

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



**Fiscal Year 2022 (FY22) Building Blocks  
DC Services and Supports Request for  
Applications (RFA)**

**IMPORTANT NOTICE**

**Application Release: October 8th, 2021**

**Application Deadline: November 10th, 2021**

**Applications must be submitted via OVSJG's electronic Grants Management System, ZoomGrants™. To access the application in ZoomGrants™ visit**

**[https://www.zoomgrants.com/zgf/FY22\\_BBDC\\_RFA](https://www.zoomgrants.com/zgf/FY22_BBDC_RFA)**

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

**A pre-bidder webinar will be held. Webinar details will be posted on the OVSJG website at <https://ovsjg.dc.gov/page/funding-opportunities-current>.**

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**Request for Application Title:** FY 2022 Building Blocks DC Services and Supports Request for Applications (RFA)

**Solicitation Release Date:** October 8, 2021

**Due Date for Application:** November 10, 2021

## **Overview**

The Office of Victim Services and Justice Grants (OVSJG) provides District and federal funding to local initiatives 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 is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive Office of the Mayor on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

## **Executive Summary**

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking applications for funding for services and supports for Building Blocks DC. Building Blocks DC, and its partnered Gun Violence Prevention Emergency Operations Center, is the first-of-its-kind in the country to address gun violence using a public health approach. Building Blocks DC focuses on the small number of individuals responsible for a significant percent of gun violence in the District and the small number of places where the most gun violence is occurring, all while build sustainability the Emergency Operations Center which coordinates violence prevention efforts currently lead by District agencies, nonprofit partners, and community-lead efforts.

American Rescue Plan Act (ARPA) federal funds will support grants to provide:

1. Safe housing, housing assistance, and relocation services for District residents who have been victims of gun violence or are at risk of gun violence – up to \$4,420,000; and
2. Trauma-informed mental health services and alternative healing options for victims/survivors of gun violence – up to \$1,200,000.

## **Section 1. Application Overview**

### **1.1 Availability of Funds**

The funding period is December 1, 2021 through September 30, 2022. 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 expiration of the project period are not allowable.

OVSJG reserves the option to renew grant funding for fiscal years 2023 and 2024 based upon the availability of funding and performance of grantees.

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 any awarded grant, grant agreement, or Memorandum of Understanding are contingent on the continued District and federal funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Department of Treasury, and in accordance with applicable sections within the grant award and/or agreement.

## **1.2 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, November 10th, 2021**. 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 [link](#).

Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the November 10, 2021 deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

## **1.3 Submission Timeline**

For all important dates regarding this RFA please see the timeline on the OVSJG website at <https://ovsjg.dc.gov/page/funding-opportunities-current>. This timeline includes dates for the pre-bidder webinar, application deadline, and additional important dates. These dates are subject to change.

## **1.4 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.

## **1.5 Inquires/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@dc.gov](mailto:ovsjg@dc.gov). The email subject line should read: **FY 2022 BBDC Services and Supports RFA**.

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, Friday, November 3, 2021.**

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. Building Blocks DC Funding Opportunity Descriptions**

### ***Program Purpose***

The core of Building Blocks DC is connecting residents to mental health services, stable housing, good paying jobs, education and other critical supports by meeting them where they are. Through a whole of government approach and in partnership with the District's communities most impacted by gun violence, Building Blocks DC is working aggressively to address the urgent needs of District residents.

American Rescue Plan Act (ARPA) federal funds will support grants to provide:

1. Safe housing, housing assistance, and relocation services for District residents who have been victims of gun violence or are at risk of gun violence; and
2. Trauma-informed mental health services and alternative healing options for victims/survivors of gun violence.

Strong applications will be able to demonstrate will be able to meet the following requirements for any of the Building Blocks DC funding opportunities:

- Applicants must demonstrate their ability to meet the needs of individuals who have experienced or are at risk for gun violence through their identified program, as well as through collaboration with the many local systems they may interact with, including mental health services, educational or employment services, human services, housing services, health care services, and other services as appropriate.
- Applicants should address any modifications to service delivery related to the COVID-19 public health emergency and if they anticipate any adjustments to service provision in FY22 related to the pandemic.
- Selected grantees will be required to report output and outcome data to OVSJG through ZoomGrants, and other reporting management systems, as directed by OVSJG.

