

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS**



**FY 2023 Victim Service Support
Request for Applications (RFA)**

IMPORTANT NOTICE

Application Release: January 3, 2023

Application Deadline: 11:59 pm ET, January 27, 2023

**Applications must be submitted via OVSJG's electronic Grants
Management System (eGMS)ZoomGrants™**

***Hard copies of the application will not be accepted**

To access ZoomGrants™ click on

https://www.zoomgrants.com/zgf/FY2023_Consolidated_Victim_Services_RFA

FY 2023 Victim Services Supplemental and Supports

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Request for Application Title: FY 2023 Victim Services Support

Solicitation Release Date: January 3, 2023

Due Date for Application: January 27, 2023

Overview

The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. OVSJG provides federal and District funding to local initiatives that address the issues of violent crime, public safety, and criminal justice. OVSJG is also responsible for monitoring grantees for compliance with federal and District regulations and working to build a comprehensive network of crime victim services for the citizens of the District of Columbia.

Executive Summary

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking applications for funding to support services available to victims of crime; and to support the development of protocols and training to guide interactions between law enforcement and violence intervention program and medical professionals as related to cases of gun violence and community-based, violent intentional injuries. This RFA is supported by LOCAL funds.

Section 1. Application Overview

1.1 Submission Requirement

All applicants must follow all instructions provided in this RFA under Section 4. Application Preparation and Submission Information for submission. Applications submitted improperly may not be reviewed.

1.2 Availability of Funds

The funding under this RFA is to support expenditures between **February 1, 2023 through September 30, 2023**. All grant expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the end of the project period are not allowable. The Office of Victim Services and Justice Grants also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the grant, grant agreement, or Memorandum of bidders Understanding, if awarded, are contingent on the continued federal or District funding, sub-grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Treasury, and in accordance with applicable sections within the grant award and/or agreement.

1.3 Application Deadline

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants no later than **11:59 pm ET, January 27, 2023**. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the

following https://www.zoomgrants.com/zgf/FY2023_Consolidated_Victim_Services_RFA. For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that ZoomGrants support desk is staffed from 8 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays. Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the January 27, 2023, deadline for submission. **Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.**

1.4 Submission Timeline

For all important dates regarding this RFA please see OVSJG's website regularly for updated timeline. This timeline may include dates for pre-bidders webinar, application deadlines and review dates, decision dates, and additional important dates. These dates are subject to change.

1.5 Eligibility Requirements

Any public or private, community-based non-profit agency, organization, or institution that has a District business license and provides services or goods within the district is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

1.6 Inquiries/Contact information

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to ovsjg.victimservices@dc.gov. The email should contain the following details in the subject line: **FY 2023 Victim Services Support Grant Application Inquiry**.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by e-mail. **All questions must be received by 5pm ET , January 13, 2023**). Answers to questions that cannot be answered by referring to sections of the RFA will be posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>. Any modifications to the RFA will also be posted on the OVSJG website and the [District Grants Clearinghouse](#). Oral explanations or instructions given prior to the award of grants will not be binding.

Section 2. Funding Opportunity Description

Funds under this RFA will support the development of joint Law Enforcement and Hospital Based Violence Intervention Program (HVIP) protocols and training. The successful grantee will work closely with all OVSJG funded HVIPs and the Metropolitan Police Department (MPD) to establish the protocols, and to develop and deliver the training. The training must be specifically designed for law enforcement, violence intervention program, and medical professionals working with victims of gun violence as well as other community based violent crimes. The training must be designed to enhance professional awareness and skills as relates to the protocols, minimize or mitigate the impacts of trauma, and support efforts to reduce violent crime in the District.

Section 3. General Grantee Requirements

The following sections provide an overview of general requirements and expectations for all applicants funded under this RFA. Successful applicants must adhere to OVSJG's general grantee requirements for compliance and to maintain funding for the award period.

3.1 Monitoring

The Grant Program Manager will monitor program services and financial administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee's service facilities. Monitoring efforts are designed to determine the grantee's level of compliance with District and federal requirements and identify specifically whether the grantee's operational, financial, and management systems and practices are adequate to account for program funds. Failure to maintain compliance with requirements may result in payment suspension, payment reduction, or termination of the grant. New grantees and grantees that have a high-risk classification must provide all financial back-up when submitting reimbursements and are also subject to more frequent onsite visits.

3.2 Risk Assessment Classification

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. After grants are awarded, each grantee will receive a risk classification based on past financial and programmatic reporting of the grantee, documentation submitted with the application, and other factors as detailed in the [*OVSJG Grants Management Policies and Procedures Manual*](#). If OVSJG determines that an award will be made to a high-risk organization, funding restrictions may be included. If OVSJG decides to impose any funding restrictions, then OVSJG will notify the organization in writing of the restriction, the reason(s), corrective actions, and the process for requesting reconsideration.

3.3 Corrective Action and Termination of Funding

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of OVSJG, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

3.4 Privacy and Confidentiality

Except as otherwise provided by federal law, no recipient of OVSJG funds shall use or reveal any research or statistical information furnished under OVSJG by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the OVSJG program funded. Such information and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding. Client records will be kept confidential and secure in accordance with the District and Federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

3.5 Data Collection Requirements and Information

Performance Measurement Information for Victim Services Grantees

Performance measurement is a system of tracking progress for accomplishing goals, objectives, and activities. Performance measurement provides direction as well as a basis for evaluating the progress of applicants who received funding under this RFA. Applicants are required to provide a set of common data points and service-specific outcome measures that captures the results of their work. Applicants who are

awarded grants will report on their specific outcomes in the software platform that is provided by OVSJG. Information on the Performance Measurement Initiative (PMI) including data measures and an instructional video on how to enter data can be found on the OVSJG website.

3.6 Reporting Requirement

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application, as well as the data and outcome measures as detailed in the Performance Measurement Initiative (PMI). The grantee should also include any successes or challenges encountered during the reporting period. The financial reports indicate the status of program spending by category and are submitted along with all receipts, invoices, or other documentation of expenditures, as required based on risk status. Both financial and programmatic reports are due no later than the 15th day after the end of the reported quarter. Fourth quarter financial reports will be due by the 10th of October. Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.

