

Office of Administrative Hearings

Public Notice

The District of Columbia Office of Administrative Hearings ("OAH") announces the commencement of jurisdiction effective March 22, 2004. OAH's procedural rules were published in the March 5th D.C. Register (51 D.C. Reg. 2415). Pursuant to the Office of Administrative Hearings Establishment Act effective March 6, 2002 (D.C. Law 14-76; D.C. Official Code § 2-1831, *et seq.*), on March 22nd the Office of Administrative Hearings assumes jurisdiction over the adjudicated cases formerly heard by the following District agencies:

- (1) Department of Health;
- (2) Department of Human Services;
- (3) Board of Appeals and Review;
- (4) All adjudicated cases in which a hearing is required to be held pursuant to sections 9(a) and 9(b) of the Youth Residential Facilities Licensure Act of 1986, effective August 13, 1986 (D.C. Law 6-139; D.C. Official Code §§ 7-2108(a) and 7-2108(b)), including licensing and enforcement matters arising under rules issued by the Child and Family Services Agency;
- (5) All adjudicated cases required to be heard pursuant to section 3 of the Litter Control Administration Act of 1985, effective March 25, 1986 (D.C. Law 6-100; D.C. Official Code § 8-802), and section 3 of the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Official Code § 8-902); and
- (6) Department of Banking and Financial Institutions.

The Office of Administrative Hearings' primary mailing and filing address is:

**Office of Administrative Hearings
P.O. Box 77718, Washington, DC 20013-8718**

Hearings will be held and in-person filings received in matters arising from the actions of Department of Human Services, Department of Public Works, Department of Transportation, and cases formerly under the jurisdiction of the Board of Appeals and Review at the following location:

**441 4th Street, NW Suite 540, Washington, DC 20001-2714
Phone: (202) 727-8280; Fax: (202) 737-3497**

Hearings will be held and in-person filings received in matters formerly under the jurisdiction of the Department of Health, Department of Mental Health, and Child and Family Services Agency at the following location:

**825 North Capitol Street, NE Suite 4150, Washington, DC 20002-4210
Phone: (202) 442-9094; Fax: (202) 442-4789**

**For additional pre-recorded general information please call:
(202) 442-9091**

DEPARTMENT OF HEALTH**NOTICE OF CERTIFICATION**

The Director of the Department of Health, pursuant to the authority set forth in Reorganization Plan No 4 of 1996, hereby gives notice of certification of two new drugs to the formulary of the District of Columbia Acquired Immunodeficiency Syndrome Drug Assistance Program ("ADAP"). The two new drugs that have been approved by the U.S. Food and Drug Administration and are now certified for addition to the ADAP formulary are Emtricitabine (Emtriva) and Fosamprenavir (Lexiva).

ADAP is designed to assist low income individuals with Acquired Immunodeficiency Syndrome (AIDS) or related illnesses to purchase certain physician-prescribed, life-sustaining drugs that have been approved by the U.S. Food and Drug Administration for the treatment of AIDS and related illnesses. Rules for this Program may be found at 29 DCMR § 2000 *et seq.*

For further information, please contact Christy Pleze-Best, Public Health Analyst, AIDS Drug Assistance Program, HIV/AIDS Administration on (202) 727-2500.

D.C. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

NOTICE OF DETERMINATION OF INCOME LIMITS

The D. C. Department of Housing and Community Development, pursuant to the authority in Chapter 25, Title 14, DCMR, Section 2510 of the rules for the Home Purchase Assistance Program (HPAP), hereby gives notice that it has established the following income limits for participation of very low income, lower income and moderate income households in the HPAP Program.

INCOME LIMITS BY PERSONS IN HOUSEHOLDS

<u>Eligibility Category</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8 or more.</u>
Very Low Income	29,850	34,150	38,400	42,700	46,100	49,500	52,900	56,350
Lower Income	47,800	54,650	61,450	68,300	72,550	76,850	81,100	85,400
Moderate Income	65,750	75,150	84,500	93,900	99,800	99,800	99,800	99,800

These income limits have been determined based on the median family income of \$85,400 established by the Secretary of the U.S. Department of Housing and Urban Development for 2004, for the Washington Metropolitan Statistical Area. The amounts determined above have been calculated based on Section 2510 of the HPAP Program rules. These income limits shall be effective upon publication of this Notice in the D. C. Register.