### **2.1 Housing and Relocation Services and Supports**

#### ***Overview***

OVSJG seeks to fund safe housing, housing assistance, and relocation services for District residents who have been victims of gun violence or are at risk of gun violence. Funding is available up to \$4,420,000 and OVSJG anticipates making multiple awards.

Eligible activities include, but are not limited to:

- Emergency safe housing for single adults and families, up to three bedrooms. Emergency

housing should be accessible within six to 12 hours of identified need and available for up to 30 days. Emergency housing may be provided using hotels/motels, temporary housing sites and services, scattered site leased or owned housing, or other options that respond to the immediate and safety needs for housing. Emergency housing may be provided within or outside of the District of Columbia as appropriate to address the safety needs of individuals and families. Providers must ensure that sites used to provide emergency safe housing do not include locations used by the DC Department of Human Services for housing.

- Short-term (up to 90 days) and medium-term (up to six months) housing for single adults and families, up to three bedrooms. Short- and medium-term housing should be accessible within seven to 14 days of identified need. Short- and medium-term housing may be provided using temporary housing sites and services, scattered site leased or owned housing, congregate housing settings, or other options that respond to the safety needs for housing. Short- and medium-term housing may be provided within or outside of the District of Columbia as appropriate to address the safety needs of individuals and families.
- Relocation services. Services to assist individuals and families with relocating temporarily or permanently within or outside of the District of Columbia. May include funding for costs related to moving (e.g., professional movers, van/truck rental, etc.), storage, transportation, housing security deposits, or other associated costs.

Selected grantees will work with Building Blocks DC to develop the process and procedures to connect individuals and families with housing and relocation services.

OVSJG encourages proposals that provide a continuum of housing options that address the varying needs of those who have experienced or are at risk of gun violence. Applicants may develop collaborations or partnerships to carry out the goals and objectives of the program. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. Applicants must submit Memoranda of Understanding with any project partners detailing roles and responsibilities.

### ***Performance Measures***

Grantees will minimally be required to collect and report the following data:

- Number of victims of gun violence or residents at risk of gun violence provided access to safe housing.

## **2.2 Trauma-Informed Mental Health and Healing Services**

### ***Overview***

OVSJG seeks to fund trauma-informed, trauma-specific, and complementary and alternative therapies and healing practices for primary and secondary victims of gun violence. Funding is available up to up to \$1,200,000. OVSJG anticipates making multiple awards.

Eligible activities include, but are not limited to:

- Community healing circles in neighborhoods to be identified in collaboration with Building Blocks DC.

Applicants should propose activities that at minimum are:

- Led by experienced individual healers who are engaged in the community and use their lived experiences, expertise, and training to facilitate a welcoming, safe and comfortable environment for participants.
  - Designed primarily to support the emotional and mental health, and well-being of area residents, particularly those who have been acutely traumatized by gun violence.
  - Culturally appropriate and community specific.
- Trauma-specific therapeutic individual, family, and group services for individuals and families referred through a process developed in collaboration with Building Blocks DC.

Applicants must propose a service delivery model that includes access minimally within one business day of referral to therapeutic interventions. ***Access to mental health assessments alone will not be sufficient for this purpose area.*** Services may include, but are not limited to:

- **Crisis Intervention:** Services that are designed to stabilize a participant's functioning from the point of emotional, financial, or physical safety crisis.
- **Complimentary, Alternative or Holistic Therapies:** Interventions or therapies that are mental health-related but not considered part of mainstream mental health care. These approaches are designed to increase overall wellbeing, aid relaxation, and enhance functioning.
- **Counseling:** Services designed to identify, understand, and ameliorate the effects of trauma by working with program participants to understand and find solutions to specific immediate problems and to cope with mental or emotional stressors.
- **Trauma Informed Mental Health Services:** Professional care provided by a clinician with appropriate licensure that is intended to treat symptoms of trauma, reduce symptoms of trauma, and improve the participant's general functioning.