Recipients of federal funding may have additional reporting requirements.

Section 4. Application Preparation and Submission Information

4.1 Application Submission Instructions

Current OVSJG Grantees

Current FY2023 OVSJG grantees must:

1. Upload a single document proposal as required including all applicable elements of “Section 4.2 Description of Proposal Sections” of this RFA.
2. Upload the proposal to your existing FY23 ZoomGrants award, under the “Documents/Required Attachments” tab.
3. **Add an “Activity Request” to the Activity Log. Select, Administrator Action Requested and enter description, FY 2023 OVSJG Victim Services Support application.**

OVSJG may combine applications at the time of award.

New Applicants

Applicants are required to follow the format in [ZoomGrants™](#).

All Applicants

Any missing items or deviations will render the application ineligible. The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants no later than 11:59 pm ET, January 27, 2023. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant’s responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the following https://www.zoomgrants.com/zgf/FY2023_Consolidated_Victim_Services_RFA For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that

ZoomGrants support desk is staffed from 8 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays.

Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the January 27, 2023, deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

4.2 Description of Proposal Sections

Applicants should include all information needed to adequately describe plans for services. It is important that proposals reflect continuity among the program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile (New Applicants)

Use the template provided in Appendix A.

Current FY2023 Victim Services grantees should submit an updated Applicant Profile only if information has changed.

Project Abstract (All Applicants)

All applicants must include a brief description of the project including key activities; population targeted, and proposed number to be served.

Examples:

- Provide trauma-informed mental health services to 50 justice-involved individuals throughout the District.
- Conduct 24-30 trainings to criminal justice professionals on working with victims of domestic violence throughout DC.
- Engage at least 100 families and provide holistic services to reduce student truancy in Wards 7 & 8.

Project Narrative (All Applicants)

Each applicant must clearly and succinctly describe and justify the proposed program. The project narrative must include the following sections within the character limits noted.

I. Project Description

This section of the application should contain a description of activities that justify and describe the project to be implemented. The project narrative must include the following:

- A. Proposed goals, objectives, timeline and delivery format of all project deliverables.
- B. All proposed activities and how each activity will support the achievement of intended deliverables.
- C. Description of proposed roles and responsibilities of stakeholders.
- D. Describe of the intended outcomes/impact for District residents and visitors.
- E. Describe applicant's past proposed participation) in the crime victims' continuum of services including the applicant's detailed role in the continuum of services. Applicants must demonstrate an ability to achieve positive outcomes in partnership with stakeholders/partners.
- F. Describe any past law enforcement and/or HVIP projects of similar type and scale. Describe the process and outcome of the project.
- G. Describe how the project will develop promising and/or best practices in HVIP services and law enforcement interaction in the hospital setting.

II. Evidence Based - 5,000 character limit (New applicants or new projects only)
Describe how the project reflects identified promising and/or best practices in serving the target population. Is the program model/approach supported with empirical research? Has your program been evaluated?

III. Trauma Informed - 5,000 character limit (New applicants or new projects only)
Please describe how the project will reflect trauma-informed care best practices.

IV. Organization, Experience, and Qualifications of Applicant - 5,000 character limit
This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- A. Information and evidence about the qualifications, experience, expertise, and capability of the applicant to complete the project.
- B. Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful completion of the project.
- C. If applicable, explain past programmatic and administrative experience with OVSJG grants.
- D. Description of the applicant's financial and accounting systems to properly administer and track award funds.

Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

V. Data and Evaluation - 5,000 character limit (New applicants or new projects only)
Evaluation section **must include** a detailed plan of how the applicant intends to collect, analyze, and report outcome measures related to the proposed project. And should include how the applicant intends to keep records of project activities and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application.

- A. Include a narrative explanation of any additional measures that will be collected.

VI. Corrective Action Plan - 5,000 character limit
For applicants who received funding in FY23 and were subject to a Corrective Action Plan, please describe progress related to the corrective action plan (if applicable).

VII. Theory of Change/Project Work Plan (All Applicants must submit attachment, Appendix C)
Please list all project goals, objectives, activities, and outcomes in the Project Work Plan (See Appendix C). Workplan must include specific activities for each quarter of the award. Additionally, an estimation of data measures and performance outcomes should be included.

**VIII. Budget and Budget Narrative
(Appendix D)**

The funding under this RFA is to support expenditures between **February 1, 2023 through September 30, 2023**. Applicants must submit an 8-month budget.

The OVSJG Project Budget worksheet must be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Project Budget worksheet for more information on budget requirements. Costs included in the budget

must be reasonable, allowable, and necessary to the completion of the specific project activities proposed.

The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct.

The applicant must also note what percentage of their overall organization budget they are seeking to cover with this application and if the organization receives other funding or has applied for other funding in FY 2023 or to do similar work.

Letters of Support and Memoranda of Understanding (MOU)

New Applicants/New Projects Only.

If the application proposes partnership(s) with other providers to meet the goals and objectives of the proposal, a Memorandum of Understanding (MOU) is required outlining the relationship between the applicant and the identified partners, including the roles and responsibilities of each. This may be submitted as a single MOU between all partners or individual MOUs with each partner. Memoranda of Understanding must be submitted in "Documents/Required Attachments" tab.