**Howard Road Academy Public Charter School
701 Howard Road SE
Washington, DC 20020**

NOTICE FOR PROPOSALS FOR UNDERWRITING SERVICES

Spaulding & Slye Colliers' Structured Finance Group, on behalf of Howard Road Academy (HRA), in accordance with Section 2204 of the District of Columbia School Reform Act of 1995 (Public Law 104-134), as amended, hereby solicits proposals to provide lending for the acquisition and expansion of its school. The school intends to build a facility adjacent to its current school that will accommodate up to 600 additional students in grades 7-12. An offering memorandum, detailing HRA and the project, is available upon request, subject to an executed confidentiality agreement.

Interested providers will state their credentials, provide appropriate licenses, relevant experience and an indicative term sheet. No proposal will be considered without an estimate of fees, pricing, and conditions.

For further information, please contact the Structured Finance Group at 202-478-2362. Term sheets are due to Spaulding & Slye Colliers, attn: Structured Finance Group, 1717 Pennsylvania Avenue, Suite 1000, Washington DC 20006 by March 26, 2004.

NOTICE OF FUNDING AVAILABILITY**DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE ADMINISTRATION****FY 2004****Mini-Subgrants to Small Non-Profit Community-Based Organizations**

The Department of Human Services (DHS), Income Maintenance Administration (IMA) is the lead agency in the District of Columbia for implementation of the Temporary Assistance for Needy Families (TANF) program. To facilitate achievement of TANF purposes, the DHS/IMA intends to award grant funds to small community-based and faith-based organizations that directly assist TANF customers and other low-income families and children in the District of Columbia.

DHS/IMA intends to make multiple grant awards of up to \$20,000 each to fund one or more services or activities offered by the eligible organizations for a 90-day period. Eligible organizations include small community-based, faith-based, non-profit organizations located in the District of Columbia with an annual budget not more than \$150,000. The service and activity to be funded through the mini-grant should have an immediate and direct impact on TANF customers or other low-income families with children with household incomes of less than or equal to 200 percent of the federal poverty line.

Faith-based organizations, such as churches, synagogues, mosques, or religiously based social service affiliates of such organizations, are encouraged to apply.

The Request for Application (RFA) will be released on Tuesday, March 30, 2004 and the deadline for submission is Friday, April 30, 2004 at 3:00 pm. For additional information, please contact R.J. Parker, Department of Human Services, Office of Grants Management at (202) 279-6236.

Applications may be obtained from DHS/IMA located at 645 H Street, NE, Washington, D.C., 20002. In addition, the RFA will also be available on the Mayor's Office of Partnerships and Grants Development website (<http://www.opgd.dc.gov>) under the link to the District Grants Clearinghouse.

A Pre-Application Conference will be held on Friday, April 9, 2004 from 10:00 am to 12:00 pm at the Income Maintenance Administration (IMA), 645 H Street, NE – 5th Floor Conference Room, Washington, D.C., 20002. Applicants interested in attending the Conference should RSVP to Vickie Perry, DHS/IMA, at (202) 698-4171 on or before April 6, 2004.

