm



Department of Health Care Finance  
441 4<sup>th</sup> 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 healthcare 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 Healthcare Alliance Program (Alliance) and Immigrant Children's Program. Through these programs, DHCF provides health care services to children, adults, elderly, and persons with disabilities who have low-income. Over 300,000 District residents (more than two-fifths of all residents) receive health care coverage through DHCF's Medicaid, CHIP, Alliance, and Immigrant Children programs.

Hospital-based physician services are a critical component in the system of primary and acute care services available to District residents. DHCF is searching exploring utilizing average commercial rate (ACR) to pay hospital-based physicians and ensure rate adequacy which promotes continued healthcare access to the residents of the District of Columbia supported by one of DHCFs programs. ACR methodology could help mitigate the potential exhaustion of Medicaid's physician Upper Payment Limit (UPL). Additionally, switching to an ACR model responds to physician service provider requests by establishing reimbursement rates that closely resemble those negotiated with commercial insurers. This equitable approach fosters physician support and participation in Medicaid program, ensuring a fair compensation framework and expanded access for services.

### **B) Program Description**

This Request for Applications (RFA) seeks applications for one (1) grant of up to \$450,000 to provide funds for an exploration of the potential ACR for hospital-based physicians.

DC does not have any historical information that can be used as a basis for determining what is necessary to conduct this exploratory study; we expect the prospective applicant to have solid knowledge in health care, managed care services, hospital-based physician services, healthcare data analytics, reimbursement modeling, and actuarial knowledge etc. In addition, it is crucial that the prospective applicant has formalized and well-established relationships with each of the District's hospitals. The successful applicant must be a non-profit organization.

**C) Program Benefits**

This grant will improve the health and well-being of eligible District families by incentivizing proper provision of care and supporting a sustainable and high-quality health system.

**D) Purpose of RFA**

The purpose of this RFA is to solicit applications from qualified organizations to select a grantee for the Primary Care Enhancement through Hospital-Based Physicians Grant Program.

**E) Key Dates and Information**

RFA release	Tuesday, April 30, 2024
Application due	Wednesday, May 29, 2024 By 4:00 p.m. Eastern
Award announcement (on or before)	Friday June 21, 2024
Grant start and end dates	Award date to September 30, 2024

**Section II: Award Information**

The total amount of funds available is up to four hundred fifty thousand dollars (\$450,000.00). DHCF will award one (1) grant in the amount of no more than \$450,000.00. The grant period will be the date of the award to September 30, 2024.

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 Consumer and Regulatory Affairs (DCRA), 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, by both DCRA and OTR, at the time of application.
4. Have an existing formalized relationship with each of the District's Hospitals.
5. Have solid knowledge in health care, managed care services, hospital-based physician services, healthcare data analytics, reimbursement modeling, and actuarial knowledge etc.
6. 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 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.B of the RFA.
2. The Certifications listed in **Attachments A** are signed and dated.
3. The applicant shall submit their proposal electronically. The electronic copy must be submitted in .PDF format and must include RFA number and project name.
4. The application must be submitted no later than 4:00 p.m., Eastern time by the deadline date of Wednesday, May 29, 2024 to DHCF c/o Ellyon Bell at [ellyon.bell@dc.gov](mailto:ellyon.bell@dc.gov) .

## **C) 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 carrier, fidelity bond holder, cybersecurity liability).

## **D) Compliance with Tax Obligations**

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax 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.

#### **E) 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.

#### **F) 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.

#### **G) Financial Management and System of Internal Controls**

If selected for funding, the applicant must:

1. Establish and maintain effective internal control over the Federal 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 Federal statutes, regulations, and the terms and conditions of the Federal awards;
3. Evaluate and monitor the nonfederal entity's compliance with statute, regulations and the terms and conditions of the Federal awards; and
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

## **H) Funding Restrictions**

Any award associated with this RFA is limited to the availability funds in Fiscal Year 2024, any subsequent Fiscal Years, and the authority to appropriate those funds. Spending is restricted to line items in the approved budget in order to fulfill the requirements of the approved project 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; or
3. Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

## **Section IV: Application and Submission Information**

### **A) 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 Wednesday, May 29, 2024 to DHCF c/o Ellyon Bell, [ellyon.bell@dc.gov](mailto:ellyon.bell@dc.gov). Applicants will receive an email receipt notification to verify that their application has been received.