### ***Full Implementation Planning***

Successful applicants will work collaboratively with Building Blocks DC, OVSJG, and other project partners to develop an implementation plan for walk-in, same day access to minimum therapeutic services, for targeted Building Blocks DC program participants.

### ***Performance Measures***

Grantees will minimally be required to collect and report the following data, as applicable:

- Number of primary and secondary victims of gun violence provided trauma-informed therapeutic services.
- Percent of primary and secondary victims of gun violence requesting same-day access to trauma-informed therapeutic services who receive care within 24 hours.
- Number of primary and secondary victims of gun violence who participate in healing circles or other alternative healing options.



## **Section 3. General Program Requirements**

The following sections provide an overview of general programmatic requirements and expectations for applicants who are awarded funds for any of the available grant funds. Applicants who are awarded grant funds must adhere to OVSJG's general programmatic requirements to maintain funding for their award period.

### **3.1 Monitoring**

The OVSJG Grant Manager will monitor program services and financial administration pursuant to the terms of the grant agreement and will conduct onsite visits to the grantee's service facilities as appropriate.

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 be in 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 and documentation submitted with the application, and other factors as detailed in the [\*OVSJG Grant 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 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. If a grantee is designated as high-risk due to failure to comply with administrative, financial, or programmatic requirements a corrective action plan will be established with concrete deliverables and a timeline. Failure to complete the corrective action plan may result in 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 Project Data Collection Requirements and Information**

#### ***Evidence-based Program and Practices***

Applicants are highly encouraged to refer to recent population data, crime data, evidence-based programs in other jurisdictions, and service utilization reports to support their program design and project narrative. Refer to the Appendix section of this RFA for references.

#### ***Evaluation Data, Performance Measures, Outcome and Impact***

If selected for a grant award, applicants must provide program and fiscal data to OVSJG to track program successes or challenges and the use of awarded funds. Applicants must agree to collect and track program efforts and may be required to enter information into federal and local data management systems. In addition, data must be provided at the individual or participant level in order to assess whether the program is being implemented as intended.

#### ***Application-Specific Goals, Objectives, Activities, and Outcomes***

Applicants should identify goals, objectives, and activities in their project narrative and work plan. Grantees are required to report on progress towards goals and activities quarterly.

#### **Example of Goals, Objectives, and Activities Format:**

- Goal 1: Enhance the safety and recovery of individuals and families who have experienced gun violence.
  - Objective 1: Promote healing and wellness for primary and secondary victims of gun violence.
    - Activity 1: Provide trauma specific mental health services to 100 clients.
    - Activity 2: Connect clients to additional support services, as needed.
  - Outcome 1: Program participants will have a reduction in trauma symptoms, as measured using a validated instrument, between first appointment and a subsequent, pre-determined visit.

**Please be sure in your application to (1) specify the service that you will be providing; (2) indicate how you will capture the required data measures; (3) indicate how you will capture the outcome measures required for the type of service that you will be providing; and (4) detail how record-keeping will occur.**

Please note that OVSJG reserves the right to conduct a site visit at any point during the grant period and request back-up documentation of all data measures and performance outcomes. All grantees are required to demonstrate the ability to collect data to support all services performed and all outcomes achieved. OVSJG also reserves the right to withhold reimbursement requests pending verification of all data provided. OVSJG also reserves the right to immediately disqualify any application that does not include performance and outcome measurements established in this section.

### **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 proscribed. The grantee should also include any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by budget category and are submitted along with all receipts, invoices, or other documentation of expenditures. **Both financial and programmatic reports are due no later than the 15<sup>th</sup> 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 required due date will result in withholding of reimbursements and 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 Instructions**

Applicants are required to follow the format in [ZoomGrants™](#). Any missing items or deviations will render the application ineligible. The purpose and content of each section is 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 **11:59pm ET, November 10, 2021**. 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 [link](#). For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that ZoomGrants support desk is

staffed from 8am to 5pm 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 **November 10, 2021** 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**

The purpose and content of each section is described below as well as the weight of each section in the application review process. 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 (2.5%)***

All applicants must include all information requested in the Applicant Profile. The title of project should be different than the name of the funding source. Certified assurances must be signed by the authorized official who is a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the applicant profile.