4.3 Application Submission Checklist

What an Application Must Include Checklist

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

General Requirements:

- Applicant Profile (**New Applicants/new projects**)
- Abstract (**All Applicants**)
- Project Narrative (**All Applicants**)
 - Project Description
 - Evidence Based
 - Trauma Informed
 - Organization, Experience, and Qualification of Applicant
 - Data and Evaluation
- Budget (**All Applicants**)
- Theory of Change Project Work Plan (**All Applicants**)
- Memoranda of Understanding (MOU)/Letters of Support (**New Applicants/new projects**)
- Audited Financial Statements of the organization's most recent Fiscal Year (**New Applicants**)
- Disclosure of Legal Proceedings (**New Applicants**)
- Activity Log action request for current OVSJG FY2023 grantees (see Section 4 Application Preparation and Submission)**

Administrative Requirements (New Applicants)

- Current DC Business License
- DC 'Clean Hands'
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services
- Roster of Board of Directors
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace

- Standard Assurances
- NICRA, if applicable

4.4 Tips for Proposal Preparation

OVSJG recognizes the level of time and effort that applicants must put into developing proposals for submission. In order to tailor the application process to be as efficient and expeditious as possible we request that each applicant adhere to the following:

- The Application Profile must be signed by the Authorized Official
- Title of the project should be different than the name of the funding source
- Round all budget figures to the nearest dollar
- Follow the format outlined in *Proposal Instructions* when developing your proposal
- Use the *What an Application Must Include* checklist to guide the completion of your grant application packet

Section 5. Application Review Information

5.1 OVSJG Screening Process

This is a competitive solicitation. OVSJG does not guarantee funding, funding amounts, nor funding source based on previous awards. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a review panel.

5.2 Review Process and Decision on Awards

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include but are not limited to, underserved populations, strategic priorities, past performance, and available funding. The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund, amounts to be funded, and funding source. Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.

The Office of Victim Services and Justice Grants will consider the eligibility of costs and project activities contained in the application based on District and federal grant requirements; past performance of the applicant (including compliance with provisions of grant agreements, if applicable); overall priorities of the District and amount of funds available to meet the requests

and known community need.

5.3 Award Notification

The Office of Victim Services and Justice Grants follows the competitive process for awarding grants in accordance with the [OVSJG Grant Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#) . All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services and Justice Grants will notify all applicants of the final award decisions within fifteen (15) working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

5.4 Decision Review Process

An applicant has ninety (90) calendar days from the date the notification letter is sent to request in writing a more elaborate explanation of OVSJG's decision. The request should be sent to the following address:

Office of Victim Services and Justice Grants
ATTN: FY 2023 Victim Services Support Grant
Application Inquiry
441 4th Street, NW, Suite 727N
Washington, DC 20001
It may also be submitted via email to: ovsjg@dc.gov

Please refer [OVSJG Grant Management Policies and Procedures Manual](#) for the complete review policy.

5.5 Contingency Clauses

OVSJG reserves the right to require additional certifications and/or information in accordance with applicable federal or District requirements including the [OVSJG Grants Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). OVSJG will provide written notice of any additional requirements at the time of the award.

- OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
- This RFA does not commit OVSJG to award grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify the applicant Authorized Official of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal or District regulation or requirement.
- OVSJG reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.

- OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Section 6. Programmatic and Administrative Requirements

6.1 Oversight

Applicants are required to ensure that there is adequate oversight over their grant programs and partner(s). In designing and managing programs, applicants need to consider how they will ensure that grant activities and partner(s) will adhere to applicable Federal, Local, and programmatic regulations.

6.2 Financial Management and Systems of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the [Part 200 Uniform Requirements](#) as set out at 2 C.F.R. [200.302](#) and [200.303](#), comply with standards for financial and program management. The “[Part 200 Uniform Requirements](#)” means the DOJ regulation at [2 C.F.R. Part 2800](#), which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

6.2.1 Financial Capability

The following are minimum requirements necessary to accept, manage, and spend funds awarded under this RFA.

- A. Organization’s accounting system provides accurate and current financial reporting information.
- B. Organization’s accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OVSJG.
- C. Organization’s accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
- D. Organization’s time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective.
- E. Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

6.3 Restrictions on Use of Funds

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the [City-Wide Grants Manual and Sourcebook](#), the Office of Management and Budget (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements \(2 CFR 200\)](#), and, if applicable based on funding source, the U.S. Department of Justice, Office of Justice Programs Financial Guide, www.ojp.usdoj.gov/financialguide.

6.4 Non-Supplanting

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available.

6.5 Payment Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submissions to this RFA. Grant funds will be awarded on a cost reimbursement basis. At any time before final payment and three (3) years thereafter, the government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

6.6 Applicant's Financial Statements

All applicants are required to provide a copy of their most recent and complete set of financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from state and federal entities must also include their Single Audit Report. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. OVSJG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

6.7 Internal Revenue Service Requirement

All applicants must submit evidence of being a legally authorized entity (e.g., 501(c)(3) determination letter), a current business license, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status. This requirement should not be construed to mean that all applicants are required to be a 501(c)(3) entity.

6.8 Disclosure of Legal Proceedings

All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicant's authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

1. Been indicted or had charges brought against them (if still pending) and/or been convicted of:
 - a. Any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or
 - b. Any crime or offense involving financial misconduct or fraud; or
2. Been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

6.9 Office of Tax and Revenue (OTR) Requirement

All grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.

6.10 Insurance Requirement

All grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, etc). Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in ZoomGrants. Applicants do not have insurance secured at the time of application who are awarded a grant are required to provide insurance documentation prior to award execution.

6.11 Funding to Faith-Based Organizations

Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVSJG funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

6.12 Civil Rights Requirement

Successful applicants must be able to demonstrate compliance with District and federal civil rights requirements. If an applicant is selected for a grant award, grantee will be required to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the **District of Columbia Language Access Act**. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program. For more information on the District of Columbia Language Access Act [visit this site](#).

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing “Equal Treatment for Faith based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice(DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

6.13 Non-discrimination in Hiring and Delivery of Services and Discrimination Reporting

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act(34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b));the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood Organizations).