Applications must be submitted in their entirety, including any supplemental documents as indicated in Section IV.B.

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

### **B) 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. Applicant and Subgrantee(s) Qualifications
- d. Proposed Budget and Budget Justification
- e. Attachments
  - Attachment A: Signed Statement of Certification
- f. Appendices
  - Appendix 1: District of Columbia Business License
  - Appendix 2: List of insurance carriers
  - Appendix 3: Completed W-9 form
  - Appendix 4: Sub-grantee plan(s)
  - Appendix 5: 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 should describe the applicant’s approach to exploring the utilization of an Average Commercial Rate (ACR) model to reimburse hospital-based physicians in the District of Columbia.

Specifically, the narrative must:

1. Articulate the applicant’s approach to meeting the program requirements and grant objectives outlined in the RFA.
2. Outline the applicant’s experience in health care, managed care services, hospital-based physician services, healthcare data analytics, reimbursement modeling, and actuarial knowledge.
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. Applicant and Subgrantee(s) Qualifications**

Describe the capacity of the applicant organization and any subgrantees (limited to 5 pages per organization). Please include:

1. The organization’s specific relationship with each of the District’s hospitals.
2. Describe the leadership capacity of your organization and the operational readiness and capabilities to achieve the goals and objectives of this grant.
3. Discuss the applicant’s history, experience, and/or knowledge. Please describe why your organization is “best” qualified to design and implement the goals and objectives of this grant.

**d. Program Budget and Budget Justification**

The applicant shall provide a line-item budget and budget narrative justification, clearly stating how the applicant arrived at the budget figures. The budget will include separate line items for specific direct and indirect grant expenses.

**e. Attachments**

The application package shall include a signed statement of certification (Attachment A).

## **f. Appendices**

The applicant shall provide their District of Columbia Business License (Appendix 1).

Where applicable, the applicant shall provide a list of all its insurance carriers and the type of insurance provided (Appendix 2).

The applicant shall provide a current completed W-9 form prepared for the U.S. IRS (Appendix 3). 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 4) and signed Letter(s) of Commitment from sub-grantee(s) (Appendix 5).

## **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 a qualified organization as described in Section III A?
2. Does the application request not exceed the total amount of funds available as specified 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 B 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 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 and 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 below:

Scoring Criteria	Total Possible Points
<b>Criteria 1: Proposed Program Aligns with District’s Requirements</b>	
The applicant demonstrates their ability to conduct a study exploring the feasibility and implications of implementing an ACR for hospital-based physicians in the District.	20
<b>Criteria 2: Applicant’s Relationship with District Hospitals</b>	
The applicant demonstrates a direct and formal relationship with District Hospitals.	40
<b>Criteria 3: Knowledge and Experience</b>	
Applicant demonstrates solid knowledge in health care, managed care services, hospital-based physician services, healthcare data analytics, reimbursement modeling, and actuarial knowledge.	30
Maximum Number of Points	100

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 average score:

Ranking Classification	Point Range
<b><i>Most Qualified</i></b>	95 – 100
<b><i>Very Qualified</i></b>	80 – 94
<b><i>Qualified</i></b>	70 – 79
<b><i>Minimally Qualified</i></b>	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’s 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 10%).

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 on or before June 21, 2024. The anticipated date of award is June 28, 2024. 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. Unsuccessful applications will be notified in writing. 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**

The grantee will be required to submit a final programmatic report and a final financial report within thirty (30) calendar days after the end of the period of performance or end of the grant agreement. The final programmatic report will include a review of the initiative, work conducted by the grantee (and subgrantees), 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. Invoices will be submitted and payments will be made through the DIFS Supplier Portal. More information about registering as a new supplier or updating an existing account is available here: [https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal). If you have any questions about the DIFS Supplier Portal, please contact (202) 442-6870 or [suppliers@dc.gov](mailto:suppliers@dc.gov)

### **Section VII: DC Agency Contacts**

For additional information regarding this RFA, please contact Ellyon Bell via email at [ellyon.bell@dc.gov](mailto:ellyon.bell@dc.gov) or by phone at (202) 299-2119.

### **Section VIII: Attachments**

PDF versions of all Attachments are available as part of the application packet published with this RFA. 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