### ***Project Abstract (2.5%) – 150 character limit***

Each applicant must include a brief description of the project using **no more than 150 characters**. This description should include key activities, population targeted, and proposed number of individuals to be served.

Examples:

- *Provide trauma-informed mental health services to 50 primary and secondary gun violence victims across DC.*
- *Place 10 individuals and 5 families in safe housing in response to risk/experience of gun violence.*
- *Hold 20-25 healing circles for communities that have experienced gun violence to promote healing in BBDC areas.*

### ***Project Narrative (45%)***

#### **I. Project Description - 30,000-character limit**

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

- A. A description of the need for the project, including supporting data. Local data is preferable.
- B. Target population and geographic area to be served.

- C. A description of the specific proposed activities, including details on how these activities will meet the needs of the target population and the RFA purpose area.
- D. Goals, objectives, and timeline of startup and implementation activities with associated project deliverables.
- E. A clear explanation of how activities will support achievement of intended outputs/outcomes. Include a clear description of the process of measuring the outcomes indicated.
- F. How the program/project is consistent with and will further the applicant organization's mission.

**Applications for Housing and Relocation Services and Supports**

In the Project Description, applicants for housing and relocation services and supports funding should be sure to address the following elements:

- Describe process, procedures, and systems in place addressing the safety of individuals and families placed in housing.
- Describe how the basic needs of individuals and families (e.g., meals, laundry, etc.) will be provided.
- Describe how housing will be provided in observance of all required protocols related to COVID-19.
- Describe how planning will occur to transition clients from emergency, short- and medium-term housing to safe, stable housing.

**II. Evidence Based - 5,000-character limit**

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**

Describe how the proposed services are trauma-informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.

**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 address the needs of the targeted population and provide services proposed.
- B. Past and present specific experience in successfully operating a program similar to that proposed in the application.
- C. Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- D. If applicable, explain past programmatic and administrative experience with OVSJG grants.

- E. Description of the applicant's financial and accounting systems to properly administer and track award funds.
- F. Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

**V. Data and Evaluation Plan - 5,000-character limit**

Evaluation section **must include** a detailed plan of how the applicant intends to collect, analyze, and report the data and outcome measures related to the proposed program or services and should include how the applicant intends to keep records of services provided 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. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals, objectives, and evaluation plan.

**VI. Corrective Action Plan - 5,000-character limit**

For applicants who received funding in FY21 and were subject to a Corrective Action Plan, please describe progress related to the corrective action plan (if applicable).

***Project Work Plan (20%)*** (submit as attachment)

Please submit a project work plan (See Appendix B) detailing all project goals, objectives, activities, and outcomes in the Project Work Plan worksheet. Workplan must include specific activities for each quarter of the award. Additionally, an estimation of data measures and performance outcomes should be included.

***Logic Model (10%)*** (submit as attachment)

Please submit a logic model (See Appendix C) detailing how the project plans to achieve outcomes through the proposed activities.

***Budget (17.5%)***

The OVSJG Budget Template must be used in the preparation of the budget submission. Please refer to the specific instructions under each budget category in the Budget Template 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 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.

Note: The award period is December 1, 2021 – September 30, 2022. Please submit a 10-month budget.

***Letters of Support and Memoranda of Understanding (2.5%)***

All applicants must include at least two (2) letters of support. These letters should be

representative of a multi-disciplinary support base, demonstrate the need, the intended use and expected results from the use of grant funds.

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. Letters of Support and Memorandum of Understanding must be submitted in "Documents" tab.

### **4.3 Application Submission Checklist**

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

#### **General Requirements:**

- Abstract
- Applicant Profile
- Project Narrative
  - Project Description
  - Evidence Based
  - Trauma Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
  - Corrective Action Plan (if applicable)
- Project Work Plan
- Logic Model
- Budget
- Letters of Support and Memoranda of Understanding (MOU)

#### **Administrative Requirements:**

- Audited Financial Statement with Management Letter
- IRS 501 (c) (3) Determination Letter and/or Business License
- DUNS, EIN#
- Active SAM.gov registration
- Disclosure of Legal Proceedings
- DC Cleans Hands Certification
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Roster of Board of Directors (if applicable)
- Key Resumes and Job Descriptions
- DC 'Clean Hands'
- Tax Affidavit
- Applicable staff license or certification required to perform services

Successful applicants must be registered to conduct business in DC and validated in Ariba <https://service.ariba.com/Supplier.aw>.