REQUEST FOR APPLICATIONS (RFA): #0507-04

District of Columbia
Office of Grants Management

**Department of Human Services
Income Maintenance Administration**

FY 2004

Mini-Subgrants to Small Non-Profit Community-Based Organizations

DHS/IMA invites the submission of Applications for Funding through the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Announcement Date: Friday, March 19, 2004

RFA Release Date: Monday, March 30, 2004

Application Submission Deadline: Friday, April 30, 2004, 3:00 pm

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE RECOMMENDED

WHEN: *Friday, April 9, 2004*

WHERE: *Income Maintenance Administration (IMA)
645 H Street, NE - 5th Floor Conference Room
Washington, DC 20002*

TIME: *10:00 a.m. – 12:00 p.m.*

CONTACT PERSON: *Vickie Perry
DHS/IMA
(202) 698-4171*

Checklist for Applications
Mini-Subgrants to Small Non-Profit Community-Based Organizations

- The applicant organization/entity has responded to all sections of the Request for Application.
- The Applicant Profile, found in Attachment A, contains all the information requested.
- The Program Budget is complete and complies with the Budget form in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- The program narrative section is complete and is within the seven-page limit for this section of the RFA submission.
- The applicant is submitting the required six (6) copies of its application, including an original and five (5) copies.
- The application format conforms to the "Application Format" listed in Section VII, page 11 of the RFA.
- The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to CDH no later than 3:00 p.m., EST on the deadline date of April 30, 2004.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for CDH's approval upon receipt.

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Mini-Subgrants to Small Non-Profit Community-Based Organizations

**District of Columbia
Department of Human Services
Income Maintenance Administration (IMA)**

Request for Applications (RFA): # 0507-04

Mini-Subgrants to Small Non-Profit Community-Based Organizations

SECTION I GENERAL INFORMATION

Introduction

The Department of Human Services (DHS), Income Maintenance Administration (IMA) is the lead agency in the District of Columbia for the implementation of the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The purposes served by TANF include strengthening families, encouraging personal responsibility, promoting self-sufficiency through training and employment, and reducing the incidence of teen pregnancy. A variety of services, interventions, and service providers are necessary to achieve these goals.

In many cases, small community-based organizations directly supplement the services provided to children and their families. One of the advantages of these groups is their proximity to the customers they serve, thereby engendering trust among them which enhances the effectiveness of their interactions. There is a compelling need to facilitate the work of these groups that assist TANF customers and other low-income families and children.

The District has grant funds available for eligible organizations to provide community-based services. This funding is available under the Personal Responsibility and Work Opportunity Act of 1996 for the provision of services and activities which directly benefit TANF customers or low income families with children and household incomes of less than or equal to 200 percent of the federal poverty line.

Target Population

The target population for this grant is small community-based, or faith-based, non-profit organizations, which provide direct services to TANF customers or other low-income families and children. The applicant organization may operate in Wards one through eight in the District of Columbia. The applicant shall submit specific information on the services it provides, the direct benefit of the services to the customers served, and the number of clients it is capable of serving within the service area.

Mini-Subgrants to Small Non-Profit Community-Based Organizations

Eligible Organizations/Entities

Applications are requested from small community-based, or faith-based, non-profit organizations with annual budgets of not more than \$150,000 located in the District of Columbia. **Faith-based organizations, such as churches, synagogues, mosques, or religiously based social service affiliates of such organizations are encouraged to apply.** Unincorporated groups may apply in collaboration with an incorporated non-profit organization serving as its fiduciary. The applicant shall provide documentation of this collaboration.

Source of Grant Funding

The U.S. Department of Health and Human Services through its Temporary Assistance for Needy Families (TANF) Program makes the funds available.

Award Period

The award period will not exceed 90 days from the date of award. The funds must be fully expended or obligated by the end of the 90-day period.

Grant Awards and Amounts

Multiple awards will be made to support the work of eligible organizations. The grants, in amounts of up to \$20,000, will be awarded to fund one or more services or activities offered by an applicant organization.

Contact Person

For further information, please contact:

R.J. Parker, Grants Management Specialist

P.O. Box 54047

2700 Martin Luther King, Jr. Avenue, SE, 801 East

Washington, D.C. 20032-0247

Phone: (202) 279-6236 FAX: (202) 279-6239 E-Mail Address: russell.parker@dc.gov

Hours of RFA Pick-Up and Delivery

Applicants can pick up the RFA from DHS/IMA, 645 H Street, NE, Washington, DC 20002 on Monday through Friday between the hours of 9:00 am and 4:00 pm.