Appendices

- **Appendix A:** Application Checklist
- **Appendix B:** Applicant Profile
- **Appendix C:** Theory of Change/Workplan
- **Appendix D:** OVSJG Budget Template
- **Appendix E:** Data Outcomes and Measures
- **Appendix F:** Standard Assurances
- **Appendix G:** Statement of Certification
- **Appendix H:** Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug- Free Workplace Requirements

APPENDIX A: Application Checklist

What an Application Must Include Checklist

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

- General Requirements:**
- Applicant Profile (**New Applicants/new projects**)
- Abstract (**All Applicants**)
- Project Narrative (**New Applicants/new projects**)
 - Project Description
 - Evidence Based
 - Trauma Informed
 - Organization, Experience, and Qualification of Applicant
 - Data and Evaluation
- Budget (**All Applicants**)
- Theory of Change Project Work Plan (**All Applicants**)
- Memoranda of Understanding (MOU)/Letters of Support (**New Applicants/new projects**)
- Audited Financial Statements of the organization's most recent Fiscal Year (**New Applicants**)
- Disclosure of Legal Proceedings (**New Applicants**)
- Activity Log action request for current OVSJG FY2023 grantees (see Section 4 Application Preparation and Submission)**
-
- Administrative Requirements (New Applicants)**
- Current* DC Business License
- DC 'Clean Hands'
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services
- Roster of Board of Directors
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- NICRA, if applicable
- Insurance

APPENDIX B: Applicant Profile

| APPLICANT PROFILE | |
|--|---------------------------|
| Fiscal Year of Funding: 2023 | |
| Organization Name: | |
| Address: | |
| ZIP + 4: | |
| Unique Entity Identifier # (EUI): | |
| Project Title: | |
| Project Period Dates (Begin/End Dates): | |
| Requested Amount: \$ | |
| AUTHORIZED OFFICIAL: | |
| Name: | |
| Title: | |
| Telephone: | |
| Email: | |
| PROJECT DIRECTOR: | FINANCIAL OFFICER: |
| Name: | Name: |
| Title: | Title: |
| Phone: | Phone: |
| Email: | Email: |
| <i>Application is made for a grant under the above-mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services. I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.</i> | |
| | |
| <i>Printed Name of Authorized Official</i> | |
| <i>Signature of Authorized Official</i> | <i>Date</i> |

APPENDIX B: THEORY OF CHANGE-WORKPLAN

Instructions: Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. **DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.**

EXAMPLE

| | | | | | | | | |
|---|---|--|--|--|--|---|--|---|
| Project Goal 1 | Decrease 30-day alcohol use by youth aged 12 to 20 in the target community. | | | | | | | |
| Project Objective 1 | By June 30, 2023, 75% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful. | | | | | | | |
| Inputs (Budget Items) | Activity | Outputs Q1 | Outputs Q2 | Outputs Q3 | Outputs Q4 | Short-Term Outcomes | Mid-Term Outcomes | Long-Term Outcomes |
| <i>Personnel/Fringe:</i> 2.5 FTE Peer Mentors 1 FTE Program Coordinator .75FTE Program Director | 1. Convene a youth work group to design marketing campaign | 9 social media campaigns | 45 flyers distributed | 7 school presentations | 5 community presentations | By June 30, 2023, 75% of target youth ages 12 to 20 will have increased knowledge about the problems and consequences associated with underage drinking | 30-day alcohol use among target youth ages 12 to 20 will decrease by 20% | 30-day alcohol use among target youth ages 12 to 20 will decrease 40% |
| <i>Personnel/Fringe:</i> 2.5 FTE Peer Mentors 1 FTE Outreach worker .75FTE Program Director | 2. Conduct face-to-face youth mobilizing | 4 meetings with community stakeholders; recruit 5 youth participants | 4 meetings with community stakeholders; recruit 5 youth participants | 4 meetings with community stakeholders; recruit 5 youth participants | 4 meetings with community stakeholders; recruit 5 youth participants | By June 30, 2023, 30 youth will participate in activities to increase knowledge about the problems and consequences associated with underage drinking | | |
| <i>Operating:</i> Rent, Utilities | | | | | | | | |
| Impact | Overall decrease in the number of alcohol related fatalities, violence, and crime for youth aged 12-20 in the target community. | | | | | | | |

APPENDIX D: OVSJG Budget Template

INSTRUCTIONS: For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget may be subject to an audit. Project allocations are required for OVSJG funding. Applicants must provide the percentage or number of hours proposed to fulfill the applicant’s proposed goals and objectives.

The following examples are intended to assist you in preparing your application budget. **Budgets may be submitted in Word or Excel format as an attachment. Applicants must also enter budget information in the appropriate section in ZoomGrants. Do not include the instructions or examples in the budget you submit with your application.**

A. PERSONNEL:

List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project, and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative.

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested. Include any projected salary increases for the award period.

EXAMPLE:

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------------|------------------------------|-------------|
| Project Manager, Maria Smith | \$60,000/year x 50% | \$30,000 |
| Staff Assistant, TBD | \$45,000/year x 25% | \$11,250 |
| Outreach Worker, Aaron Jones | \$20/hour x 10-15 hours/week | \$13,000 |

The Project Manager, Maria Smith, will oversee the daily operations of the project and supervise project staff. Ms. Smith is also responsible for drafting and submitting programmatic and financial reports.

The Staff Assistant, to be hired, will provide administrative support to the project, including responding to client contacts via phone and email, compiling data for programmatic and financial reports, and responding to other requests for information.

The Outreach Worker, Aaron Jones, is a part-time employee who be compensated at \$20 hour for 10-15 hours per week. The number of hours will vary each week depending on need. An average of 12.5 hours per week was used to calculate the cost. Mr. Jones will engage in community outreach activities to increase program participation.

TOTAL PERSONNEL: \$54,250

B. FRINGE BENEFITS:

Fringe benefits should be based on actual known costs. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage of time devoted to the project. List name and actual cost of fringe expense for each employee.

EXAMPLE:

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------------|--------------------|-------------|
| Project Manager, Maria Smith | \$30,000 x 22.4% | \$6,720 |
| Staff Assistant, TBD | \$11,250 x 22.4% | \$2,520 |
| Outreach Worker, Aaron Jones | \$13,000 x 9.15% | \$1,190 |

Fringe benefits include FICA, health insurance, worker's compensation, unemployment compensation, and retirement and are based on actual anticipated expenses for each employee.

TOTAL FRINGE BENEFITS: \$10,430

C. TRAVEL/TRAINING:

Provide the purpose of the travel under the grant. **Requests for travel will only be considered if the proposed use directly supports the goals and objectives of the proposal** and budget narrative must describe how the planned travel is necessary for the success of the project. [GSA](#) rates may be used to calculate travel cost or rates established by agency policy.