## 4.4 Tips for Proposal

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 proposed project should be different than the name of the funding source
- Follow the format outlined in *Proposal Instructions* when developing your proposal
- Answer all questions and include all required attachments/documents
- Round all budget figures to the nearest dollar
- Use the *What an Application Must Include* checklist above to guide the completion of your grant application packet

## **Section 5. Application Review Information**

### 5.1 OVSJG Review Process

**This is a competitive solicitation. OVSJG does not guarantee funding, funding amounts, nor funding source based on previous awards.** Applications will be reviewed and scored by to determine which projects will be funded. Reviewers will assign scores based on the required elements listed in proposal instructions.

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.

### 5.2 Review and Award Selection Process

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 may be a District community member or 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 review panel. Reviewers' ratings and any resulting recommendations are advisory only. In addition to reviewer 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 review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund, amounts to be funded, and funding source.

### **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 District and federal 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. Notifications will occur via ZoomGrants.

### **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 2022 Justice Grant Application Inquiry  
441 4<sup>th</sup> Street, NW, Suite 727N  
Washington, DC 20001

It may also be submitted via email to: [ovsjg@dc.gov](mailto:ovsjg@dc.gov). Please refer to the [OVSJG Grant Management Policies and Procedures Manual](#) for the complete review policy.

### **5.5 Contingency Clauses**

- 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 local, federal, 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 Treasury.

### **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.

### **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 (FBOs) 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 sub-grantees should they receive an award. No eligible applicant or sub-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 Federal and District civil rights requirements. If an applicant is selected for a grant award, it 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. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. 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 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 [www.ojp.gov/about/ocr/equal\\_fbo.htm](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 nondiscrimination requirements, grantees agree to not discriminate in their hiring practices and 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).

#### **6.14 Vaccination Certification Requirement**

The grantee(s) selected in response to this Request for Applications is/are required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to Mayor’s Order 2021-099, unless and until they are rescinded or superseded.

#### **6.15 Additional Requirements**

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

## **Appendices**

- **Appendix A:** Application Submission Checklist
- **Appendix B:** Applicant Profile Summary
- **Appendix C:** Logic Model
- **Appendix D:** Project Work Plan
- **Appendix E:** OVSJG Budget Template
- **Appendix G:** Standard Assurances
- **Appendix H:** Statement of Certification
- **Appendix J:** Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements

## **Appendix A: Application Submission Checklist**

Application Submission Checklist - What an Application Must Include:

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

### **General Program Requirements:**

- Abstract
- Applicant Profile
- Project Narrative
  - Project Description
  - Evidence Based
  - Trauma Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
  - Corrective Action Plan (if applicable)
- Project Work Plan
- Logic Model
- Budget
- Letters of Support and Memoranda of Understanding (MOU)

### **Administrative and Policy Requirements:**

- Financial Statements of the organization's most recent Fiscal Year. Failure to submit them may lead to an automatic rejection of the application.
- IRS 501 (c) (3) Determination Letter
- Current DC Business License
- Disclosure of Legal Proceedings
- DUNS, EIN#
- Active SAM.gov registration
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- DC 'Clean Hands'
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