Applications are due to CDH Management and Consulting, LLC, 803 Florida Avenue, NW, Washington, DC 20001 no later than 3:00 pm, Friday, April 30, 2004.

Mini-Subgrants to Small Non-Profit Community-Based Organizations

Internet

Applicants who obtained this RFA through the Internet shall provide the following information to R.J. Parker via E-Mail (russell.parker@dc.gov):

- Name of organization;
- Key contact;
- Mailing address;
- Telephone and fax numbers; and
- E-Mail address.

This information shall be provided so that the applicant will receive updates and/or addenda to the Mini-Subgrants to Small Non-Profit Community-Based Organizations RFA.

Pre-Application Conference

The Pre-Application Conference will be held on Friday, April 9, 2004, from 10:00 a.m. to 12:00 p.m., at the Income Maintenance Administration (IMA), 645 H Street, N.E., 5th Floor Conference Room, Washington, DC, 20002. **We encourage that applying organizations attend the pre-application conference.**

Explanations to Prospective Applicants

Applicants are encouraged to mail, FAX, or E-Mail their questions to R.J. Parker on or before April 20, 2004. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

SECTION II SUBMISSION OF APPLICATIONS**Application Identification**

A total of six (6) copies, including an **original and five (5) copies**, of the application are to be submitted in a sealed envelope or package. Attachment D, found in this package, should be affixed to the outside of the envelope or package. Of the six (6) copies, one (1) copy must be an original. **CDH will not forward the application to the review panel if the applicant fails to submit the required six (6) copies with Attachment D affixed to the outside of the envelope or package.** Telephonic, telegraphic, and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 3:00 p.m., EST, on April 30, 2004. All applications will be recorded upon receipt. **Applications accepted at or after 3:01 p.m., EST, April 30, 2004, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 3:00 pm deadline on April 30. Applications must be ready for receipt by CDH.

Six (6) copies, including an original and five (5) copies, of the application **must be** hand delivered to the following location:

CDH Management and Consulting, LLC
803 Florida Avenue, NW
Washington, D.C. 20001
Attention: Ms. Deidre M. Hunt

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 3:00 p.m., EST deadline on April 30, 2004 at the above location. Applications arriving via messenger/courier services after the posted deadline of 3:00 p.m., April 30, 2004 **will not be forwarded to the review panel by CDH.**

NOTE: CDH will not be responsible for delays in the delivery of application packages to the CDH offices.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS**Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and cannot be used to provide direct financial assistance to TANF clients and their families.

Certifications and Assurances

Applicants, or a representative from the collaborating incorporated organization, shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions. The applicant must provide assurances that the grant funds will be fully expended and/or obligated within 90 days of the award. Obligation of the award could be demonstrated in several ways including: indication in the grant application of the intent to earmark the funds in the organization's fiscal year budget; attachment of personnel position descriptions for hiring; provision of a copy of a classified advertisement for personnel to be hired; and inclusion of a contract overview or some other evidence of commitment and ability to implement the activity or service funded.

SECTION IV GENERAL PROVISIONS**Insurance**

The applicant, upon request, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any point, any time before final payment, and/or three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

SECTION V PROGRAM SCOPE

The District recognizes the contribution of small community and faith-based, non-profit organizations toward accomplishing TANF goals. The applicant shall describe the persons or populations to be served and the benefits of the service, activity or item(s) to be funded through the mini-grant.

Program Objectives

To achieve the program objectives, the organization may propose:

- An event(s) or other time-limited structured recreational or educational group activities;
- Enhancement of educational experience, including facilitation of basic skills development and/or attainment;
- Acquisition of supplies and equipment necessary for program operation; in accordance with OMB Circular A-87; and
- Repair of essential equipment for existing programs in accordance with OMB Circular A-87;

Applicant Responsibilities

The applicant is responsible for stating the immediate and direct impact of the services to be provided to low-income children, youth, and families in relationship to one or more of the following TANF objectives:

- Strengthening families through activities that promote and enhance healthy communication and relationships between children and parents and facilitate family formation.
- Encouraging personal responsibility through development of problem solving skills, knowledge of community resources, and the confidence to overcome barriers to employment.
- Promoting self-sufficiency through job skill development, literacy activities, job preparation, and employment related activities; and
- Reducing and preventing the incidence of teen pregnancy through age-appropriate recreational and/or educational activities for male and female children and youth.

