

**BOARD OF ELECTIONS AND ETHICS  
CERTIFICATION OF ANC/SMD VACANCIES**

The District of Columbia Board of Elections and Ethics hereby gives notice that there are vacancies in fifteen (15) Advisory Neighborhood Commission offices, certified pursuant to D.C. Official Code §1-309.06(d)(2);2001 Ed.

**VACANT:**           **3D07, 3D08, 3E05**  
                          **5C10, 5C11**  
                          **6B11**  
                          **8B03, 8C05, 8C06**

Petition Circulation Period: **Monday, December 29, 2003 thru Tuesday, January 20, 2004**  
Petition Challenge Period: **Friday, January 23, 2004 thru Wednesday, January 29, 2004**

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**VACANT:**           **2A06**  
                          **4A05**  
                          **8E01**

Petition Circulation Period: **Tuesday, December 30, 2003 thru Tuesday, January 20, 2004**  
Petition Challenge Period: **Friday, January 23, 2004 thru Thursday, January 29, 2004**

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**VACANT:**           **3B02**

Petition Circulation Period: **Monday, January 5, 2004 thru Monday, January 26, 2004**  
Petition Challenge Period: **Thursday, January 29, 2004 thru Wednesday, February 4, 2004**

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**VACANT:**           **3B01,5A01**

Petition Circulation Period: **Tuesday, January 20, 2004 thru Monday, February 9, 2004**  
Petition Challenge Period: **Thursday, February 12, 2004 thru Thursday, February 19, 2004**

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Candidates seeking the Office of Advisory Neighborhood Commissioner, or their representatives, may pick up nominating petitions at the following location:

**D.C. Board of Elections and Ethics**  
**441 - 4<sup>th</sup> Street, NW, Room 250N**

For more information, the public may call 727-2525.

Friendship Public Charter School  
619 D Street SE  
Washington, DC 20003

NOTICE FOR PROPOSALS TO PROVIDE  
FULL INTEGRATED EDUCATIONAL PROJECT SUPPORT LABS

The Friendship Public Charter School (FPCS), in accordance with section 2204(c)(1)(A) of the District of Columbia School Reform Act of 1995 (Public Law 104-134) hereby solicits proposals to provide elements of a Wide Area Network connecting all four FPCS campuses and Friendship House Association. Elements are to include: 1) A turn-key solution (installation and maintenance) for T1 Internet Access Connection with Firewall Services and Web Hosting; 2) A dedicated system for video conferencing (Point to Point and Multi-Point) and provision of Distance Learning; and 3) Web and Database Servers. Proposals will be due by COB January 25, 2004.

For a copy of the RFP, please contact Ulf Zeitler, Community Technology Manager for FPCS, by cell phone on 202-359-6287 or e-mail on [uzeitler@aol.com](mailto:uzeitler@aol.com) or [uzeitler@dc.edisonschools.com](mailto:uzeitler@dc.edisonschools.com). Proposals may be delivered by e-mail or in hard copy to Ulf Zeitler, c/o FPCS Collegiate Academy, 4095 Minnesota Avenue NE, Washington, DC 20019.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**Request for Applications (RFA)**

from

**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH  
Bureau of Epidemiology and Health Risk Assessment  
(BEHRA)  
Division of Injury and Violence**

**Grant Title:  
Rape Prevention and Education (RPE)  
Grant for Fiscal Year 2003 (FY03)**

**Release Date: January 16, 2004**

**Application Submission Deadline: February 6, 2004 @ 4:30 p.m.**

**Late Applications will NOT be forwarded to the Review Committee**

**Hand deliver to: 825 North Capitol, NE, Room 3123, Washington DC 20002 | (202) 442-9147**

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**Oral Presentation**

Applicants who submit a application in response to this RFA may be required to give an oral presentation of their application to the DC DOH, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence. This provides an opportunity for the applicant to clarify or elaborate on the application. This is a fact finding and explanation session only and does not include negotiation. A representative from the DC DOH, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence will schedule the time and location of these presentations. Oral presentations are an option of the issuing agency, the Division of Injury and Violence, and may or may not be conducted.

**Retention of Applications**

Ownership of all data, materials, and documentation originating and prepared for the District of Columbia pursuant to the RFA shall belong exclusively to the DC DOH, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence and be subject to public inspection in accordance with the District of Columbia Freedom of Information Act.

Trade secrets or proprietary information submitted by an Applicant shall not be subject to public disclosure under the District of Columbia Freedom of Information Act. However, the Applicant must invoke the protection of Section 11-52D of the Code of the District of Columbia in writing, either before or at the time the data is submitted.

The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of the entire application document, line item prices and/or total application prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the application.

**Contact Person**

For additional information, please contact:

Sherry Billings, Program Manager  
District of Columbia Department of Health  
Bureau of Epidemiology and Health Risk Assessment  
Division of Injury and Violence  
825 North Capitol Street, NE, 3<sup>rd</sup> floor  
Washington, DC 20002  
(202) 442-9147  
Email: [sherry.billings@dc.gov](mailto:sherry.billings@dc.gov)

**SECTION II PROGRAM SCOPE****Program Scope**

The DC DOH, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence is soliciting grant applications from qualified applicants to provide rape prevention and education programs and services to the general population in the District of Columbia. Applicants responding to this RFA shall provide innovative approaches to prevention. Applicants should prepare their applications based on the information provided in the Program Scope, the Scoring Criteria outline in Section IV of this RFA.

Applicants shall plan and implement projects based on the project areas described below. Projects whose sole purpose is to conduct activities that do not directly address rape prevention, to raise awareness of services, and to promote state lobbying efforts will not be given awards.

**Increase Awareness**

Conduct rape prevention and education activities with university students and utilize one three-session format curriculum to increase sexual assault awareness of male and female students at various public and charter elementary, middle/junior high, and senior high schools throughout the District of Columbia. Applicants are required to implement activities during Sexual Assault Awareness Month in April 2004 for elementary to college level students. Example: A

rape prevention and education professional will deliver a sexual violence prevention program to students during their school hours.

#### **Media Campaign and Sexual Assault Awareness Events**

Applicants will conduct a sexual assault awareness media campaign using various community-based strategies to educate the District of Columbia community about rape prevention and education utilizing television ads, radio ads, billboard, public service announcements, and poster media campaigns. Applicants will collaborate with DC DOH and other awardees to organize and implement Sexual Assault Awareness Month events in April 2004. Example: May include engagement in the form of a commentary or talk show.

#### **Train Professionals**

Professional training projects will focus on training providers (such as police officers, youth service workers, teachers) to deliver a curriculum in sexual violence prevention. These providers will then be expected to deliver the curriculum to targeted audiences. Example: An educator provides training for health teachers on the "Safe Dates" program. The health teachers then teach the curriculum in the classroom.

### **SECTION III SUBMISSION OF APPLICATIONS**

#### **Application Identification**

Six (6) copies, one original and five (5) copies of the application are to be submitted in a sealed envelope or package conspicuously marked "*Application in Response to Rape Prevention and Education Grant for Fiscal Year 2003, RFA #DIV 001-03.*" Telephonic, telegraphic, and facsimile submissions will not be accepted.

#### **Application Submission Date and Time**

Applications are due no later than 4:30 p.m. EST, on February 6, 2004. All applications will be recorded upon receipt. Applications accepted at or after 4:31 p.m., EST on February 6, 2004, will not be forwarded to the review panel.

Six (6) copies of the application must be delivered to the following locations:

Sherry Billings, Program Manager  
District of Columbia Department of Health  
Bureau of Epidemiology and Health Risk Assessment  
Division of Injury and Violence  
825 North Capitol Street, NE, 3<sup>rd</sup> floor  
Washington, DC 20002  
(202) 442-9147

#### **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 4:30 p.m. EST deadline on February 6, 2004, at the above location. The Division of Injury and Violence department will not accept applications arriving via messenger/courier service at or after 4:31 p.m.

### **SECTION IV APPLICATION FORMAT**

#### **Application**

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

- Cover Page
- Table of Contents
- Checklist
- Application Summary
- Applicant Profile
- Program Goals and Objectives
- Project Description
- Evaluation Plan
- Staffing Plan (Not counted in page total)
- Work Plan (Not counted in page total, see Attachment D)
- Program Budget and Budget Narrative (Not counted in page total, see Attachments E-G)

- Certifications and Assurances (Not counted in page total)
- Appendices (Not counted in page total)

Six (6) copies of the application must be submitted. Applications should not exceed (20) pages, excluding the cover page, checklist, work plans, staffing plans, budget forms, and attachments. Applications must be unbound, on single-sided 8.5" x 11" bond paper, and have 1" margins. In addition, they should be typed, in English, double-spaced, and use standard black, size 12 font (New York Times type recommended). Pages, including attachments, must be numbered. Telephone and telegraphic submissions will not be accepted. Applications not meeting the format requirements will be returned to the applicant without being submitted to the review panel.

#### **Application Sections Description**

The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, and work plan of activities. It is also important that the budget demonstrates the level of effort required for the proposed service.

#### **Cover Page**

The cover page should contain lines to identify 1) Grant Program title "*Rape Prevention and Education Grant for Fiscal Year 2003*"; 2) Submitted to: The District of Columbia Department of Health, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence; 3) Submitted by: (Name of Applicant agency, address, telephone, and email address); 4) Name and title of authorized representative of the applicant organization; 5) Amount requested; 6) Date.

#### **Table of Contents**

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

#### **Application Checklist Form**

This form should be included in the application directly behind the table of contents.

#### **Application Summary**

This section of the application should follow the checklist form page and be no more than one page in length. It should describe the applicant agency, target populations, partners and collaborators, briefly highlight program goals and objectives, the proposed services, desired outcomes, evaluation plan, and proposed budget. Please avoid summaries of past accomplishments.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area, and the amount of grant funds requested. In this section, briefly describe the Applicant organization, with its philosophy on rape prevention and education, mission statement, and organizational chart attached. Discuss the Applicant's experience implementing primary and secondary rape prevention and education services, as well as experience working with target population(s), including a brief history of project accomplishment.

