

Clarifications:

- A. To encourage new entities to re-locate or establish businesses in the District, the licensing requirements are being clarified as follows:
1. The Office of Facility Licensing has a three (3) Phase application process that includes:
 - Phase 1: Submittal of a licensing application and supporting documents;
 - Phase 2: Sanitation and Environmental on-site physical plant inspection;
 - Phase 3: Final walk-through of the physical plant and issuance of a license.
 2. Review the attachments titled “Facility Licensing Process and Requirements” sent via email on August 14 2014, which will assist in understanding the licensing application process.
 3. Submit an original independent living program (ILP) or youth residential facility (YRF) application along with supporting documentation outlined on The Original Record Index that details the requirements to be included in the application binder (certificates, financial and insurance documents, plans/policies and personnel information including background safety clearance checks). Submit the application binder to the Child and Family Services Office of Facility Licensing located at 200 I Street, S.E., Office 3231, Washington, D.C. 20003. The Office of Facility Licensing (OFL) is available to provide technical assistance, if needed.
 4. OFL will review the application binder to determine whether it can be accepted. In the interim, CFSA anticipates that we would have completed the qualification phase.
 5. Offerors are encouraged to begin searching for a facility after OFL issues an approval letter accepting an applicant’s application binder. OFL has 90 days to either grant or deny an application for an original annual license to operate a youth residential facility and 60 days to make a decision for an original annual license to operate an independent living program once the application is accepted.
 6. OFL licenses the facility; therefore, to complete the licensing process the applicant must identify a facility and obtain all required certifications. The facility does not need to be fully staffed or furnished and if it determined that the physical plant meets all regulatory requirements a provisional license with closed admissions can be issued. Placements will not be made until the facility is fully staffed and the facility is furnished with all required items. Contractors shall have up to 150 days to complete this process.
- B. Interested Parties should provide a detailed narrative of the programming offered for section 33. No detailed proposals are required.

- C. For Qualification purposes a business will be considered qualified if it meets the requirements of Section 32, Qualification Review and Section 33, Specialized Qualification.