Mini-Subgrants to Small Non-Profit Community-Based Organizations

The applicant is responsible for ensuring that the application contains specific information regarding the services and activities it will provide, the number of clients it is capable of serving within the service area, and the direct benefit of the services and activities to the customers served.

The applicant is responsible for describing the population(s) to be served and the benefits of the service, activity, or item(s) to be funded through the mini-grant.

General Responsibilities

The applicant is responsible for adhering to DHS/IMA facility requirements, staff requirements, performance standards, reporting, record keeping, and evaluation requirements, if applicable, to its proposed service or program.

Staff Requirements

The applicant is responsible for employing staff personnel and maintaining documentation that this personnel possesses adequate training and competence to perform the duties they have been assigned.

Facility Requirements

The applicant's facilities used during the performance of this agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the Grant Agreement. The applicant shall keep current all required permits and licenses for the facilities. All facilities offered for the provision of services under the Grant Agreement shall be accessible to persons with mobility and other limitations (e.g., persons who are blind, deaf or hearing impaired), consistent with the Rehabilitation Act of 1973, P.L. 95-602 (Section 504), and the Americans with Disabilities Act, P.L. 101-336, as appropriate, which shall be incorporated in the Grant Agreement. The facilities shall be open to visiting families and shall be convenient to public transportation.

Reports

The applicant shall submit a monthly report to the Grant Administrator as well as a final report that summarizes all service delivery data, accomplishments, issues, and recommendations no later than the 30th day after expiration of the grant agreement.

The applicant shall also ensure that all payment requests be accompanied by a copy of the final report covering the period for which reimbursement is being requested. Payment requests shall be generated based on invoices with supporting source documentation as may be required by the DHS/IMA.

Records

The applicant is responsible for keeping accurate records of all project activities. The applicant shall retain records for at least three (3) years following final closeout of the grant.

Evaluation

The Grant Administrator is authorized to assess the applicant's performance with respect to accomplishing the purposes of the RFA and the ensuing Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the agreement.

Collaboration Requirements

Applicants applying as collaborating teams shall describe each collaborator's relationship to the proposed program/services and shall discuss each partner's capabilities, roles, and responsibilities. The applicant is responsible for managing and monitoring any subgrantee relationships if applicable. The applicant is responsible for submitting a Collaboration Commitment Form found in Attachment G for each partner/collaborator. A collaborative application should contain a joint budget that encompasses the expenditures to be incurred by each participant organization.

SECTION VI REVIEW AND SCORING OF APPLICATIONS**Review Panel**

The review panel will be composed of neutral, qualified, and professional individuals who have been selected for their unique experiences in human services, data analysis, health program planning and evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's application. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/IMA shall make the final funding determinations.

SCORING CRITERIA

Applicants' submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Theoretical and Technical Soundness of the Application (Total: 45 Points)

1. The objectives of the proposed project are clearly defined, measurable and time-specific. **(15 Points)**
2. The proposed activities and work plan will result in the accomplishment of project objectives and are consistent with program requirements presented in the Program Scope. **(15 Points)**
3. The proposed impact of the program on the target population is clearly delineated and justified and the application clearly describes the extent to which the proposed program will achieve the delineated TANF objectives. **(15 Points)**

Criterion B Organizational Eligibility and Capability (Total: 50 Points)

1. The applicant demonstrates it is located in the District of Columbia and is an incorporated non-profit organization or has collaborated with an incorporated organization to act as its fiduciary. **(10 Points)**
2. The applicant demonstrates an established organizational structure and its capability to administer the proposed services or program through the submission of an organizational chart, a list of its board of directors and their resumes, marketing tools, etc. **(10 points)**
3. The applicant demonstrates the need for the grant funds as being pertinent to the development and successful implementation of a new program(s) or to the continuation of an existing program. **(10 points)**