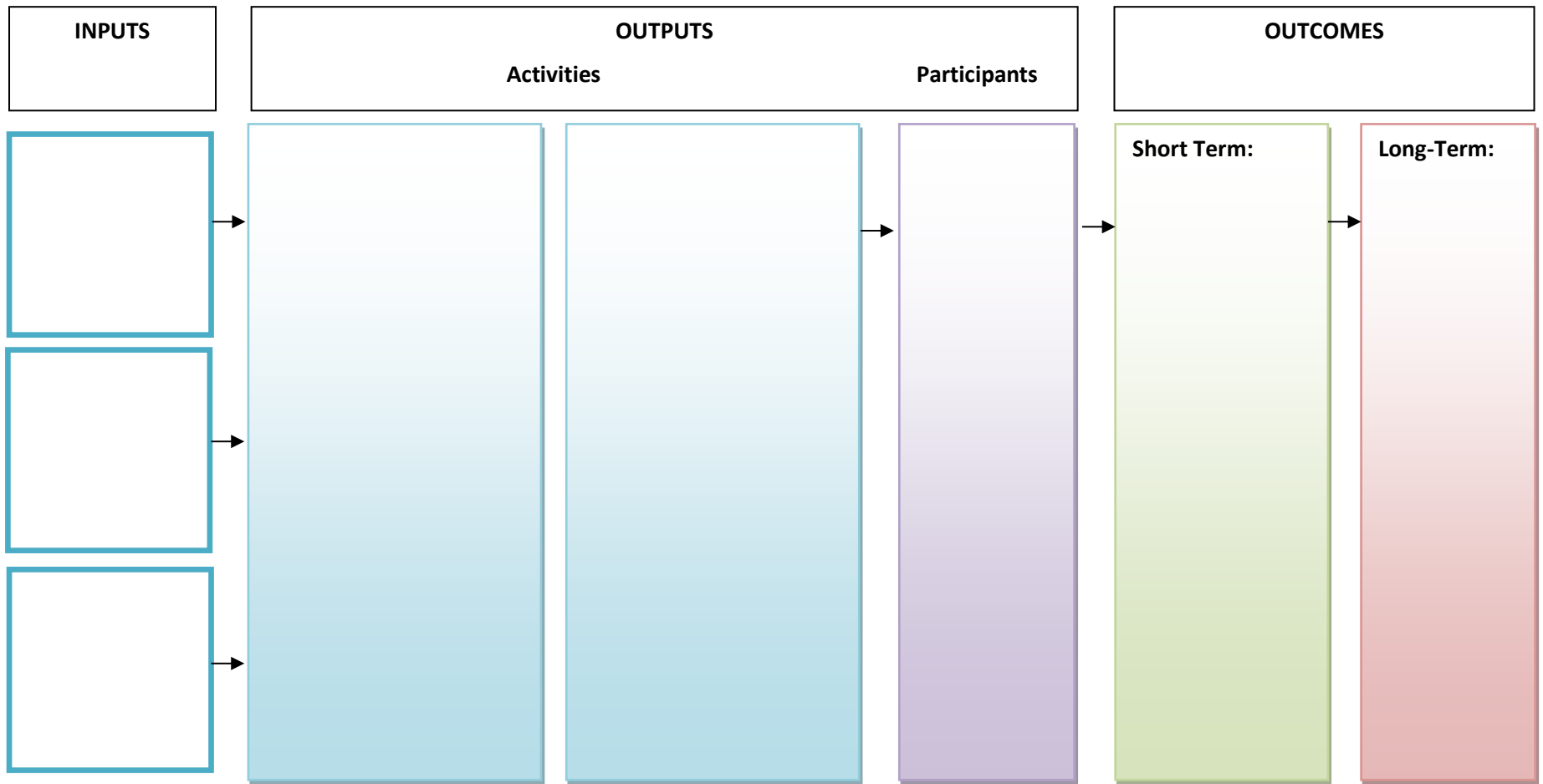
Successful applicants must be registered to conduct business in the District of Columbia and validated in Ariba (<https://service.ariba.com/Supplier.aw>).



## Appendix B: Application Profile

<b>Government of the District of Columbia</b> <b>Office of Victim Services and Justice Grants</b>	
<b>APPLICANT PROFILE</b>	
Fiscal Year of Funding: 2022	
Organization Name:	
Address:	
ZIP + 4:	
Dun & Bradstreet # (DUNS):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: \$	
<b>AUTHORIZED OFFICIAL</b>	
Name:	
Title:	
Telephone:	
Email:	
<b>PROJECT DIRECTOR</b>	<b>FINANCIAL OFFICER</b>
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 C: Logic Model Template



## Appendix D: Project Workplan Template

<b>Project Goal:</b>				
<b>Objective:</b>				
<b>Activities:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
<b>Outcomes:</b>				

<b>Project Goal:</b>				
<b>Objective:</b>				
<b>Activities:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
<b>Outcomes:</b>				