EXAMPLE:

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------------------|-------------------------------------|-------------|
| Transporting clients to/from court | 50 trips x 6.4 miles x \$0.585 | \$187.20 |
| Attendance at task force meetings | 6 meetings x \$4.40 Metro RT | \$ 26.40 |
| Staff training | Airfare: \$500 x 2 staff | \$1,000 |
| <i>National Trauma Conference</i> | Lodging: \$154 x 3 nights x 2 staff | \$ 924 |
| <i>Dallas, TX</i> | Per diem: \$69 x 4 days x 2 staff | \$ 552 |
| | Ground: \$50 x 2 staff | \$ 100 |

Staff will use private vehicles to transport clients to/from court as needed.

One staff person will attend the DC VAN and other task force meetings.

Two staff will attend the National Trauma Conference to enhance their professional knowledge and skills.

TOTAL TRAVEL: \$2,790

D. CONSULTANTS/CONTRACTS:

Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A copy of executed contract/written agreement between the sub-grantee and service provider prior to any reimbursement payment.

EXAMPLE:

| <u>Consultant Name</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------|-------------------------|----------------------------------|-------------|
| Dr. Leslie Smith | Trauma training | \$500/day x 2 days | \$1,000 |
| | | Mileage: 88 miles x \$0.585/mile | \$ 51 |

Dr. Smith will prepare and provide a one-day training on the neurobiology of trauma and providing trauma-informed services for staff and project partners. Dr. Smith will travel from Baltimore to provide the training.

| <u>Contract Item</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|-------------------------|-------------|
| Printer/Copier Lease | \$400/month x 12 months | \$4,800 |

Printer/copier use is tracked by project codes; budgeted amount is based on historical usage.

TOTAL CONSULTANTS/CONTRACTS: \$5,851

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). **Consultant rate cannot exceed \$650 per day or \$81.25 per hour. Prior approval must be received from OVSJG for consultant rates in excess of \$650 per day.**

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

E. SUPPLIES:

List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors. These costs cover such items as office supplies, computer hardware/software, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000) and show the basis for computation. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

EXAMPLE:

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-----------------|---------------------------|-------------|
| Office supplies | \$5,000/year x 15% | \$ 750 |
| Palm cards | \$0.05/card x 5000 copies | \$ 250 |
| Laptop/Notebook | 1 unit at \$500 | \$ 500 |

Office supplies are based on the program’s percentage of the annual organization supply budget. Palm cards with agency contact information will be distributed during outreach activities. The laptop/notebook will be purchased for the Outreach Worker to use during outreach events.

TOTAL SUPPLIES: \$1,500

F. EQUIPMENT:

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased.(Note: Organization’s own capitalization policy may be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy.). Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.

G. DIRECT CLIENT SUPPORT (FLEX FUNDS):

These costs are to be used for direct client support. While the funds are intentionally flexible, eligible uses are restricted to goods and services that are directly related to **assessed individual needs**. For example, food, housing (access and retention or critical supplies), vital documents (birth certificates, IDs, immigration documents, etc.), access to health care services (co pays, required immunizations, prescriptions), transportation needs, connectivity, education needs, and other temporary or immediate expenses.

EXAMPLE:

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------|-----------------------|-------------|
| Metro Smart Trip Cards | \$30/card x 100 cards | \$3,000 |

Metro Smart Trip Cards will be provided to 100 clients to facilitate transportation to court dates.

TOTAL DIRECT CLIENT SUPPORT (FLEX FUNDS): \$3,000

H. OPERATING COSTS

List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors.

EXAMPLE:

| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------------------|-------------------------|-------------|
| Insurance (Traveler’s) | \$10,000 annually x 15% | \$1,500 |
| Audit services (Cooper & Fine) | \$ 8,000 x 15% | \$1,200 |
| Internet (Verizon) | \$600/month x 15% | \$ 90 |

Insurance includes general liability, D&O, and professional insurance. Audit services are based on past expense. Wired/wireless services provided for staff in office and hotspot access. Amounts are prorated based on project budget in relation or overall organization budget.

TOTAL OPERATING: \$2,790

I. INDIRECT COSTS

If the applicant possesses a negotiated indirect cost rate (NICRA), they can submit it in this section and request reimbursement for expenses at said rate. **Any costs included in the calculation of the NICRA cannot also be requested as direct costs.** NICRA documentation must be submitted with the application.

Alternatively, applicants can request reimbursement of the "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC). When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with approval.

BUDGET SUMMARY

| Budget | OVSJG Grant Funds Requested |
|--|------------------------------------|
| A. Personnel | |
| B. Fringe Benefits | |
| C. Travel | |
| D. Contracts/ Consultants | |
| E. Supplies | |
| F. Equipment | |
| G. Direct Client Support (Flex Funds) | |
| H. Operating | |
| TOTAL DIRECT COST | |
| I. Indirect Costs | |
| TOTAL PROJECT COST | |

APPENDIX E: DATA AND OUTCOME MEASURES

FY 23 Performance Measurement Initiative Questions

Victim Data

Primary Victim Data

1. Number of new primary victims served by this grant this quarter
2. Number of continuing primary victims served by this grant this quarter
3. Unique new primary victims served by victims stated gender:
 - a. Man/boy
 - b. Woman/girl
 - c. Self-identified as trans woman/girl
 - d. Self-identified as trans man/boy
 - e. Prefer not to say
 - f. Unknown gender
 - g. Other

Total genders reported (auto calculates) (must equal the total number of new primary victims)

4. Unique new primary victims served by victims stated sexual orientation
 - a. Number of victims who self-identify as LGBTQIA+
 - b. Number of victims who self-identify as straight/heterosexual
 - c. Number of victims who prefer not to say
 - d. Number of victims who did not disclose their sexual orientation
 - e. Number of victims who were not asked for this information

Total sexual orientations reported (auto calculates) (must equal the total number of new primary victims)

5. Unique new primary victims served by victims stated race(s) or ethnicit(y/ies)
 - a. White, non-Latino/Caucasian
 - b. Black/African-American
 - c. African
 - d. Hispanic/Latinx/Latino/a
 - e. Indigenous/American Indian/Alaskan Native
 - f. Asian/Native Hawaiian/other Pacific Islander
 - g. Two or more races or ethnicities
 - h. Unknown
 - i. Other