Mini-Subgrants to Small Non-Profit Community-Based Organizations

4. The applicant demonstrates its ability to expend or obligate the grant funds within the 90-day grant period, including, but not limited to any of the following ways: indication in the grant application as to the intent to earmark the funds in the organization's fiscal year budget; attachment of personnel position descriptions for hiring; provision of a copy of a classified advertisement for personnel to be hired; and inclusion of an contract overview or some other evidence of commitment and ability to implement the activity or service funded. **(10 points)**
5. The applicant demonstrates that its annual budget does not exceed \$150,000 through the submission of audited financial statements and/or annual budget documents. **(5 points)**
6. Applicant demonstrates the knowledge and relevant experience with the population and geographic area to be served. **(5 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total: 10 Points)

1. The applicant submits a budget narrative that fully explains the intended use of the grant funds. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic, and will achieve overall project objectives. **(5 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services, Income Maintenance Administration (DHS/IMA) that ultimately makes the final award decisions. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/IMA shall decide which applicants will be awarded and how much they will be funded.

SECTION VII APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**3 pages**)
- Project Narrative (**Not to exceed 7 pages**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment E**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (Resumes, Organization Chart, Position Descriptions)
(**Not counted in page total**)

The number of pages designated for each section is a recommendation and applicants should feel free to submit fewer or more pages than recommended for a particular section. However, the maximum number of pages for the total application **cannot exceed 10 double-spaced pages** (*the entire document must be double-spaced – including bullet items*) on 8½ by 11-inch paper. **Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier font type recommended). All pages should be numbered. Applications not conforming to these requirements will not be evaluated by the review panel.**

Description of Application Sections

Each section's purpose and content is described below. Applicants should include all information requested to adequately describe their objectives and plans for services and/or activities. It is important that applications reflect continuity between goals and objectives, program design, work plan for activities, and that the budget demonstrates the level of effort needed for the proposed services.

Applicant Profile

Each application must include an Applicant Profile that identifies the applicant, type of organization, project service area, and the amount of grant funds requested. See Attachment A in Section VIII of the RFA.

Table of Contents

The Table of Contents should list all major sections of the application with quick reference page indexing.

Application Summary

This section should be brief and serve as the cornerstone of the total application. This summary should highlight a major overview of the program objectives that are discussed in detail in following sections of the application.

Project Narrative

This section should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Target populations to be served;
- Specific and measurable program objectives for the application service area;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Number of non-duplicated clients to be served; and
- Need for and proposed impact of the project;

Program Budget and Budget Narrative

A standard budget form is provided in Attachment E of the RFA. This budget shall contain detailed and itemized cost information that show both personnel and other direct costs. The detailed budget narrative serves as a justification for each category covered in the program budget. This narrative should also clearly state how the applicant developed the proposed budget figures.

Certifications and Assurances

Applicants shall provide the information requested in RFA Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated collaborating organization must sign the Certifications and Assurances.

Appendices

This section shall be used to provide technical material, supporting documentation, and endorsements for the application. Such items may include:

- An audited financial statement;
- An indication of nonprofit corporation status;
- A roster of the Board of Directors;
- A proposed organizational chart for the project;
- An organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts
Attachment E	Budget
Attachment F	Work Plan
Attachment G	Collaboration Commitment Form

ATTACHMENT A

Mini-Subgrants to Small Non Profit Community-Based Organizations

Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

BUDGET

Total Funds Requested: \$ _____

ATTACHMENT B

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
Office of the Chief Financial Officer**Certifications Regarding**
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

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

1. LOBBYING

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

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ATTACHMENT B

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

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

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**

ATTACHMENT B

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

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

ATTACHMENT B

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Office of Research and Analysis, 441 1th St., NW, Suite 400 South, Washington, DC 20001.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

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

ATTACHMENT C

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9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
 10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
 11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
 12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
 15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