If the Applicant's primary or secondary purpose isn't sexual assault prevention/intervention, the collaborating agency (if applicable) providing these services agrees to participate or indicate it supports the project, but does not wish to be a partner. Please, provide evidence that partner has appropriate expertise, experience, and ability. This includes submission of résumés. Attach a letter of commitment/interagency agreement, if applicable. Submit documentation that key management and program staff meets licensure and/or certification requirements of the District of Columbia government.

Provide a copy of any special license, certification, or accreditation required to perform the services in this grant and for the proposed facilities to be used to fulfill the requirements of the grant, including but not limited to, an appropriate certificate of occupancy. If the agency is non-profit, submit proof of current registration.

**Programs Goals and Objectives**

This section of the application should contain the objectives for achieving the specific overall FY03 goals of the Rape Prevention and Education Grant and the needs of the population. The FY03 process and outcome objectives should be clearly related to the project goals. Process objectives represent a planned strategy or activity to achieve the desired outcomes. Example: **Agency Z** will coordinate **X number** of sessions to **X number** of elementary school children by **X date** in **X location**.

Outcome objectives usually represent a desired, significant change in knowledge, attitudes, and/or behavior for the targeted population. They are usually stated as the percent of the target population that will attain the desired characteristic or change. Example: Participants of the program will increase their knowledge of sexual violence by **X percent**. After completion of the program, **X percentage** of the participants will report having practiced **X behavior** in the last month. Each objective should be specific, measurable, area-specific, realistic, and time-bound through quantitative and qualitative means.

**Project Description**

This section of the application should contain the description of activities that justifies and describes the program to be implemented. The project description should include the target populations to be served and specific services to be provided. Provide a work plan in table format, using Attachment D, listing each objective on a separate sheet with a corresponding work plan.

Offer separate, detailed description of each specific FY03 activity needed to achieve each FY03 objective, including what will be done, how it will be done, and who will do it. Example: **Staff member A** will contact principals at 15 high schools to set up times for **X sessions** by **X date**. This work plan must be included in an appendix. List the project area that corresponds to the Statement of Needs section of this RFA; i.e. Increase Awareness or Media Campaign and Sexual Assault Awareness Events.

Clearly define the target population. Describe how age, gender, and cultural appropriateness of project strategies, materials, and activities will be assessed and ensured. Provide, as attachments, media campaign outline, sample of curricula, program materials, etc. Describe potential barriers to project development, implementation, and maintenance and how anticipated barriers will be addressed.

Describe parental notification requirements and protocol for activities targeting youth. Describe protocol to be followed should a participant self-disclose an incident of rape, sexual assault, sexual harassment, or other abuse.

**Evaluation Plan**

Discuss past experience with rape prevention and education evaluation, including problems/barriers, solutions, and lessons learned. Present a realistic plan for determining progress toward project goals and objectives, how data will be analyzed, how data will be reported to participants, partners, local communities, the DC DOH program manager, and other interested parties and how findings will be used for project improvement and growth.

Include process and outcome measures to be used and data to be collected to measure a) progress toward FY03 goals and objectives (e.g., # of sessions delivered, b) project implementation (e.g., implementation log), c) project effectiveness (e.g., change in participant awareness), d) participant satisfaction, and e) participant demographics (e.g., age, gender, ethnicity).

Include a plan for evaluating the media campaign. Plans should include ratings of stations and their audience, goals and objectives of media campaign, impact of media campaign, and an indication of successes, barriers, and solutions. If a survey instrument is to be used, describe it and include a copy of it in an appendix.

**Program Budget and Budget Narrative**

Applicants must provide an itemized budget for the expenditure of funds. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. Budget requests must be itemized with an accompanying budget justification and activity narrative. The detailed budget narrative should clearly

state how the applicant arrived at the budget figures and should contain a justification for each category listed in the budget. The budget must also reflect any in-kind and non-grant resources supporting the proposed service(s). The grant will not cover indirect costs. All funds are to support rape prevention and education areas. Use Attachment E-G forms, FY03 Instructions for Preparation of Budget Forms, FY03 Budget Summary, and FY03 Budget Summary - Cost Detail, in the application.

**Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application.

**Appendices**

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

- Audited financial statement
- Indication of nonprofit corporation status
- Roster of the Board of Directors
- Proposed organizational chart for the project
- Letters of support or endorsements
- Staff resumes
- Planned job descriptions

**Quarterly Report**

Quarterly Reports are due by the 15th of each month following the end of the quarter to:

Attn: Sherry Billings, Program Manager  
Bureau of Epidemiology and Health Risk Assessment,  
District of Columbia Department of Health  
Division of Injury and Violence  
825 North Capitol Street, NE, 3<sup>rd</sup> Floor  
Washington, DC 20002

Quarters for this contract are: November-January (1st Quarter), February-April (2nd Quarter), May-July (3rd Quarter), August-October (4th Quarter).

Quarterly Report format will be given to the Applicants, hereafter alternately referred to as Contractors, which have been awarded.

**Final Project Report**

The final report shall be mailed to the Department of Health within 30 days of the contract completion. The period of the contract shall be November 1, 2003 through October 31, 2004. The final report must summarize and evaluate the Contractor's activities in the same format as the quarterly narrative reports. Contractors that have been awarded a contract will receive quarterly and final report information at a later date.

**SECTION V****APPLICATION REVIEW AND EVALUATION****Review Panel**

The review panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique experiences in the human service, substance abuse prevention, public health, health program planning, evaluation, social services planning and implementation fields. The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. APRA, in conjunction with the CSAP Project Officer, shall make the final funding decisions.

**Evaluation Criteria**

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

**Evaluation Criteria and Scoring**

Evaluation Area	Score
Applicant Profile/Qualifications	10
Program Goals and Objectives	15
Project Description	30
Evaluation Plan	15
Work Plan	10
Staffing Plan	10
Program Budget and Budget Narrative	10

**SECTION VI****GENERAL TERMS AND CONDITIONS****Vendor's Manual**

This solicitation is subject to the provisions of the District of Columbia vendor services, located within the Office of the Chief Financial Officers. The office can be contacted at (202) 727-0218.

**Applicable Laws and Courts**

This solicitation and any resulting contract shall be governed in all respects by the laws of the District of Columbia and any litigation with respect thereto shall be brought in the courts of the District of Columbia. The Contractor shall comply with applicable federal and District laws and regulations.

**Anti-discrimination**

By submitting and signing their application, the Applicant certifies to the District of Columbia that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the District of Columbia Human Rights Act of 1977.

If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. In every contract over \$10,000 the provisions in 1 and 2 below apply:

During the performance of this contract, the Contractor agrees as follows:

- The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- Notices, advertisements and solicitations placed in accordance with federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
- The Contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

**Ethics in Public Contracting**

By submitting and signing their applications, Applicants certify that their applications are made without conspiracy or fraud and that they have not offered or received any kickbacks or inducements from any other Applicant, supplier,

manufacturer or subcontractor in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

**Immigration Reform and Control Act of 1986**

By submitting their applications, the Applicants certify that they neither do nor will do, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

**Debarment Status**

By submitting their applications, Applicants certify that they are neither currently debarred by the District of Columbia from submitting bids or applications on contracts for goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

**Antitrust**

By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the District of Columbia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the District of Columbia, relating to the particular goods or services purchased or acquired by the District of Columbia under said contract.

**Mandatory use of terms and conditions**

Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the application; however, the District of Columbia reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a application.

**Clarification of terms**

If any prospective Applicant has questions about the specifications or other solicitation documents, the prospective Applicant should contact Sherry Billings, whose name and contact information appears on the page 5 of the solicitation, no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**Payment****To Prime Contractor**

Invoices for items ordered, delivered, and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the District contract number and/or purchase order number, social security number, (for individual contractors) or the federal employer identification number (for proprietorships, partnerships and corporations).

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.

The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted.

**To Subcontractors**

A contractor awarded a contract under this solicitation is hereby obligated:

- To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the District of Columbia for the proportionate share of the payment received for work performed by the subcontractor(s) under the contractor; or
- To notify the agency and the subcontractor(s) in writing of the contractor's intention to withhold payment and the reason.
- The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided for under the terms of the contract) on all amounts owed by the contractor that remain

unpaid seven (7) days following receipt of payment from the District of Columbia, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the District of Columbia.

**Precedence of Terms**

Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**Qualifications of Applicants**

The District of Columbia may make such reasonable investigations as deemed proper and necessary to determine the ability of the Applicant to perform the work/furnish the item(s) and the Applicant shall furnish to the District of Columbia all such information and data for this purpose as may be requested. The District of Columbia reserves the right to inspect Applicant's physical facilities prior to award to satisfy questions regarding the Applicant's capabilities. The District of Columbia further reserves the right to reject any application if the evidence submitted by, or investigations of, such Applicant fails to satisfy the District of Columbia that such Applicant is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

**Testing and Inspection**

The District of Columbia reserves the right to conduct any test/inspection it may deem advisable to assure that services and supplies comply with the specification.

**Assignment of Contract**

A contract shall not be assignable by the Contractor in whole or in part without the written consent of the District of Columbia.

**Changes to the Contract**

Changes can be made to the contract in any one of the following ways:

- The Issuing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Issuing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
- By mutual agreement between the parties in writing; or
- By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Issuing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
- By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Issuing Agency with all vouchers and records of expenses incurred and savings realized. The Issuing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Issuing Agency within thirty (30) days from the date of receipt of the written order from the Issuing Agency.

If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes in accordance with the disputes provisions of the District of Columbia's Vendor services. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Issuing Agency or with the performance of the contract generally.

**Default**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the District of Columbia, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the District may have.

**Insurance**

By signing and submitting a application under this solicitation, the Applicant certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance. The Applicant further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in District of Columbia.

Insurance Coverage and limits required:

- Worker's compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.
- Commercial General Liability - \$1,000,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage,
- Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability. The District of Columbia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage.
- Automobile Liability - \$500,000.