Total race/ethnicity responses reported (auto-calculated) (must equal the total number of new primary victims)

6. Unique new primary victims served by victim's age
 - a. 0-10
 - b. 11-12
 - c. 13-17
 - d. 18-24
 - e. 25-30
 - f. 31-34
 - g. 35-59
 - h. 60-65
 - i. 66 and older
 - j. Unknown

Total ages reported (auto-calculated) (must equal the total number of new primary victims)

Secondary Victim Data

7. Number of new secondary victims served by this grant this quarter
8. Number of continuing secondary victims served by this grant this quarter
9. Unique new secondary victims served by victims stated gender:
 - a. Man/boy
 - b. Woman/girl
 - c. Self-identified as trans woman/girl
 - d. Self-identified as trans man/boy
 - e. Prefer not to say
 - f. Unknown gender
 - g. Other

Total genders reported (auto calculates) (must equal the total number of new secondary victims)

10. Unique new secondary victims served by victims stated sexual orientation
 - a. Number of victims who self-identify as LGBTQIA+
 - b. Number of victims self who identify as straight/heterosexual
 - c. Number of victims who prefer not to say
 - d. Number of victims who did not disclose their sexual orientation
 - e. Number of victims who were not asked for this information

Total sexual orientations reported (auto calculates) (must equal the total number of new secondary victims)

11. Unique new secondary victims served by victims' stated race(s) or ethnicity(y/ies)
 - a. White, Non-Latino/Caucasian
 - b. Black/African-American
 - c. African
 - d. Hispanic/Latinx/Latino/a
 - e. Indigenous/American Indian/Alaskan Native
 - f. Asian/Native Hawaiian/other Pacific Islander
 - g. Two or more races and or ethnicities
 - h. Unknown
 - i. Other

Total race/ethnicity responses reported (auto-calculated) (must equal the total number of new secondary victims)

12. Unique new secondary victims served by victim's age
 - a. 0-10
 - b. 11-12
 - c. 13-17
 - d. 18-24
 - e. 25-30
 - f. 31-34
 - g. 35-59
 - h. 60-65
 - i. 66 and older
 - j. Unknown

Total Ages Reported (auto-calculated) (must equal the total number of new secondary victims)

All Victim Data

13. Total clients served (auto-calculated) (sum of new and continuing primary and secondary victims)
14. Number of Limited English Proficient (LEP) clients served. This includes new, continuing, primary, and secondary victims.
15. Number of times your agency accessed the victim services interpreter bank
16. Number of unique victims provided with information about the (Crime Victims Compensation) CVC
17. Number of unique victims' CVC claims for which your agency or organization provided assistance in filing or referrals for filing
18. Location of residence for each unique new crime victim served this reporting quarter. This includes new primary and new secondary victims.

Note: One quadrant of residence should be reported for each new primary AND each new secondary victim. The below calculation is based on the total new primary and new continuing victims reported on the previous pages of this report. This is how many quadrants of residence should be reported below. The data will not save if the correct number of quadrants of residence are not reported.

- a. NE
- b. SE
- c. NW
- d. SW
- e. No fixed address
- f. Out of District
- g. Unknown

Total quadrants residence reported (auto-calculated)

19. Type of service provided to each unique crime victim served with Victims Services Program funding this quarter. This includes new, continuing, primary, and secondary victims.

Note: At least one service should be reported for each victim served during the reporting quarter. The total below reflects the number of new primary, continuing primary, new secondary, and continuing secondary victims reported in the previous pages of this report. The total number of services reported below should be equal to or greater than the number of victims served during the reporting quarter. The data will not save if the correct number of services provided are not reported.

- a. Case management and/or advocacy
- b. Information and referrals
- c. Civil legal services
- d. Financial or material assistance
- e. Criminal legal services
- f. Mental health services
- g. Forensic services
- h. Medical services
- i. Housing
- j. Hotline
- k. Crisis intervention
- l. Language access
- m. Safety planning
- n. Other

Total services reported (auto-calculated)

20. Category of crime for each unique new victim served with Victim Services Program funding each quarter. This includes new primary and new secondary victims. *Note: At least one category of crime should be reported for each new primary AND each new secondary victim. The number of categories of crime reported should equal or exceed the above total of new primary and new*

secondary victims. The data will not save if the correct number of categories of crime are not reported.

- a. Adult survivors of childhood abuse
- b. Arson
- c. Assault/attempted homicide
- d. Bullying
- e. Child physical abuse
- f. Child sexual abuse
- g. Child exposed to violence
- h. DUI/DWI
- l. Elder Abuse
- j. Family violence or abuse
- k. Gun violence
- l. Hate bias crime
- m. Homicide
- n. Human trafficking
- o. Identity theft/fraud
- p. Intimate partner violence
- q. Kidnapping
- r. Robbery
- s. Sexual assault (adult or minor)
- t. Stalking
- u. Terrorism
- v. Other

Total crime types reported (auto-calculated)

- 21. Do you have any positive qualitative observations to share from the clients that you served during this reporting period? (max 255 characters)
- 22. Do you have any negative qualitative observations to share from the clients that you served during this reporting period? (max 255 characters)

FY 23 Performance Measurement Initiative Questions

Professional Training Data

Develop and deliver training designed for individuals working in a professional capacity with crime victims (e.g., law enforcement, prosecutors, health professionals, teachers, etc.). Training is designed to enhance professional skills, develop strategies, or implement activities to address crime victimization.

1. Total number of professional training events conducted
 - a. Virtual events:
 - b. In-person events:
2. Number of participants trained
 - a. Virtual events:
 - b. In-person events:
3. Number of professional training participants that:
 - a. Completed an evaluation
 - b. Did not submit an evaluation or submitted an incomplete evaluation

(Note: a+b should equal the total number of participants)

 - c. Demonstrated a positive change in knowledge, skills, or abilities as the result of the training. Note: Participants must have completed an evaluation and demonstrate through the evaluation the positive change.
4. Do you have any positive qualitative observations to share from the participants of professional training events? (max 255 characters)
5. Do you have any negative qualitative observations to share from the participants of professional training events? (max 255 characters)

Trauma-Informed Mental Health Services Data

Trauma-informed professional care is provided by a clinician with appropriate licensure that is intended to treat symptoms of trauma, reduce symptoms of trauma, and improves the crime victim's general functioning after victimization.