ATTACHMENT D

Mini-Subgrants to Small Non Profit Community-Based Organizations

Office of Grants Management
2700 Martin Luther King Jr. Avenue, SE, 801 East
WASHINGTON, D.C. 20032-0247

Department of Human Services
Income Maintenance Administration

FY 2004 Mini-Subgrants to Small Non-Profit Community-Based
Organizations

CDH MANAGEMENT AND CONSULTING, LLC IS IN RECEIPT OF AN APPLICATION FROM:

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Area)

(Amount Requested)

CDH USE ONLY:

Please Indicate Time:

ORIGINAL APPLICATION and _____ COPIES.

RECEIVED ON THIS DATE _____/_____/2004.

Received by: _____

APPLICATIONS RECEIVED AFTER 3:00 PM ON APRIL 30, 2004
WILL NOT BE FORWARDED TO THE REVIEW PANEL

ATTACHMENT E

BUDGET

Mini-Subgrants to Small Non Profit Community-Based Organizations

Agency:
Service Area:
Budget:

Date of Submission:
Project Manager:
Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL:			

MAY BE SINGLE-SPACED

ATTACHMENT F

WORK PLAN

Mini-Subgrants to Small Non Profit Community-Based Organizations

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.

MAY BE SINGLE-SPACED

3171

DISTRICT OF COLUMBIA REGISTER

MAR 19 2004

Mini-Subgrants to Small Non Profit Community-Based Organizations

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED

Paul Public Charter School
5800 Eighth Street, NW
Washington, DC 20011

Request for Proposal

Paul Public Charter School is seeking proposals from qualified general contractors for the renovation of a school music classroom. Proposals will be accepted from Friday, March 19, 2004 through Monday, April 5, 2004. Copies of architectural drawings and the formal RFP can be obtained by contacting Mr. Francis Pickford at (202) 378-2255.

PUBLIC SERVICE COMMISSION OF THE DISTRICT OF COLUMBIA
1333 H STREET, N.W., WEST TOWER
WASHINGTON, DC 20005

NOTICE

FORMAL CASE NO. 1010, IN THE MATTER OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES' PETITION FOR ASSIGNMENT OF 2-1-1 CODE

FORMAL CASE NO. 1011, IN THE MATTER OF VERIZON WASHINGTON, DC, INC'S COMPLIANCE WITH THE CONDITIONS ESTABLISHED IN SECTION 271 OF THE FEDERAL TELECOMMUNICATIONS ACT OF 1996

TAC 1, IN THE MATTER OF PETITION OF AT&T COMMUNICATIONS OF WASHINGTON, D.C., INC. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

TAC 2, IN THE MATTER OF PETITION OF TELEPORT COMMUNICATIONS GROUP OF WASHINGTON, D.C., INC. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

TAC 3, IN THE MATTER OF PETITION OF MFS INTELENET OF WASHINGTON, D.C. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

TAC 4, IN THE MATTER OF PETITION OF MCI TELECOMMUNICATIONS CORPORATION FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

TAC 5, IN THE MATTER OF PETITION OF SPRINT COMMUNICATIONS COMPANY L.P. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

TAC 6, IN THE MATTER OF CONSOLIDATED ISSUES RAISED IN PETITIONS FOR ARBITRATION PENDING BEFORE THE PUBLIC SERVICE COMMISSION

TAC 12, IN THE MATTER OF PETITION OF YIPES TRANSMISSION, INC. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

AND

TAC 15, IN THE MATTER OF PETITION OF E.SPIRE COMMUNICATIONS, INC. FOR ARBITRATION OF UNRESOLVED ISSUES WITH BELL-ATLANTIC-WASHINGTON, D.C. INC. PURSUANT TO SECTION 252 OF THE TELECOMMUNICATIONS ACT OF 1996

1. The Public Service Commission of the District of Columbia ("Commission") hereby gives notice of its intent to close and refund remaining balances in Formal Case Nos. 1010, 1011, TAC 1-6, TAC 12, and TAC 15. If any interested party has reason to believe that any of these cases should not be closed, comments to that effect may be filed in writing. Comments should be addressed to Sanford M. Speight, Acting Commission Secretary, at the above address. All comments must be received within 30 days of the date of publication of this notice in the *D.C. Register*. Once the comment period has expired, the Commission will take action on the aforementioned cases.