*Please use additional pages as necessary.*

## Appendix E: OVSJG Budget Template

**Applicants should submit a budget for December 1, 2021 – September 30, 2022**

**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.**

***Note: Please do not include the instructions or examples in the budget you submit with your application. This is a sample only for your reference.***

### **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.

**EXAMPLE:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Transporting clients to/from court	50 trips x 6.4 miles x \$0.535	\$ 171
Attendance at task force meetings	6 meetings x \$4.30 Metro RT	\$ 26
Staff training	Airfare: \$500 x 2 staff	\$1,000
<i>National Trauma Conference</i>	Lodging: \$150 x 3 nights x 2 staff	\$ 900
<i>Dallas, TX</i>	Per diem: \$56 x 4 days x 2 staff	\$ 448
	Ground: \$50 x 2 staff	\$ 100

**TOTAL TRAVEL: \$2,645**

**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 \$0.535/mile	\$ 47

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: \$5,847**

**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.**

**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. FLEX FUNDS:**

These costs are to address individually assessed needs of returning citizens.

**EXAMPLE:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Metro Smart Trip cards	\$100/card x 100 cards	\$10,000
Metro Smart Trip cards will be provided to 100 clients to facilitate transportation to court dates, job training, and other appointments.		
Rental assistance	\$2600 x 100 individuals	\$260,000
Funds will be provided to support 100 individuals in securing private rental housing where lack of a security deposit or first/last month’s rent poses a barrier.		
Family support	\$1000/month x 5 months x 20 clients	\$100,000
Funds will be provided to families housing returning citizens upon release from local or federal correctional facilities to support increased household costs related to food, utilities, transportation, etc. for up to five months.		
Tablets and data plans	\$1300 x 100 individuals	\$130,000
Tablets and up to 10 months of data plans will be provided to 100 individuals to assist with educational courses, job training, and employment searches and applications.		
Vital documents	\$70 x 100 individuals	\$7,000
Funds will be provided to support 100 individuals to access vital documents including birth certificates (est. \$23) and drivers licenses (est. \$47).		

**TOTAL FLEX FUNDS: \$507,000**

## 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. These funds are limited to 10% of total project cost.

### 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 operating 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.

***Applicant must detail calculations for determining indirect costs.***



## BUDGET SUMMARY

Budget	OVSJG Grant Funds Requested
<b>A. Personnel</b>	
<b>B. Fringe Benefits</b>	
<b>C. Travel/Training</b>	
<b>D. Contracts/ Consultants</b>	
<b>E. Supplies</b>	
<b>F. Equipment</b>	
<b>G. Flex Funds</b>	
<b>H. Operating</b>	
<b>TOTAL DIRECT COST</b>	
<b>I. Indirect Costs</b>	
<b>TOTAL PROJECT COST</b>	

## **Appendix G: Standard Assurances**

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

#### 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 [www.ojp.gov/about/ocr/equal\\_fbo.htm](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, (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). . 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. 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 requirements of 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

## **Appendix H: 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.

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Grantee Name

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Address

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Application Number and/or Project Name

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Typed Name and Title of Authorized Representative

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Authorized Representative Signature

Date

# **Appendix I: Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

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

### 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. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, “New Restrictions on Lobbying” and 28 CFR pt. 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 determines to 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 pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 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 subawards at all tiers (including subgrants, 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 pt. 67, for prospective participants in primary covered transactions, as defined at 28 CFR pt. 67, Section 67.510— Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

- a. The applicant certifies that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a 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>.
  - i. 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;
  - ii. 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
  - iii. 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 pt. 67, subpt. F. for sub-grantees, as defined at 28 CFR pt. 67 Sections 67.615 and 67.620—

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

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an on-going drug free awareness program to inform employees about
  - i. The dangers of drug abuse in the workplace;
  - ii. The sub-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;
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - 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;
  - e. 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: Office of Victim Services, 441 4<sup>th</sup> Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph(d)(2), with respect to any employee who is 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;
  - g. 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 sub-grantee may 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:
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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 pt. 67, subpt. F, for sub-grantees, as defined at 28 CFR pt. 67; Sections 67.615 and 67.620:

1. 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
2. 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 ten (10) calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4<sup>th</sup> 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