**Announcement of Award**

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Issuing Agency will publicly post such notice at the District of Columbia Department of Health, Bureau of Epidemiology and Health Risk Assessment, Division of Injury and Violence, located at 825 North Capitol Street, NE, 3<sup>rd</sup> Floor, Washington, District of Columbia 20002. The announcement may be viewed between the hours of 8:15 a.m. to 4:30 p.m.

**Drug Free Workplace**

By signing and submitting a application the Applicant certifies that during the performance of any contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and Applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace.

**Nondiscrimination of Contractors**

An Applicant or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements. The public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternate provider.

**SECTION VII SPECIAL TERMS AND CONDITIONS****Availability of Funds**

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**Audit**

The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the District of Columbia, whichever is sooner. The agency, its authorized agents, and/or District of Columbia auditors shall have full access to and the right to examine any of said materials during said period.

**Cancellation of Contract**

The issuing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**Independent Contractor**

When providing the services specified under this contract the Contractor shall not be deemed an "employee" or "agent" of the District of Columbia Department of Health. The Contractor shall act as an independent contractor and is responsible for obtaining and maintaining appropriate liability insurance, payment of all FICA, State and Federal taxes, and complying with other similar requirements that are customary in the industry. In addition, the Contractor certifies that they are neither an employee nor currently employ employees of the District of Columbia Department of Health.

**Indemnification**

Contractor agrees to indemnify, defend, and hold harmless the District of Columbia, its officers, agents, and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of the materials, goods, or equipment furnished of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, good, or equipment delivered.

**Renewal of Contract**

If the District of Columbia elects to exercise the option to renew the contract for an additional one-year period, written notice of the District of Columbia's intention to renew will be given approximately 90 days prior to the expiration date of each contract period and will be competitive. Renewed contracts will be based on funds available and contractor performance for the most recent completed year. Any budget increases of renewed contracts must be negotiated and approved.

**Identification of Application Envelope**

The signed application should be returned in a separate envelope or package, sealed and identified as follows:

Name of Applicant	RFA Title: Rape Prevention and Education
Title of Applicant	
Applicant's Agency	
Street or Box Address	

The envelope should be addressed as directed on page 3 of the solicitation.

**Subcontracts**

No portion of the work shall be subcontracted without prior written consent of the Issuing Agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the Issuing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**Ownership**

All copyright and patent rights to all papers, reports, forms, materials, outreach and training efforts, creations, or inventions created or developed in the performance of this contract shall become the sole property of the District of Columbia. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the District of Columbia to evidence the District of Columbia's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

**SECTION VIII METHOD OF PAYMENT**

- A. The Contractor shall be paid on the basis of invoices submitted for actual expenditures as a result of services performed under the terms of the contract based on the budget submitted by the Contractor and approved by the Department of Health.
- B. The Contractor shall invoice the Department of Health on a quarterly basis with supporting documentation. Billing shall be due no later than 30 days following the end of each month or quarter in which expenditures are incurred.
- C. Invoices shall be in the spreadsheet format distributed by the Department of Health. They shall include the contract number assigned to the contract and be submitted to the following address:
  - Attn: Sherry Billings, Program Manager
  - Bureau of Epidemiology and Health Risk Assessment
  - District of Columbia Department of Health
  - Division of Injury and Violence
  - 825 North Capitol Street, NE, 3<sup>rd</sup> Floor
  - Washington, DC 20002
- D. Failure of the Contractor to submit invoices within the prescribed time frame may forfeit the Contractor's right to payment from the Issuing Agency.

**SECTION IX ATTACHMENTS**

- A. Attachment A – Applicant Identification Information
- B. Attachment B – Application Cover Sheet
- C. Attachment C – Application Checklist Form
- D. Attachment D – Work Plan
- E. Attachment E – Instructions for Preparation of Budget Forms
- F. Attachment F – Budget Summary & Example
- G. Attachment G – Budget Summary – Cost Detail & Example

District of Columbia Department of Health  
Bureau of Epidemiology and Health Risk Assessment  
Division for Injury and Violence  
825 North Capitol, NE, 3<sup>rd</sup> Floor  
Washington, DC 20002  
(202) 442-9147

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM**  
**FY 03 Applicant Identification Information**

The District of Columbia has implemented an automated Vendor Information System for monitoring procurement actions. The system is the Data-Universal-Numbering System (DUNS), which is a numbering system designed and maintained by the Dun & Bradstreet Corporation. All vendors, except individuals, are required to submit their DUNS and Federal Tax Identification numbers as part of their application. Since DUNS numbers are not assigned to individuals, individuals must submit their Social Security numbers with their applications. A Reserve-User-Block-System (RUBS) number will be assigned by the District's Department of Administrative Services should an award be made to the individual as vendor.

To determine if you have a valid DUNS number, please contact the closest Dun & Bradstreet office or you may dial (1-800-333-0505). If a number has not been previously assigned to your company, you must obtain one. There is no charge, there is no credit rating inquiry, and the DUNS number can usually be obtained in one telephone call.

Please list below applicable vendor information:

Applicant operates as \_\_\_\_\_ an individual, \_\_\_\_\_ a partnership, \_\_\_\_\_ a non-profit organization,  
\_\_\_\_\_ a corporation, incorporated under the laws of the state of \_\_\_\_\_.

DUNS Number: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Legal Name of Entity Assigned This Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**AWARDS/PAYMENTS UNDER TERMS OF ANY GRANT RESULTING FROM THIS REQUEST FOR APPLICATIONS WILL BE HELD IN ABYEMANCE PENDING RECEIPT OF A VALID DUNS OR RUBS NUMBER.**

District of Columbia Department of Health  
 Bureau of Epidemiology and Health Risk Assessment  
 Division for Injury and Violence  
 825 North Capitol, NE, 3<sup>rd</sup> Floor  
 Washington, DC 20002  
 (202) 442-9147

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
 FY 03 Application Cover Sheet**

1. Project Title:	<b>Rape Prevention and Education (RPE) Program</b>
2. Total Amount of Funding Requested:	\$ _____
3. Name of Applicant Organization:	_____
4. Contact Person (must be able to answer questions about the application)	Name: _____  Title: _____  Telephone Number: _____  Fax Number: _____  Email Address: _____
5.	To the best of my knowledge and belief, all information in this application is true and correct. This application has been duly authorized by the applicant's governing body and the applicant will comply with all assurances and requirements if this project is awarded funding. Furthermore, I understand that this program will be required to complete quarterly reports (format provided later) should the project receive funds.  _____ Signature of Applicant
	_____ Date
	_____ Printed Name
	_____ Title

The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Completion Checklist  
(insert completed checklist after cover page in completed application)**

**Cover Page:**

- All lines are completed & appropriate date and signatures are included

**Application Summary:**

- Maximum number of pages: 2
- Font size: 12-point un-reduced
- Paper size: 8.5 by 11 inches
- Page margin: 1 inch
- Printed on only one side of the paper
- Single spaced
- Each page, including attachments, are numbered
- Proofread & spell-checked

**Attachments:**

- Applicant Identification Information
- Agency Organizational Chart
- Letter of Commitment/Interagency Agreement, if applicable
- Special Agency License, Certification, or Accreditation required to perform services
- Personnel documentation requirements (licensure, certification, résumés, etc.)
- Proposed Work Plan
- Media Campaign Outline, Sample of Curricula, Program Materials
- Survey Instrument to be Used, if applicable
- RPE Budget Summary Form
- RPE Budget – Cost Detail Form

**Application:**

- Includes six (6) unbound (binder clip only)

\_\_\_\_\_  
Signature of Person completing this checklist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Work Plan**

Applicant:

Agency:

Project Title:

Submission Date:

Project Director/Manager:

Project Goal:

838

Measurable Objectives/Activities				
Activities	Performance Indicators	Personnel	Time Frame	Expected Outcomes
Activity 1				
Activity 2				
Activity 3				

Please make copies if necessary

The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Instructions for Preparation of Budget Forms (DCH-1103, DCH-1104)**

The Budget Summary (DCH 1103) is utilized to provide a standard format for the presentation of the financial requirements (both expenditure and funding) for each applicable program. Detailed information supporting the Program Budget Summary is contained in the FY03 Budget - Cost Detail Schedule (DCH 1104). General instruction for completion of these forms follows in Sections IV - V.

**II. DISTRIBUTION**

The original and five (5) copies of the Program Budget Forms are prepared and distributed as follows:

- Original and four (4) copies -  
    DC Division of Injury and Violence
- One (1) copy -  
    Retained by Contractor

**III. RETENTION**

This budget should be retained for a period complying with the retention policies established in the agreement.

**IV. PROGRAM BUDGET SUMMARY (DCH 1103) FORM PREPARATION**

Use the **FY03 Budget Summary (DCH 1103)** supplied by the District of Columbia Department of Health, Division of Injury and Violence. An example of this form is attached (**see Attachment F**) for reference.

- A. Page \_\_\_\_ of \_\_\_\_ - Enter the page number of this and the total number of pages comprising the complete budget package.
- B. Program - Enter the title of the program.
- C. DUNS Number - Enter DUNS number of the Applicant agency.
- D. Budget Period - Enter the inclusive dates of the budget period.
- E. Date Prepared - Enter the date prepared.
- F. Applicant/Contractor - Enter the name of the Applicant/Contractor.
- G. Federal Tax I.D. Number - Enter the Federal tax I.D. number.
- H. Address - Enter the Applicant Address.
- I. Expenditures - List each expenditure.