1. Victims Engaged in Counseling or Therapy
 - a. Number of new victims that received mental health services
 - b. Number of continuing victims that received mental health services
 - c. Total number of total victims that received mental health services (auto-calculated)
2. Mental Health Crisis Intervention Services
 - a. Number of unique victims provided with crisis intervention services in this reporting period. This includes primary and secondary victims (auto calculates)
 - i. Of the number of unique victims provided with crisis intervention services, how many were provided services via virtual services
 - ii. Of the number of unique victims provided with crisis intervention services, how many were provided services via in-person crisis intervention
3. New Victim Engagement
 - a. Number of new victims that engaged in a screening or intake process during the reporting quarter

- b. Number new of victims that were screened and referred to another mental health provider during the reporting quarter
- 4. Accessing Mental Health Services
 - a. Number of victims on the waitlist for therapy or counseling this quarter
 - b. What is the average length of time that victims are on the waitlist for therapy or counseling?
 - i. ___Days
- 5. T1 and T2 Mental Health Assessments

Note: Mental health T1 and T2 assessments must be done using a validated instrument of the provider's choice to measure trauma symptoms.

- a. Number of victims not assessed at T1 or T2 during this quarter
- b. Number of unique victims assessed at T1 in this reporting period but not assessed at T2 within this reporting period
- c. Number of victims that were assessed at T2 during this reporting period
- d. Number of victims that demonstrated a reduction of trauma symptoms at T2 during this reporting period NOTE: victims who had a T1 assessment in this or a prior reporting period and a T2 assessment in this reporting period, must be included in this number)
- 6. Do you have any positive qualitative observations to share from the victims that you provided mental health services to during this reporting period? (max 255 characters)
- 7. Do you have any negative qualitative observations to share from the victims that you provided mental health services to during this reporting period? (max 255 characters)

Financial or Material Assistance Data

Financial or material assistance are those services that provide a tangible, financial resource to the crime victim to alleviate an emergency need or to stabilize the victim's life in the aftermath of victimization. Examples including providing security deposits for relocation, changing locks, paying a deductible, etc.

- 1. Number of requests for financial assistance
 - a. Made to your agency or organization during the reporting quarter
 - b. That were fully met during the reporting quarter
 - c. That were partially met during the reporting quarter
- 2. Of the number of requests for financial assistance that were met during the reporting quarter, what number paid for:
 - a. Mortgage/rental support (rent, renter's insurance, mortgage, and other housing fees)
 - b. Household utilities
 - c. Security deposits
 - d. Hotel vouchers/stays
 - e. Moving/relocation expenses
 - f. Childcare expenses
 - g. Property repair or replacement
 - h. Clothing or toiletries
 - i. Lock change/security systems
 - j. Food

- k. Medical expenses (e.g., co-pays, prescriptions, medical equipment)
 - l. Legal fees
 - m. Transportation
 - n. Vital documents
 - o. Job training/employment resources
 - p. Other not listed
Required: Open space to describe “other”
3. How much financial assistance (in dollars) did your organization disperse in each of the following categories:
 - a. Mortgage/rental support (rent, renter’s insurance, mortgage, and other housing fees)
 - b. Household utilities
 - c. Security deposits
 - d. Hotel vouchers/stays
 - e. Moving/relocation expenses
 - f. Childcare expenses
 - g. Property repair or replacement
 - h. Clothing or toiletries
 - i. Lock change/security systems
 - j. Food
 - k. Medical expenses (e.g., co-pays, prescriptions, medical equipment)
 - l. Legal fees
 - m. Transportation
 - n. Vital documents
 - o. Job training/employment resources
 - p. Other not listed
Required: Open space to describe “other”
 4. Average amount financial assistance given to clients during the quarter.
 5. Do you have any positive qualitative observations to share from the victims that you served using financial or material assistance during this reporting period? (max 255 characters)
 6. Do you have any negative qualitative observations to share from the victims that you served using financial or material assistance during this reporting period? (max 255 characters)

Housing Data

Emergency housing or longer-term housing provided to victims of crime and their families when housing is needed as a direct or indirect result of victimization.

1. Victims Provided with Safe Housing
 - a. Number of unique new victims (primary and secondary) provided with safe housing during the reporting period
 - b. Number of unique continuing victims (primary and secondary) provided with safe housing during the reporting period
2. Nights of Safe Housing
 - a. What is the aggregate number of nights of safe housing provided during the reporting period?

- b. What is the average number of safe nights of housing provided to each victim served during the reporting period?
3. Of the number of victims who left housing during the reporting period, what number left housing for:
 - a. Safe and permanent housing
 - b. Safe but temporary housing
 - c. Tenuous housing
 - d. Emergency housing
 - e. Transitional housing
 - f. Unknown
 - g. Deceased
 - h. Other housing
Required: Open space to describe “other”
4. Do you have any positive qualitative observations to share from the victims that you served with housing services during this reporting period? (max 255 characters)
5. Do you have any negative qualitative observations to share from the victims that you served with housing services during this reporting period? (max 255 characters)

Medical and Forensic Services Data

Medical services are services that engage professional care provided by a clinician with appropriate licensure that is intended to identify and treat injury and physical needs of a crime victim. Forensic services are services that seek to collect evidence for use in a legal proceeding or to review evidence for future use

1. Sexual assault victims provided with medical services
 - a. Number provided medical services
 - b. Number who had injury
 - c. Number who received treatment of injury
 - d. Number who received infection prophylaxis
 - e. Number who were forensically interviewed by your organization
2. Domestic or intimate partner violence victims provided with medical services
 - a. Number provided medical services
 - b. Number who had injury
 - c. Number who received treatment of injury
 - d. Number who received infection prophylaxis
 - e. Number who were forensically interviewed by your organization
3. Peer review of exams
 - a. Number of medical forensic exams conducted during the reporting period
 - b. Number of peer reviews of exams conducted during the reporting period
4. Types of Forensic Exams Reporting On (Drop Down Menu)
 - a. Forensic Exams Analyzed

- b. Forensic Exams Conducted
- 5. Number of exams or analyses:
 - a. Conducted during the reporting quarter (all crime types)
 - b. Case reviewed by a multidisciplinary team during the reporting period
- 6. Do you have any positive qualitative observations to share from the victims that you served during this reporting period? (max 255 characters)
- 7. Do you have any negative qualitative observations to share from the victims that you served during this reporting period? (max 255 characters)

Legal Services Data

Legal services are any service provided by or in consultation with a licensed and barred attorney for the purpose of addressing a legal need that has occurred due to the crime and victimization.