Office of the Secretary of the
District of Columbia

March 2, 2004

Notice is hereby given that the following named persons have been appointed as Notaries Public in and for the District of Columbia, effective on or after April 1, 2004.

Appelbaum, Joel	Rpt 7533 Morningside Dr,NW 20012
Ashcom, Deborah K.	Rpt Dereberger&Page Reporting 1430 S St,NW 20009
Beer, Elaine D.	Rpt Dickstein Shapiro et al 2101 L St,NW 20037
Bond, Opal E.	Rpt NAACP Legal Defense&Ed Fd 1444 I St,NW 10thFl 20005
Brown, C C	Rpt 1550 27 th St,SE#204 20020
Croson, Angela H.	Rpt Capitol Process Services 1827 18 th St,NW 20009
Davis, Gwendolyn R.	Rpt Shaw Pittman 2300 N St,NW 20037
Easton, Jonell	Rpt Miller Reporting 735 8 th St,SE 20003
Ellison, Cheron Hunt	Rpt Latham & Watkins 555 11 th St,NW#1000 20004
Farley, Rosanna M.	Rpt Utility Workers Union 815 16 th St,NW 20006
Fezie, Joseph C.	Rpt Hogan & Hartson 555 13 th St,NW 20004

Foster-El, Valencia	Rpt	902 Girard St,NE 20017
Holliday,Jr, Richard E.	Rpt	1604 6 th St,NW 20001
Lin, Yei Erl	Rpt	Hong Yun Travel 606 H St,NW 20001
Manning, Mary E.	Rpt	Department of Insurance 810 First St,NE7thFl 20002
Martin, Patricia B.	Rpt	Bode & Grenier 1150 Conn Ave,NW9thFl 20036
Minor, Leslie	Rpt	4012 Southern Ave,SE 20020
Prather, Valerie	Rpt	Lawyers' Committee..... 1401 N Y Ave,NW#400 20005
Rogers, Mimi H.	Rpt	Margolius Mallios Rider 1828 L St,NW#500 20036
Tobin, Martha E.	Rpt	D.C. Public Library 901 G St,NW#444 20001
VanBrakle, Christina H.	Rpt	Federal Election Comm 999 E St,NW#933 20463
Warren-Barnes, Alice T.	Rpt	DHS/Investigation & Comp 2146 Ga Ave,NW 20001
Washington, Cheryl Taylor	Rpt	Latham & Watkins 555 11 th St,NW#1000 20004
Whitaker-Thompson, Helen	Rpt	Natl Cap Bank of Wash 316 Pa Ave,SE 20003
Williamson, John	Rpt	Intelsat Global Service 3400 Internat'l Dr,NW 20008

OFFICE OF DOCUMENTS AND ADMINISTRATIVE ISSUANCES
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3	DCMR ELECTIONS & ETHICS (JUNE 1998)	\$20.00
4	DCMR HUMAN RIGHTS (MARCH 1995)	\$13.00
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1997 - 1998 Indices	\$52.00 + \$5.50 postage
Complete Set of <i>D.C. Municipal Regulations</i>	\$627.00
D.C. Register yearly subscription	\$195.00
Rulemaking Handbook & Publications Style Manual (1983)	\$5.00
*Supplements to D.C. Municipal Regulations	\$4.00

MAIL ORDERS: Send exact amount in check or money order made payable to the D.C. Treasurer. Specify title and subject. Send to: D.C. Office of Documents and Administrative Issuances, Room 520, One Judiciary Square, 441 - 4th St., N.W., Washington, D.C. 20001. Phone: 727-5090

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All sales final. A charge of \$65.00 will be added for any dishonored check (D.C. Law 4-16)