**Expenditures**

1. Salaries and Wages - This category includes the compensation paid to all permanent and part-time employees on the payroll of the Contractor and assigned directly to the program. This does **not** include contractual service, professional fees or personnel hired on a private contract basis. Subcontractor services are recorded in the Contractual expenditure category (line 5) and Vendor services are recorded in the Other Expenses expenditure category (line 7). The salaries and wages line must be supported on the FY03 Budget - Cost Detail (DCH 1104), which lists each type of position description and number of positions assigned to the program and the budget amount. **This applies only to those positions within the contractor, not to personnel of subcontractors.**

2. Fringe Benefits - This category is to include the employer's contributions for insurance, retirement, FICA, and other similar benefits for all permanent and part-time employees assigned to the program. **Specific fringe benefits provided must be checked on the Cost Detail Schedule (DCH 1104).**
3. **Use only for travel costs of permanent and part-time employees assigned to the program.** This includes cost for mileage, per diem, lodging, registration fees and approved seminars or conference and other approved travel costs incurred by employees for the conduct of the program. Travel of consultants is reported under Other Expenses - Consultant Services (line 7). **Specific detail on the DCH-1104 should be provided if this expenditure category total exceeds 10% of total expenditures, line 11.**
4. Supplies and Materials - Use for all consumable and short-term items and equipment items costing less than five thousand dollars (\$5,000). This includes office, printing, janitorial, postage, educational supplies, medical supplies, contraceptives and vaccines, tape and gauze, education films, etc., according to the requirements of each applicable program. **Specific detail on the DCH-1104 should be provided if this expenditure category total exceeds 10% of total expenditures, (line 11).**
5. Contractual (Subcontracts) - Use for written contracts or agreement with sub recipient organizations such as affiliates, cooperating institutions or delegate contractors **when compliance with state and federal grant requirements is delegated to the sub recipient contractor. Detail on each subcontract (subcontractor name, address, amount of subcontract) must be provided on the DCH 1104 Cost Detail Schedule. However, multiple small subcontracts that are under \$1,000 each for the same purpose can be grouped by purpose.** Vendor payments such as auditing and accounting services, janitorial services, stipends and allowances for trainees, patient care, consulting fees, etc., are to be identified in the Other Expenses category (line 7).
6. Equipment - This category includes stationary and movable equipment to be used in carrying out the objectives of the program. The cost of a single unit or piece of equipment includes the necessary accessories, installation costs and any taxes. **Equipment items costing less than five thousand dollars (\$5,000) each are to be included in the Supplies and Material category.**

**All equipment items summarized on this line must be detailed on the Program Budget-Cost Detail Schedule (DCH 1104).** The schedule must include item description, quantity and budgeted amount. Equipment is defined to be an article of non-expendable tangible personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit.
7. Other Expenses - This category includes other allowable cost incurred for the benefit of the program. The most significant items should be specifically listed on the Cost Detail Schedule. Other minor items may be identified by general type of cost and summarized as a single line on the Cost Detail Schedule to arrive at a total Other Expenses category. Some of the more significant groups or subcategories of costs are described as follows and should be individually identified in the space provided on and under (line 7). If all other expenses cannot be identified in the space provided under (line 7). **Specific detail on the DCH-1104 should be provided if this expenditure category total exceeds 10% of total expenditures, line 11.**
  - a. Consultant Services - These are costs for consultation services related to the planning and operations of the program, or for some special aspect of the project. Travel and other costs of these consultants are also to be included in this category.
  - b. Space Cost - Costs of building space, rental of equipment, instruments, etc., necessary for the operation of the program. If space is publicly owned, the cost

may not exceed the rental of comparable space privately owned facilities in the same general locality.

- c. Communication Costs - Cost of telephone, telegraph, data lines, etc., when related directly to the operation of the program.
  - d. Other - All other items purchased exclusively for the operation of the program and not previously included.
  - e. Administrative Costs - This category of costs is not allowed by the Department.
- 8. Total Direct Expenditures - Enter the sum of the direct expenditures (lines 1-7).
  - 9. Indirect Costs - Enter the allowable indirect costs for the budget. Indirect costs can only be applied if an approved indirect cost rate has been established or an actual rate has been approved by the applicable federal cognizant agency or State of District of Columbia department (i.e. District of Columbia Department of Education) and is accepted by the Department. Documentation of the federal or state approval is required and should be submitted with the budget documents. **Detail on how the indirect amount was calculated must be shown on the Cost Detail Schedule (DCH- 1104). Indirect costs without the proper federal or state approval will not be allowed.**
  - 10. Other Cost Distributions - **This line is only for the use of Local Public Health Departments.**
  - 11. Total Expenditures - Enter the total expenditures budgeted for the program. This is the sum of lines 8, 9, and 10.

**Source of Funds**

- 12. Fees and Collections - Enter the total fees and collections estimated. The total fees and collections represent funds, which the program earns through its operation and retains for operation purposes. This would include fees for services, payments by third parties (insurance, patient collections, Medicaid, etc.) and any other collections.
  - 13. State Agreement - Enter the amount of funding allocated for support of this program. State percentages are not required.
  - 14. Local - Enter the amount of local contractor funds utilized for support of this program. Local percentages are not required. **In-kind and donated services from other agencies/sources should not be included on this line.**
  - 15. Federal - Enter the amount of any federal grants received directly by the Contractor in support of this program and identify the title of grant received.
  - 16. Other - Enter and identify the amount of any other funding received. Other funding could consist of foundation grants, United Way grants, private donations, fund-raising, charitable contributions, etc. **In-kind and donated services should not be included unless specifically requested by the Department.**
  - 17. Total Funding - The total funding amount is entered on line 17. This is determined by adding lines 12 through 16 and must equal line 11 - Total Expenditures.
- J. Total Budget Column - The Program Budget Summary is designed for use in presenting a budget for a specific program agreement funded in part by or through the Department or some other non-local funding source. Total Budget column represents the program budget amount. **The "Total Budget" column must be completed while the remaining columns are not required unless additional detail is required by the Department.**

**V. PROGRAM BUDGET-COST DETAIL SCHEDULE (DCH 1104) FORM PREPARATION**

Use the **Program Budget-Cost Detail Schedule (DCH 1104)** supplied by the District of Columbia Department of Community Health. An example of this form is attached (**see Attachment G**) for reference.

- A. Page of - Enter the page number of this page and the total number of pages comprising the complete budget package.
- B. Program - Enter the title of the program.
- C. DUNS Number - Enter the program DUNS Number of the Applicant Agency.
- D. Budget Period - Enter the inclusive dates of the budget period.
- E. Date Prepared - Enter the date prepared.
- F. Applicant/Contractor - Enter the name of the Applicant/Contractor.
- G. Federal Tax I.D. Number - Enter the Federal tax I.D. number.
- H. Salary and Wages - Position Description - List all position titles or job descriptions required to staff the program.
- I. Positions Required - Enter the number of positions required for the program corresponding to the specific position title or description. This entry may be expressed as a decimal when necessary. If other than a full-time position is budgeted, it is necessary to have a basis in terms of a time study or time reports to support time charged to the program.
- J. Total Salary - Compute and enter the total salary cost by multiplying the number of positions required by the annual salary.
- K. Comments - Enter any explanatory information that is necessary for the position description. Include an explanation of the computation of Total Salary in those instances when the computation is not straightforward.
- L. Total Salary and Wages - Enter a total in the Position Required column and the Total Salary column. The total salary amount is transferred to the Program Budget Summary - Salaries & Wage category. If more than one page is required, a subtotal should be entered on the last line of each page. On the last page, enter the total amounts.
- M. Fringe Benefits - Specify if fringe benefits are applicable with an "X" for staff position. **Check type of fringe benefits that apply, enter composite fringe benefit rate and total amount of fringe benefits.**
- N. Travel - Enter cost of employee travel (mileage, lodging, registration fees). A specific description is required if this expenditure category exceeds 10% of total expenditures, line 11 on the DCH-1103.
- O. Supplies & Material - Enter cost of supplies & materials (medical, office, postage). A specific description is required if this expenditure category exceeds 10% of total expenditures, line 11 on the DCH-1103.
- P. Contractual (Subcontractors) - Identify subcontractor(s) by name working on this program, including subcontractor(s) address, amount by subcontractor and total of all subcontractor(s). Multiple small subcontracts under \$1,000 for the same purpose can be grouped by purpose (e.g., various worksite subcontracts).

- Q. Equipment - Enter a description of the equipment being purchased (including number of units and the unit value), the total by type of equipment and total of all equipment.
- R. Other Expenses - Enter amounts by type of other expenses and total for all types. **A specific description is required if this expenditure category exceeds 10% of total expenditures, line 11 on the DCH-1103.**
- S. Total Direct Expenditures - Enter the sum of the total of lines 1 - 7.
- T. Indirect Cost Calculations - Enter the base(s), rate(s), and amount(s) **if Contractor has a federal approved rate or a rate approved by a State of District of Columbia department such as the District of Columbia Department of Education. Attach documentation of the federal or state indirect cost approval.**
- U. Other Cost Distributions - **This category is only for the use of local public health departments.**
- V. Total Expenditures - Enter the sum of the total of lines 8, 9, and 10.