- 1. Number of referrals or requests for service that were accepted by your organization in the reporting quarter
- 2. Totals: Legal representation
 - a. Number of victims requesting legal representation
 - b. Number of new victims who received representation
 - c. Number of new victims who declined representation
 - d. Number of new victims who did not receive representation from this organization
 - e. Number of new victims who were referred to another organization for legal representation
- 3. Number of victims for whom legal needs were met by in-house representation
 - a. Fully met
 - b. Partially met
- 4. Number of victims for whom legal needs were met by brief advice and consultation
 - a. Fully met
 - b. Partially met
- 5. Of the matters that were resolved during this reporting period, number of matters:
 - a. Fully resolved in a manner that was consistent with the wishes of the victim
 - b. Partially resolved in a manner that was consistent with the wishes of the victim
 - c. Withdrawn prior to legal resolution at the request of the victim
 - d. Resolved due to legal necessity
 - e. Resolved incompatible with the stated wishes of the victim
 - f. Resolved because the client discontinued communication
- 6. Number of victims receiving legal representation in the:
 - a. Criminal justice system
 - b. Civil protective system
 - c. Immigration system
 - d. Educational system
 - e. Family law system
 - f. Administrative system (other than those already listed)
- 7. Do you have any positive qualitative observations to share from the victims that you provided legal services to during this reporting period? (max 255 character)

8. Do you have any negative qualitative observations to share from victims that you provided legal services to during this reporting period? (max 255 characters)

Crisis Intervention and Hotline Data

A 24-hour, 7-days a week communication system that is in constant operational readiness to facilitate immediate communication with victims in need of information and support.

1. Hotline Calls, Texts, & Chats
 - a. Total number of hotline calls, texts, or chats answered
 - b. Total hotline calls, texts, or chats that were unanswered in the reporting quarter
 - c. Total hotline calls, texts, or chats with a delayed answer in the reporting quarter
2. Hotline: Language Access
 - a. Number of hotline calls, texts, chats, or other requests for crisis service in which the assistance was provided in the victim's native language (This includes English)
 - b. Number of hotline calls, texts, chats, or other requests for crisis services in which the victim spoke a language other than English
3. Number of third-party requests for service via hotline during the reporting period
4. Of the victims (primary and secondary) for whom hotline services were provided, how many victims stated each of the following needs?
 - a. Housing
 - b. Safety (physical or emotional)
 - c. Criminal justice intervention
 - d. Emotional support
 - e. Medical or forensic care
 - f. Legal services
 - g. Other needs not listed
5. Of the victims (primary and secondary) for whom crisis intervention or hotline services were provided during this quarter, how many victims stated needs were addressed by the agency via:
 - a. Service provided by your organization or
 - b. Agency referral to another organization or agency
 - i. Warm hand-off to another organization or agency
 - ii. Contact information provided to client
 - c. Referral made but declined
 - d. Unknown resolution
 - e. Other

Project CHANGE Data

1. Total number of patients offered HVIP services (auto calculates)
 - a. Number of patients offered services at beside
 - b. Number of patients offered services post-discharge
2. Total number of patients discharged without services engaged (auto calculates)
 - a. Post-discharge no contact information

- b. Attempted to contact post-discharge and did not respond
- 3. Total number of patients who consented to program services
 - a. Number of patients who consented to program in hospital
 - b. Number of patients who consented to program after hospital
- 4. Total number of patients who declined the services offered
- 5. Total number of patients that accepted referrals to external programs (auto calculates)
 - a. Number of patients who accepted a referral, but did not consent to program services
 - b. Number of patients who consented to program services and accepted a referral
- 6. Criminal justice involvement
 - a. Patients with prior incarceration history
 - b. Clients with prior criminal justice involvement
- c. Prior patients with new criminal or civil charge in quarter
 - 7. Prior patients with new injury in the quarter
 - 8. Prior patients who secured a job this quarter
 - 9. Patients who have demonstrated improvements in mental health
 - 10. Patients who engaged in educational or job training advancement
 - 11. Prior patients who secured safe housing
 - 12. Type of Injury
 - a. GSW
 - b. Stabbing
 - c. General assault
 - d. Other
- 13. Day of the week the injury occurred
 - a. All days of the week will be in Spreadsheet Web
- 14. Month injury occurred
 - a. All months of the year will be in Spreadsheet Web
- 15. Zip code
 - a. All zip codes will be in Spreadsheet Web
- 16. Program Outcomes
 - a. Number of Project CHANGE meetings attended this reporting quarter
 - b. Number of protocols or MOUs created with community organizations outside of Project CHANGE this reporting quarter
 - c. Number of CCR meetings attended this reporting quarter
 - d. Number of cases presented at conference this reporting quarter

APPENDIX F: Standard Assurances

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for

inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.

6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily- imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (34U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685- 86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith- Based and Other Neighborhood Organizations). . It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.
7. If a governmental entity,
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with 5 U.S.C.§§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official

Date

APPENDIX G: Statement of Certification

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Office of Victim Services and Justice Grants, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
9. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. That the applicant has a satisfactory record of integrity and business ethics;
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

APPENDIX H: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services and Justice Grants determines to sub award the covered transaction or grant.

1. LOBBYING

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.
2. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

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

3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the Office of Victim Services and Justice Grants, 441 4th St. NW, Suite 727N, Washington, DC 20001. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee must insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street address and zip code

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 10 calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001.

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

Applicant Name

Address

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date