The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Budget Summary (DCH 1103)**

Page 1 of 1

PROGRAM	DUNS NUMBER	BUDGET PERIOD	DATE PREPARED
		11/01/03 to 10/31/04	
APPLICANT/CONTRACTOR		FEDERAL TAX I.D. NUMBER	
ADDRESS		CITY	STATE ZIP CODE

	EXPENDITURE CATEGORY				TOTAL BUDGET
1.	Salaries and Wages				\$
2.	Fringe Benefits				
3.	Travel				
4.	Supplies and Materials				
5.	Contractual (Subcontracts)				
6.	Equipment				
7.	Other Expenses				
8.	TOTAL DIRECT EXPENDITURES				\$
9.	Indirect Costs: Rate #1 ___%				
	Indirect Costs: Rate #2 ___%				
10.	Other Cost Distributions				
11.	TOTAL EXPENDITURES				\$

**SOURCE OF FUNDS**

12.	Fees and Collections				\$
13.	State Agreement				
14.	Local				
15.	Federal				
16.	Other				
17.	TOTAL FUNDING				\$

The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Budget Summary (DCH 1103) Example**

A Page 1 of 1

PROGRAM B EXAMPLE	DUNS NUMBER C	BUDGET PERIOD D 11/01/03 to 10/31/04	DATE PREPARED E 12/01/03
APPLICANT/CONTRACTOR Southern District of Columbia		FEDERAL TAX I.D. NUMBER G	
ADDRESS H	CITY	STATE	ZIP CODE

I	EXPENDITURE CATEGORY				TOTAL BUDGET J
1.	Salaries and Wages				\$ 34,000
2.	Fringe Benefits				8,908
3.	Travel				2,800
4.	Supplies and Materials				40,000
5.	Contractual (Subcontracts)				264,692
6.	Equipment				11,200
7.	Other Expenses				9,400
8.	TOTAL DIRECT EXPENDITURES				\$ 371,000
9.	Indirect Costs: Rate #1 <u>3%</u>				1,587
	Indirect Costs: Rate #2 <u>11%</u>				4,956
10.	Other Cost Distributions				5,733
11.	TOTAL EXPENDITURES				\$ 383,276

SOURCE OF FUNDS

12.	Fees and Collections				\$ 10,000
13.	State Agreement				348,276
14.	Local				25,000
15.	Federal				
16.	Other				
17.	TOTAL FUNDING				\$ 383,276



The District of Columbia Department of Health

**RAPE PREVENTION AND EDUCATION (RPE) GRANT PROGRAM  
FY 03 Budget Summary – Cost Detail (DCH 1104) Example**

A Page 1 of 1

PROGRAM Example	B	DUNS NUMBER C	BUDGET PERIOD D 11/01/03 TO 10/31/04	DATE PREPARED E 12/01/03
APPLICANT/CONTRACTOR Southern District of Columbia		FEDERAL TAX I.D. NUMBER G		
1. SALARY & WAGES - POSITION DESCRIPTION H	POSITIONS I REQUIRED	TOTAL J SALARY	COMMENTS K	
Registered Nurse	1.00	22,000		
Clerk-Typist	1.00	12,000		
L TOTAL SALARIES AND WAGES	2.00	\$ 34,000		
2. FRINGE BENEFITS: M (Specify)				
<input type="checkbox"/> FICA	<input checked="" type="checkbox"/>	LIFE INSURANCE	<input checked="" type="checkbox"/>	DENTAL INSURANCE
<input checked="" type="checkbox"/> COMPOSITE		VISION INSURANCE	<input checked="" type="checkbox"/>	WORK COMPNS
<input type="checkbox"/> UNEMPLOY INS.	<input checked="" type="checkbox"/>	HEARING INSURANCE		
<input type="checkbox"/> RETIREMENT	<input checked="" type="checkbox"/>	OTHER:	TOTAL FRINGE BENEFITS <u>8,908</u>	
<input checked="" type="checkbox"/> HOSP. INS.				
3. TRAVEL (Specify if any items exceed 10% of Total Expenditures) N				
			TOTAL TRAVEL <u>2,800</u>	
4. SUPPLIES AND MATERIALS (Specify if any item exceeds 10% of Total Expenditures) O				
Medical Supplies	38,000			
Office Supplies	2,000			
			TOTAL SUPPLIES AND MATERIALS <u>40,000</u>	
5. CONTRACTUAL (Subcontracts) P				
Sample Contractor				
Contract City, MI 48801 -	\$264,692			
			TOTAL CONTRACTUAL <u>264,692</u>	
6. EQUIPMENT (Specify): Q				
Two Microscopes @	\$5,600			
			TOTAL EQUIPMENT <u>11,200</u>	
7. OTHER EXPENSES (Specify if any item exceeds 10% of Total Expenditures) R				
Communications	2,400			
Space Cost	3,600			
Other	3,400			
			TOTAL OTHER EXPENSES <u>9,400</u>	
8. TOTAL DIRECT EXPENDITURES (Sum of Totals of lines 1-7)				<u>\$371,000</u> S
9. INDIRECT COST CALCULATION				
T Rate #1: Base	42,908 x RATE	3%	TOTAL INDIRECT COSTS: RATE #1 <u>1,587</u>	
Rate #2: Base	42,908 x RATE	11%	TOTAL INDIRECT COSTS: RATE #2 <u>4,956</u>	
10. OTHER COST DISTRIBUTIONS U				
			TOTAL OTHER COST DISTRIBUTIONS <u>5,733</u>	
11. TOTAL EXPENDITURES (Sum of lines 8 - 10) V				<u>\$383,276</u>

## THE DISTRICT OF COLUMBIA HOUSING AUTHORITY

NOTICE OF AMENDMENT TO ADMINISTRATIVE PLAN FOR THE SECTION 8  
CERTIFICATE AND  
HOUSING CHOICE VOUCHER PROGRAM

The Board of Commissioners of the District of Columbia Housing Authority has adopted an amendment to the Administrative Plan for the Section 8 Certificate and Housing Choice Voucher Program.

Chapter 4, "Establishing Preferences & Maintaining the Waiting List," Section E.i, "Local Preferences Categories," is amended by adding a new paragraph following paragraph E.i.2.a.iii by inserting the following new clause:

- "iv. Fair Housing Promotion: Applicants are included under this preference if an applicant is part of an underserved and linguistically-isolated population and has been referred to DCHA by the District of Columbia's Office of Latino Affairs or Office of Asian and Pacific Islander Affairs in order to aid the District of Columbia in meeting the goal of Fair Housing Promotion in its Consolidated Plan. Up to 100 vouchers per year are authorized for use for this purpose."

This amendment became effective upon adoption by the Board of Commissioners on December 10, 2003. Copies of the Administrative Plan and this amendment are available for review at the District of Columbia Housing Authority, Office of the General Counsel, 1133 North Capitol Street, NE, Suite 210, Washington, DC 20002.

Office of the Secretary of the  
District of Columbia

December 19, 2003

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 January 15, 2004.

Andrews, Carla L.	Rpt	3403 21 <sup>st</sup> St, SE 20020
Benning, Lori	New	Western Development 1054 31 <sup>st</sup> St, NW#410 20007
Bogan, Edward L.	Rpt	Amer Maritime Congress 1300 I St, NW#250W 20005
Boler-Flack, Leslie T.	Rpt	Howard University 2731 Ga Ave, NW 20001
Bosley, Jennifer A.	Rpt	L A D Reporting 1100 Conn Ave, NW#850 20036
Boulet, Sherri L.	New	Larson-Jackson Law Firm 1020 16 <sup>th</sup> St, NW 20036
Brown, Barbara A.	Rpt	1425 Alabama Ave, SE 20032
Brown, Jacqueline M.	New	Cleary Gottlieb Steen 2000 Pa Ave, NW 20006
Burnside, Bradley A.	New	Davis & Sons Tax Service 1522 Good Hope Rd, SE 20020
Carter, Catherine W.	New	Silver Freedman & Taff 1700 Wis Ave, NW 20007
Clarke, Zandreal	New	Congressional F C U LHOB #B203 20026

Conover, Cynthia A.	Rpt	Troutman Sanders 401 9 <sup>th</sup> St,NW#1000 20004
Davis, Nicole G.	New	Capitol Press Services 1827 18 <sup>th</sup> St,NW 20009
Dickens, Genia	New	Chasen & Chasen 5225 Wis Ave,NW#500 20015
Faulkner, Shishe	New	Western Development 1054 31 <sup>st</sup> St,NW#410 20007
Galloway, Miriam	New	Alston & Bird 601 Pa Ave,NW 20004
Gibson-Moore, Monica	New	McGuireWoodds 1050 Conn Ave,NW#1200 20036
Glover, Deborah D.	New	Krupin O'Brien 1156 15 <sup>th</sup> St,NW#200 20005
Hawkins, LaWanda A.	New	Med Faculty Associates 2150 Pa Ave,NW#10-416 20037
Hunt, Catherine E.	New	Wash Council Ernest&Young 1150 17 <sup>th</sup> St,NW#601 20036
Jabs, Ginger M.	Rpt	Jabs Reporting 1825 I St,NW#400 20006
Jones-Bean, Weldrena	New	Ross Dixon Bell 2001 K St,NW 20006
Kourkoulakos, Mariana	New	B B & T Bank 5200 Wis Ave,NW 20015
Lawson, Sharon A.	New	Akin Gump Strauss et al 1333 N H Ave,NW 20036
Lee, Alicia C.	New	Library of Congress FCU 101 Indep Ave,SE 20540

MacHare, Peter	Rpt	U S D A/Law Library#0325S 1400 Indep Ave,SW 20250
McCormick, Candace L.	Rpt	Hessell & Aluise 1050 17 <sup>th</sup> St,NW#900 20036
McDonald, Sallie	New	Library of Congress FCU 101 Indep Ave,SE 20540
McKenna, Kathleen T.	New	Adams Hussey & Associates 1400 I St,NW#650 20005
McKenna, Shawn P.	New	Law Office/Arthur Konopka 4530 Wis Ave,NW#200 20016
Macomber, Deborah E.	New	AT&T Fed Gov Affairs 1120 20 <sup>th</sup> St,NW#1000 20036
Marino, AnnMarie	New	Sidley Austin Brown Wood 1501 K St,NW 20005
Michaels, Jill Pogach	New	Fountainhead Title Group 2300 M St,NW#800 20037
Patten, Mae R.	New	I M L S 1100 Pa Ave,NW#802 20506
Perkins, Paula A.	New	Caplin & Drysdale 1 ThomCircle,NW#1200 20005
Riley, Melvin	New	6415 9 <sup>th</sup> St,NW 20012
Scotton, Michael A.	New	State Farm Insurance 7813 Ga Ave,NW 20012
Smallwood, Peggy A.	New	Shea & Gardner 1800 Mass Ave,NW6thFl 20036
Stillman, Shawn D.	New	Blackboard 1899 L St,NW#500 20036

Thomas, Rhonda	New	Boies Schiller & Flexner 5301 Wisc Ave, NW#800 20015
Walker, Darcelle	Rpt	D C City Council 1350 Pa Ave, NW#5 20004
Watts, Gervel	New	Capital Reporting 1100 Conn Ave, NW#505 20006
Webster, Tammy T.	Rpt	N C Q A 2000 L St, NW#500 20036
Wineman, Timothy S.	Rpt	U S Senate/Off of Sec HOB#SH127 20510
Wright, Sabrina G.	New	1422 Duncan St, NE 20002

**The William E. Doar Jr. Public Charter School for the Performing Arts**

4322 14<sup>th</sup> Street, NW  
Washington, DC 20011  
(202) 669-4786  
[wedjschool@hotmail.com](mailto:wedjschool@hotmail.com)

**Notice of Request for Proposal**

The proposed William E. Doar Jr. Public Charter School for the Performing Arts, in compliance with Section 2204 (c) of the District of Columbia School Reform Act of 1995 ("Act"), hereby solicits expressions of interest from E-rate certified contractors for the following IT products and services for:

1. Internal Connections as permitted under E-rate Year 7 regulations:
  - a. Cabling for up to 15 data and voice drops
  - b. Cabling to create fiber data backbone between floors
  - c. Cabling for up to 40 coax drops
  - d. Wiring cabinets and patch panels
  - e. Video Distribution System
  - f. Internet Router
  - g. Firewall
  - h. 3-24 port switches
  - i. 12 Turbo 802.11g Bridging Access Points
  - j. 100 Wireless Network Cards
  - k. 2 Domain Servers with Windows 2003 OS and 150 Client Licenses
  - l. 1 Terminal Server with Windows 2003 OS and 50 Terminal Client Licenses
  - m. Server Cabinet and Components (kvm switch, monitor, keyboard shelf and fans)
  - n. 1-200 kva rack mount ups UPS unit
  - o. 2-500 kva UPS unit for wiring closet
  - p. PBX phone system to support 40 extensions and 12 lines
  - q. Installation Service for above products
  - r. 3 years maintenance for above products
  - s. On-site technical support as appropriate
  - t. Project management as appropriate
  
2. Internet Connections as permitted under E-rate Year 7 regulations:
  - a. High Speed Internet Access
  - b. E-mail service for up to 50 accounts
  - c. Website

3. Telecommunications Services as permitted under E-rate Year 7 regulations:
  - a. Local voice and fax service for up to 8 POTS lines
  - b. Long distance service
  - c. Service for up to 33 cell phones

Questions can be e-mailed to [wedjschool@hotmail.com](mailto:wedjschool@hotmail.com) using the subject line "E-rate questions". This project is slated to begin with E-rate Year July 1, 2004 and end June 30, 2005. Deadline for submissions is January 22, 2004.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF ZONING ADJUSTMENT**

**Application No. 17047 of 33 P St LLC**, pursuant to 11 DCMR § 3103.2 for a variance from the off-street parking requirements under § 2101.1 (parking schedule), to allow the conversion of a warehouse to an entertainment night club in the C-3-C District at 33 Patterson St, N.E. (Square 672, Lot 255).

**HEARING DATE:** September 9, 2003  
**DECISION DATE:** October 7, 2003

**DECISION AND ORDER**

Preliminary Matters

The owner of the subject property, 33 P St. LLC, through its agent, filed an application with the Board of Zoning Adjustment (the Board) on June 17, 2003 for variance relief under 11 DCMR § 3103.2 from the parking schedule requirements under § 2101.1 of the Zoning Regulations. Specifically, the applicant seeks to reduce the required number of on-site parking spaces from 106 to 6, stipulating that an additional 100 spaces will be provided off-site. For the reasons stated below, the application is granted, subject to certain conditions.

Notice of Public Hearing The Board scheduled a public hearing for September 9, 2003. Pursuant to 11 DCMR 3113.3, notice of the hearing was sent to the applicant, owners of all property within 200 feet of the subject premises, Advisory Neighborhood commission (ANC) 6C, and the District of Columbia Office of Planning (OP). The applicant posted placards at the property regarding the application and public hearing and submitted an affidavit to the Board to this effect (Exhibit 26).

Government Reports

OP Report OP reviewed the variance application and prepared a written report recommending that the Board deny the variance relief (Exhibit 46). At the time the report was written, on September 2, 2003, the applicant had not provided a detailed parking management plan for the Board's consideration. Steve Morgan, the OP Planner who reviewed the application, nevertheless stated at the conclusion of the hearing that OP could support the variance if the applicant submitted a "binding agreement" to provide parking. By the time of the Board's decision meeting on October 7, 2003, the applicant had submitted evidence of a parking lease with a neighboring property owner.

Department of Transportation The District of Columbia Department of Transportation also reviewed the variance application and prepared a report stating that it had no objection to the relief being granted (Exhibit 34).

ANC Report In its report dated August 7, 2003, ANC 6C indicated that at a regularly scheduled monthly meeting with a quorum present, it voted to support the variance (Exhibit 35). Daniel Pernell, one of the ANC Commissioners, testified in support of the application. Other ANC Commissioners and neighboring property owners also submitted letters in support of the application (Exhibits 8, 22, 23, 24, 30, 31 and 33) The general consensus was that: (1) the proposed night club would have a positive impact in an area that needs development; and, (2) there would be no adverse effects on the neighborhood resulting from the reduction of on-site parking spaces.

#### Requests for party status

Capital Square Management LLC property Because this property is located directly across the street (on Patterson Street) from the subject property and would be uniquely effected by the variance, party status was granted. This property owner opposed the application and was represented by Stephen Gell, Esq.

30/60 M St. Limited Partnership Because this property abuts the subject property to the immediate east at 1615 M Street and would be uniquely affected by the variance, party status was granted. This property owner opposed the application and was represented by the law firm of Holland & Knight, Norman Glasgow, Jr., Esq. A witness for the owner testified that, if granted, the variance should be conditioned upon a written parking lease, a specific term for the variance, and specific hours of operation for the proposed night club.

Persons in Opposition to the Application Other surrounding property owners submitted letters in opposition to the application, but they did not request party status nor did they testify (Exhibits 48, 49, 50).

Closing of the Record The record was closed at the conclusion of the public hearing on September 9, 2003. However, the Board re-opened the record on October 7, 2003 to accept additional materials from the applicant's newly retained counsel, Cole, Raywid & Braverman, LLP, Edward Donohue, Esq. (Exhibit 70). These materials consisted of a letter and attached statement acknowledging a parking lease agreement.

#### **FINDINGS OF FACT**

1. The subject property is located on the south side of Patterson Street, NE, between North Capitol Street and First Street, in a C-3-C high bulk commercial zone. The building, which covers over 87% of the lot, is a factory warehouse that was previously

- used to store and repair furs. There is no current economic demand to use the building as a warehouse.
2. The surrounding area, primarily a mixture of office and industrial uses and vacant lots and buildings, is an area in transition. A metrorail station approximately 900 feet from the property is scheduled for completion in December, 2004. Most of the streets surrounding the subject property have restricted off-street parking during the weekday. However, nearby off-street parking spaces become available in the evening, as do spaces within nearby garages.
  3. The applicant proposes to convert the existing warehouse building to an entertainment night club that would operate from 4:00 pm to 2:00 am during the week, with additional daytime hours on Saturdays and Sundays. As a warehouse, only 6 parking spaces are required at the site<sup>1</sup>, but as an entertainment nightclub, 106 on-site parking spaces are required.<sup>2</sup> Since the existing parking provides only 6 of the 106 required spaces, and it would be very costly to build a below-grade garage, the applicant seeks variance relief for 100 on-site spaces.
  4. While the applicant seeks variance relief for on-site parking spaces, he has proffered that he will provide additional off-site spaces. During the 1 year period beginning October 1, 2003, the applicant represents that he will provide 105 parking spaces on lots located at 1133 North Capitol St, NE, immediately adjacent to the proposed night club. The applicant has submitted a written acknowledgement to this effect from the parking lot lessor.
  5. The Board credits the assessment prepared by the applicant's traffic consultant and finds that the parking variance will not adversely impact the neighborhood in terms of traffic generation. Because the proposed establishment with off-site parking will primarily be used during the evening hours, the parking variance (resulting in increased parking in the neighborhood) will be compatible with daytime office uses.
  6. The evidence of record indicates that between 5:00 and 6:00 pm on weekdays, 340 off-street parking spaces become available in the nearby vicinity of the property. In addition, there are several surface parking lots in the nearby vicinity (See, Exhibit 52, the "Parking Management Plan" submitted by the applicant).

#### CONCLUSIONS OF LAW

The Board is authorized under § 8 of the Zoning Act of 1938, approved June 20, 1938 (52 Stat. 797, 799), as amended; D.C. Official Code § 6-641.07(g)(3) (2001), to grant

<sup>1</sup> The parking schedule within the Zoning Regulations states that warehouses must provide 1 space for every 3,000 square feet of floor area.

<sup>2</sup> See the Self-Certification (Exhibit 3) submitted by the applicant.

variances from the strict application of the Zoning Regulations. The applicant here seeks relief from the requirement under § 2101.1 of the Regulations that it provide 106 on-site parking spaces.

Under the three-prong test for variances set out in 11 DCMR § 3103.2, an applicant must demonstrate that (1) the property is unique because of its size, shape, topography, or other extraordinary or exceptional situation or condition inherent in the property; (2) the applicant will encounter practical difficulty if the Zoning Regulations are strictly applied; and (3) the requested variances will not result in substantial detriment to the public good or the zone plan. *See Gilmartin v. District of Columbia Bd. of Zoning Adjustment*, 579 A.2d 1164, 1167 (D.C. 1990). In order to prove "practical difficulties," an applicant must demonstrate first, that compliance with the area restriction would be unnecessarily burdensome; and, second, that the practical difficulties are unique to the particular property. *Id.* At 1170.

The property is unique because of an exceptional situation. This property is unique in that it was improved with a warehouse, but is in an area that no longer has a market for warehouse space. Therefore, the ability to reuse this property depends upon the adaptive reuse of the building.

The applicant will encounter practical difficulty if the parking requirements are strictly applied Because the building covers 87% of the lot, the applicant cannot meet the on-site parking requirements without demolishing the building or constructing an underground garage at great cost.

The parking variance will not result in substantial detriment to the public good or the zone plan.

Because the applicant requests a significant variance – reducing the required on-site spaces from 106 to 6 – the Board has carefully considered whether the applicant has met this prong of the variance test. Based upon the evidence, the Board concludes that the parking reduction will not adversely impact neighboring properties or the zone plan. First, the applicant has represented that it has entered into a one-year lease for 105 parking spaces at the lot adjacent to the proposed night club (Finding of Fact 4). Second, because the off-site spaces will primarily be used during the evening hours, the parking variance will be compatible with the surrounding daytime office parking (Finding of Fact 5). Third, the Board is persuaded that there is sufficient off-site parking in the nearby vicinity to allow the applicant to enter into subsequent parking leases when the current lease expires (Finding of Fact 6). As noted at the outset, this property is located in a neighborhood in transition. The Board concludes that, at least for the foreseeable future, the daytime parking spaces (both off-street and in garages) will be available during the evening hours when they are needed by the applicant. In addition, once built, the new metrorail station will provide an alternative means of transportation to and from the night club. Provided the applicant complies with the conditions contained in this Decision and

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Order, the Board concludes there will be no adverse effects on neighboring properties or on the zone plan.

The Board is required under D.C. Official Code § 1-309(d)(2001) to give "great weight" to the issues and concerns raised in the recommendations of the affected ANC. The Board has carefully considered the issues and concerns raised in the ANC's report and testimony, which mirror those of the applicant. For the reasons stated in this Decision and Order, the Board finds the ANC's advice to be persuasive.

In reviewing a variance application, the Board is also required under D.C. Official Code § 6-623.04 (2001) to give "great weight" to OP recommendations. For the reasons stated in this Decision and Order, the Board does not find OP's advice to be persuasive, except that the Board agrees with OP that the variance, if granted, must be conditioned upon a binding parking lease to provide the off-site parking.

The Board's finding of no substantial detriment to the public good is based, in large part, upon a projection of the availability of daytime parking spaces, the impact of a future Metro Station, and the applicant's promise to maintain parking spaces off-site. Because this is an area in transition, the Board is limiting the time in which the variance will remain in effect to five years. The applicant may, of course, apply for another variance at the expiration of this period, at which point the Board can access the actual impact of this decision and the extent to which the neighborhood has changed.

Therefore, for the reasons stated above, it is hereby **ORDERED** that the application is hereby **GRANTED** to allow a reduction in parking spaces from 106 to 6 at the property located at 33 Patterson Street, N.W. (Square 672, Lot 255) **SUBJECT** to the following **CONDITIONS**:

1. The variance shall be in effect for **FIVE (5)** years from the final date of this order.
2. The reduction in on-site parking shall be permitted so long as a minimum of 100 off-site parking spaces are provided within 800 feet of the entertainment night club whenever the club is operating.
3. A certificate of occupancy shall not be issued for the entertainment night club unless the application for the certificate is accompanied by a copy of a binding written lease agreement(s) for a minimum of 100 off-site parking spaces within 800 feet of the property. The certificate of occupancy shall be revoked in the event the parking spaces are not provided as stated in this Decision and Order.

**VOTE:**      **5-0-0** (Geoffrey H. Griffis, Curtis L. Etherly, Jr., Ruthanne G. Miller, David A. Zaidain and John G. Parsons voting to approve the application)

Vote taken on October 7, 2003

**BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT**

Each concurring member has approved the issuance of this Decision and Order.

**FINAL DATE OF ORDER: DEC 23 2003**

UNDER 11 DCMR 3125.9, "NO DECISION OR ORDER OF THE BOARD SHALL TAKE EFFECT UNTIL TEN DAYS AFTER HAVING BECOME FINAL PURSUANT TO THE SUPPLEMENTAL RULES OF PRACTICE AND PROCEDURE FOR THE BOARD OF ZONING ADJUSTMENT."

PURSUANT TO 11 DCMR § 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN TWO YEARS AFTER IT BECOMES EFFECTIVE UNLESS, WITHIN SUCH TWO-YEAR PERIOD, THE APPLICANT FILES PLANS FOR THE PROPOSED STRUCTURE WITH THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR THE PURPOSES OF SECURING A BUILDING PERMIT.

PURSUANT TO 11 DCMR § 3205, FAILURE TO ABIDE BY THE CONDITIONS IN THIS ORDER, IN WHOLE OR IN PART, SHALL BE GROUNDS FOR THE REVOCATION OF ANY BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY ISSUED PURSUANT TO THIS ORDER.

PURSUANT TO 11 DCMR § 3125 APPROVAL OF AN APPLICATION SHALL INCLUDE APPROVAL OF THE PLANS SUBMITTED WITH THE APPLICATION FOR THE CONSTRUCTION OF A BUILDING OR STRUCTURE (OR ADDITION THERETO) OR THE RENOVATION OR ALTERATION OF AN EXISTING BUILDING OR STRUCTURE, UNLESS THE BOARD ORDERS OTHERWISE. AN APPLICANT SHALL CARRY OUT THE CONSTRUCTION, RENOVATION, OR ALTERATION ONLY IN ACCORDANCE WITH THE PLANS APPROVED BY THE BOARD.

THE APPLICANT IS REQUIRED TO COMPLY FULLY WITH THE PROVISIONS OF THE HUMAN RIGHTS ACT OF 1977, D.C. LAW 2-38, AS AMENDED, AND THIS ORDER IS CONDITIONED UPON FULL COMPLIANCE WITH THOSE PROVISIONS. IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. OFFICIAL CODE § 2-1401.01 ET SEQ., (ACT) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION,

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POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. SEXUAL HARASSMENT IS A FORM OF SEX DISCRIMINATION WHICH IS ALSO PROHIBITED BY THE ACT. IN ADDITION, HARASSMENT BASED ON ANY OF THE ABOVE PROTECTED CATEGORIES IS ALSO PROHIBITED BY THE ACT. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION. THE FAILURE OR REFUSAL OF THE APPLICANT TO COMPLY SHALL FURNISH GROUNDS FOR THE DENIAL OR, IF ISSUED, REVOCATION OF ANY BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY ISSUED PURSUANT TO THIS ORDER. SG/RSN

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF ZONING ADJUSTMENT**

**Application No. 17076-A of Jubilee Housing, Inc.**, pursuant to 11 DCMR §3103.2, for a variance from the off-street parking requirements under subsection 2101.1, and pursuant to 11 DCMR § 3104.1, a special exception for a child development center (before and after school program) under section 205, in the R-5-B District at premises 1630 and 1650 Fuller Street, N.W., 1631 Euclid Street, N.W. and 2550 Mozart Place, N.W. (Square 2576, Lots 62, 63, 804, and 809).

**HEARING DATE:** November 25, 2003  
**DECISION DATE:** November 25, 2003

**CORRECTED SUMMARY ORDER**

Note: This order amends BZA Order No. 17076, by correctly citing the proposed use of the property as a child development center under section 205, in addition to correcting the addresses and lots involved in the application.

**SELF-CERTIFIED**

The zoning relief requested in this case was self certified, pursuant to 11 DCMR § 3113.2.

The Board provided proper and timely notice of public hearing on this application, by publication in the D.C. Register, and by mail to Advisory Neighborhood Commission (ANC) 1C, the Office of Planning (OP) and to owners of property within 200 feet of the site. The OP submitted a report in support of the application. The site of the application is located within the jurisdiction of ANC 1C. ANC 1C submitted a letter in support of the application.

As directed by 11 DCMR § 3119.2, the Board required the applicant to satisfy the burden of proving the elements that are necessary to establish the case for special exceptions pursuant to 11 DCMR §§ 3104.1 and 205, and a variance under 11 DCMR § 3103.2, from the strict application of the requirements of § 2101.1. No person or entity appeared at the public hearing in opposition to this application or otherwise requested to participate as a party in this proceeding. Accordingly, a decision by the Board to grant this application would not be adverse to any party.

The Board closed the record at the conclusion of the hearing. Based upon the record before the Board, and having given great weight to the ANC and the Office of Planning reports filed in this case, the Board concludes that the applicant has met the burden of proof pursuant to 11 DCMR §§ 3104.1 for a special exception

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under section 205, that the requested relief can be granted as in harmony with the general purpose and intent of the Zoning Regulations and Map and will not tend to affect adversely the use of neighboring property in accordance with the Zoning Regulations and Map.

The Board also concludes that the applicant has met its burden of proof under 11 DCMR §§ 3103.2 and 2101.1, that there exists an exceptional or extraordinary situation or condition related to the property that creates a practical difficulty for the owner in complying with the Zoning Regulations, and that the requested relief can be granted without substantial detriment to the public good and without substantially impairing the intent, purpose, and integrity of the zone plan as embodied in the Zoning Regulations and Map.

Pursuant to 11 DCMR § 3101.6, the Board has determined to waive the requirement of 11 DCMR § 3125.3, that the order of the Board be accompanied by findings of fact and conclusions of law. The waiver will not prejudice the rights of any party, and is not prohibited by law. It is therefore **ORDERED** that this application be **GRANTED**.

**VOTE:**        4-0-1        (Curtis L. Etherly, Jr., David A. Zaidain, John G. Parsons, and Ruthanne G. Miller to approve, Geoffrey H. Griffis not voting, having recused himself).

**BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT**

Each concurring Board member has approved the issuance of this order.

**FINAL DATE OF ORDER:** December 1, 2003

PURSUANT TO 11 DCMR § 3125.6, THIS ORDER WILL BECOME FINAL UPON ITS FILING IN THE RECORD AND SERVICE UPON THE PARTIES. UNDER 11 DCMR § 3125.9, THIS ORDER WILL BECOME EFFECTIVE TEN DAYS AFTER IT BECOMES FINAL.

PURSUANT TO 11 DCMR § 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN TWO YEARS AFTER IT BECOMES EFFECTIVE UNLESS, WITHIN SUCH TWO-YEAR PERIOD, THE APPLICANT FILES PLANS FOR THE PROPOSED STRUCTURE WITH THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR THE PURPOSES OF SECURING A BUILDING PERMIT.

PURSUANT TO 11 DCMR § 3125 APPROVAL OF AN APPLICATION SHALL INCLUDE APPROVAL OF THE PLANS SUBMITTED WITH THE APPLICATION FOR THE CONSTRUCTION OF A BUILDING OR

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STRUCTURE (OR ADDITION THERETO) OR THE RENOVATION OR ALTERATION OF AN EXISTING BUILDING OR STRUCTURE, UNLESS THE BOARD ORDERS OTHERWISE. AN APPLICANT SHALL CARRY OUT THE CONSTRUCTION, RENOVATION, OR ALTERATION ONLY IN ACCORDANCE WITH THE PLANS APPROVED BY THE BOARD.

THE APPLICANT IS REQUIRED TO COMPLY FULLY WITH THE PROVISIONS OF THE HUMAN RIGHTS ACT OF 1977, D.C. LAW 2-38, AS AMENDED, AND THIS ORDER IS CONDITIONED UPON FULL COMPLIANCE WITH THOSE PROVISIONS. IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. OFFICIAL CODE § 2-1401.01 ET SEQ., (ACT) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. SEXUAL HARASSMENT IS A FORM OF SEX DISCRIMINATION WHICH IS ALSO PROHIBITED BY THE ACT. IN ADDITION, HARASSMENT BASED ON ANY OF THE ABOVE PROTECTED CATEGORIES IS ALSO PROHIBITED BY THE ACT. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION. THE FAILURE OR REFUSAL OF THE APPLICANT TO COMPLY SHALL FURNISH GROUNDS FOR THE DENIAL OR, IF ISSUED, REVOCATION OF ANY BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY ISSUED PURSUANT TO THIS ORDER. RSN

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF ZONING ADJUSTMENT**

**Application No. 17084 of Christina M. Handley**, pursuant to 11 DCMR § 3103.2, for a variance from the lot occupancy requirements under section 403, and a variance from the rear yard requirements under section 404, a variance from subsection 2001.3, from the nonconforming structure provisions and a variance from the garage and carport requirements under subsection 2300.2(b), to allow the construction of a deck in the R-5-B District at premises 1418 Q Street, N.W. (Square 209, Lot 875).

Note: The Board amended the application at the hearing to add variance relief from subsection 2300.2(b) (private garages and carports).

**HEARING DATE:** December 9, 2003  
**DECISION DATE:** December 16, 2003

**SUMMARY ORDER**

**SELF-CERTIFIED**

The zoning relief requested in this case was self certified, pursuant to 11 DCMR § 3113.2.

The Board provided proper and timely notice of public hearing on this application, by publication in the D.C. Register, and by mail to Advisory Neighborhood Commission (ANC) 2F, the Office of Planning (OP) and to owners of property within 200 feet of the site. The site of the application is located within the jurisdiction of ANC 2F. ANC 2F submitted a letter in support of the application. OP submitted a report in support of the application.

As directed by 11 DCMR § 3119.2, the Board required the applicant to satisfy the burden of proving the elements that are necessary to establish the case for a variance pursuant to 11 DCMR §§ 3103.2. No parties appeared at the public hearing in opposition to the application. Accordingly, a decision by the Board to grant this application would not be adverse to any party.

Based upon the record before the Board and having given great weight to the OP and ANC reports filed in this case, the Board concludes that the applicant has met the burden of proving under 11 DCMR §§ 3103.2, 403, 404, and 2101.3 2300.2(b), that there exists an exceptional or extraordinary situation or condition related to the property that creates a practical difficulty for the owner in complying with the Zoning Regulations, and that the relief can be granted without substantial

detriment to the public good and without substantially impairing the intent, purpose, and integrity of the zone plan as embodied in the Zoning Regulations and Map.

Pursuant to 11 DCMR § 3101.6, the Board has determined to waive the requirement of 11 DCMR § 3125.3, that the order of the Board be accompanied by findings of fact and conclusions of law. The waiver will not prejudice the rights of any party, and is not prohibited by law. It is therefore **ORDERED** that this application be **GRANTED**.

**VOTE:** 3-1-1 (Geoffrey H. Griffis, Ruthanne G. Miller and David A. Zaidain to approve; Peter G. May opposed to the motion; Curtis L. Etherly, Jr. not present, not voting).

**BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT**

Each concurring Board member has approved the issuance of this order.

**FINAL DATE OF ORDER:** December 18, 2003

PURSUANT TO 11 DCMR § 3125.6, THIS ORDER WILL BECOME FINAL UPON ITS FILING IN THE RECORD AND SERVICE UPON THE PARTIES. UNDER 11 DCMR § 3125.9, THIS ORDER WILL BECOME EFFECTIVE TEN DAYS AFTER IT BECOMES FINAL.

PURSUANT TO 11 DCMR § 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN TWO YEARS AFTER IT BECOMES EFFECTIVE UNLESS, WITHIN SUCH TWO-YEAR PERIOD, THE APPLICANT FILES PLANS FOR THE PROPOSED STRUCTURE WITH THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR THE PURPOSES OF SECURING A BUILDING PERMIT.

PURSUANT TO 11 DCMR § 3125 APPROVAL OF AN APPLICATION SHALL INCLUDE APPROVAL OF THE PLANS SUBMITTED WITH THE APPLICATION FOR THE CONSTRUCTION OF A BUILDING OR STRUCTURE (OR ADDITION THERETO) OR THE RENOVATION OR ALTERATION OF AN EXISTING BUILDING OR STRUCTURE, UNLESS THE BOARD ORDERS OTHERWISE. AN APPLICANT SHALL CARRY OUT THE CONSTRUCTION, RENOVATION, OR ALTERATION ONLY IN ACCORDANCE WITH THE PLANS APPROVED BY THE BOARD.

THE APPLICANT IS REQUIRED TO COMPLY FULLY WITH THE PROVISIONS OF THE HUMAN RIGHTS ACT OF 1977, D.C. LAW 2-38, AS AMENDED, AND THIS ORDER IS CONDITIONED UPON FULL COMPLIANCE WITH THOSE PROVISIONS. IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. OFFICIAL CODE § 2-1401.01 ET SEQ., (ACT) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. SEXUAL HARASSMENT IS A FORM OF SEX DISCRIMINATION WHICH IS ALSO PROHIBITED BY THE ACT. IN ADDITION, HARASSMENT BASED ON ANY OF THE ABOVE PROTECTED CATEGORIES IS ALSO PROHIBITED BY THE ACT. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION. THE FAILURE OR REFUSAL OF THE APPLICANT TO COMPLY SHALL FURNISH GROUNDS FOR THE DENIAL OR, IF ISSUED, REVOCATION OF ANY BUILDING PERMITS OR CERTIFICATES OF OCCUPANCY ISSUED PURSUANT TO THIS ORDER. RSN

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF ZONING ADJUSTMENT**

**Application No. 17091 of John D. Echeverria**, pursuant to 11 DCMR § 3104.1, for a special exception to allow a third floor bathroom addition to an existing single-family row dwelling under section 223, in the R-4 District at premises 1016 Massachusetts Avenue, N.E. (Square 965, Lot 41).

**HEARING DATE:** December 16, 2003

**DECISION DATE:** December 16, 2003 (Bench Decision)

**SUMMARY ORDER**

**SELF-CERTIFIED**

The zoning relief requested in this case was self certified, pursuant to 11 DCMR § 3113.2.

The Board provided proper and timely notice of the public hearing on this application by publication in the D.C. Register, and by mail to Advisory Neighborhood Commission (ANC) 6A and to owners of property within 200 feet of the site. The site of this application is located within the jurisdiction of ANC 6A, which is automatically a party to this application. ANC 6A submitted a letter at the hearing in support of the application. The Office of Planning (OP) submitted a report in support of the application.

As directed by 11 DCMR § 3119.2, the Board has required the Applicant to satisfy the burden of proving the elements that are necessary to establish the case pursuant to § 3104.1, for special exception under § 223. No parties appeared at the public hearing in opposition to this application or otherwise requested to participate as a party in this proceeding. Accordingly, as set forth in the provisions and conditions below, a decision by the Board to grant this application would not be adverse to any party.

Based upon the record before the Board and having given great weight to the ANC and OP the Board concludes that the Applicant has met the burden of proof, pursuant to 11 DCMR §§ 3104.1 and 223, that the requested relief can be granted, subject to the conditions set forth below, as being in harmony with the general purpose and intent of the Zoning Regulations and Map. The Board further concludes that granting the requested relief will not tend to affect adversely the use of neighboring property in accordance with the Zoning Regulations and Map.

Pursuant to 11 DCMR § 3101.6, the Board has determined to waive the

BZA APPLICATION NO. 17091

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requirement of 11 DCMR § 3125.3, that the order of the Board be accompanied by findings of fact and conclusions of law. It is therefore **ORDERED** that this application be **GRANTED**.

**VOTE:** 5-0-0 (Geoffrey H. Griffis, John G. Parsons, Ruthanne G. Miller, Curtis L. Etherly, Jr., David A. Zaidain to approve).

**BY ORDER OF THE D.C. BOARD OF ZONING ADJUSTMENT**

Each concurring member approved the issuance of this order.

**FINAL DATE OF ORDER:** DEC 17 2003

UNDER 11 DCMR 3125.9, "NO DECISION OR ORDER OF THE BOARD SHALL TAKE EFFECT UNTIL TEN DAYS AFTER HAVING BECOME FINAL PURSUANT TO THE SUPPLEMENTAL RULES OF PRACTICE AND PROCEDURE FOR THE BOARD OF ZONING ADJUSTMENT."

PURSUANT TO 11 DCMR § 3130, THIS ORDER SHALL NOT BE VALID FOR MORE THAN TWO YEARS AFTER IT BECOMES EFFECTIVE UNLESS, WITHIN SUCH TWO-YEAR PERIOD, THE APPLICANT FILES PLANS FOR THE PROPOSED STRUCTURE WITH THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR THE PURPOSES OF SECURING A BUILDING PERMIT.

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