



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Neighborhood Safety and Engagement**  
**Executive Office of Mayor**

## **FY24 Empowering Change Against Gun Violence Grant**

Award Period: December 15, 2023– September 30, 2024

Service Period: January 1, 2024 – September 30, 2024

Application Deadline: November 27, 2023 @ 8pm (EST)

Request for Application (RFA)

Release Date: November 6, 2023

Information Session: November 3, 2023

Authorized Point of Contact concerning RFA is:

Malik Lang – Grants Management Specialist

Email: [ONSE@dc.gov](mailto:ONSE@dc.gov)

**Table of Contents**

Overview .....3

Purpose.....3

Availability of Funds.....4

Eligibility.....4

Information Session.....4

Project Overview.....5

Performance Measures.....6

Budget.....7

Advance.....8

Scoring Application.....8

Reporting.....9

Application Submission.....10

Application Review.....10

Scoring Application.....10

Award Notification.....11

Application Checklist.....11

**Overview**

The Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) was created to address violence in the District while assisting families dealing with grief and trauma caused by these occurrences. The ONSE office was created in response to the Neighborhood Engagement Achieves Results (NEAR) Act in 2018.

The ONSE’s Violence Intervention department supports District residents in reducing gun-related violence in the community. The division focuses on innovative ways to interrupt violence. This is achieved primarily by partnering with Violence Interrupters. The Violence Interrupters are responsible for building positive relationships with priority community members and developing partnerships with community organizations, identifying community and interpersonal conflicts, and responding to critical incidents to conduct information gathering.

The goal of this RFA is to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified, responsive, and responsible proposals. Hereinafter, organizations interested in submitting a proposal in response to this RFA shall be referred to as “Respondents.”

**Purpose**

The purpose of the RFA is to address gun violence in many communities, particularly those of color. ONSE is committed to programs that intervene directly with individuals experiencing gun violence and provide evidence-based programming to disrupt the cycle of gun violence. ONSE is looking to support a community-based organization that can leverage its expertise and unique perspectives to design and implement gun violence prevention programs in priority communities\*.

ONSE seeks applications that oversee the development of proactive strategies aimed at fostering meaningful relationships in the District of Columbia’s most violent communities, steering those involved in gun violence (or at a high risk of gun violence) into alternative positive choices, mediating neighborhood conflicts, and responding to neighborhood crisis related to gun violence. ONSE has determined the priority communities based on recent violent crime data. Respondents should have an established relationship with and/or programming in the area(s) they are applying. Respondents are required to select one community.

\*Target Areas - Priority Communities

Ward 1	Columbia Heights and Parkview
Ward 4	Petworth and Brightwood Park
Ward 5	Brentwood Saratoga and Langdon Park
Ward 6	Greenleaf, Rosedale, and Syphax Gardens

Ward 7	Fort Dupont, Kenilworth, Lincoln Heights, Mayfair/Paradise, and Stoddert Terrace
Ward 8	Buena Vista Terrace, Cedar Gardens, Garfield Heights, Anacostia, Savannah Terrace, Shipley, and Woodland.

**Availability of Funds**

The ONSE seeks to fund one (1) grantee for \$150,000. The award period begins on December 15, 2023 with services starting from January 1, 2024 to September 30, 2024. Any costs incurred before or after the funding period are not allowed. The ONSE reserves the right to, without notice, reduce or cancel the programs listed in the RFA, reject all applications, adjust the total funds available, or cancel the RFA in part or whole.

Funding for this initiative has been allocated according to the Public Safety Grants Amendment Act of 2023, D.C. Law 25-0050. The grantee is required to comply with District of Columbia laws and regulations.

**Eligibility**

Community-based non-profit groups and organizations located in the District of Columbia are eligible to apply. Respondents must have a District of Columbia business license with a history of providing services in the District of Columbia. Respondents are required to submit for consideration:

1. IRS 501 (c) (3) Determination letter (if applicable)
2. Proof that the organization was incorporated in 2020 \*(Required)
3. Proof that the organization was founded by a graduate of a high school in Ward 7 \*(Required)
4. Current DC Business License
5. DC Clean Hands Certificate
6. Tax Affidavit
7. Roster of Board of Directors (if applicable)
8. Key resumes and job descriptions
9. All respondents must submit an Employee Identification Number (EIN), System Award Management (SAM) status and Dun & Bradstreet (DUNS) numbers. If documents are unavailable at submission, they must be available before the award is executed.

\*If respondent does not meet eligibility requirements, they will not be considered for funding.

**Information Session**

The ONSE will host an information session for interested respondents on November 3, 2023, from 3:00 pm – 4:30 pm. To register, please send an email with the subject line “Registration for ECAGV” to [ONSE@dc.gov](mailto:ONSE@dc.gov). Registration is encouraged but not required.

## **Project Overview**

### 1. Program Design

The program design should serve as a framework, but it is crucial to tailor the approach to the specific needs and challenges of the identified community.

- Programming must begin by January 1, 2024.
- Include in the application an evidence-based gun violence prevention program that includes a combination of innovation, strategies, and collaboration with community stakeholders.
- Provide an outreach strategy that describes the organization’s approach to recruiting participants in target community.
- Provide a calendar/schedule of events and programs.
- Develop creative and innovative strategies to identify opportunities for reducing gun violence in communities of color.
- Submit a work-plan to support project outcomes.
- **Mandatory** - Public Service Announcement project: Organizations are expected to design/ create a PSA that will feature personal stories, expert interviews, and impact visuals that demonstrate a stand against gun violence in their community. The goal of the PSA is to be distributed across various media channels in collaboration with ONSE.

### 2. Data- Driven Reports

Submit monthly and final reports, including but not limited to the following information:

- Explain how data will be collected and analyzed to drive programming
- Number of unduplicated participants engaged in gun violence prevention program(s)
- Number of mediation sessions per priority community
- Number of community meetings/events hosted per priority community.
- Number of engagements with victims, families and individuals involved or exposed to violence, and groups of individuals likely to retaliate
- Number of individuals or families referred/connected to support services
- Number of homicides in priority communities since programming began
- Number of participants arrested during program period
- Number of other violent crimes (robberies, assaults with deadly weapon, carjackings) in priority communities since programming began

### 3. Monitoring and Evaluation

Specific monitoring and report schedules will be established and included in the grant agreement. ONSE's will make a minimum of one (1) scheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, participation, and staff, as deemed necessary. The District may conduct unscheduled visits at any time during the program period.

- Establish a robust monitoring and evaluation framework to track program progress and outcomes.
- Meet with ONSE's violence prevention staff on a bi-weekly basis to provide programmatic updates.
- Collect quantitative and qualitative data to assess the program's impact on gun violence reduction.
- Continuously engage with community members and adjust the program based on evaluation findings.

### 4. Sustainability Plan:

Sustainable gun violence prevention plan should be comprehensive, adaptive, and prioritize collaboration between all stakeholders. It should also emphasize prevention, early intervention, and addressing the root causes of gun violence.

- Develop a sustainability plan to ensure the program's longevity and impact beyond the grant period.
- Explore opportunities for partnerships, additional funding sources or
- community-driven support.

### **Performance Measures**

Respondents must track program performance. Respondents will be required to submit programmatic and financial reports using ONSE's provided reporting tools. Reports are due according to the reporting schedule referred to in the grant agreement once executed.

Failure to submit complete reports will result in the withholding of reimbursements. More than one reporting delay may result in the termination of funding.

Respondents must be able to track standard program-related data.

Examples of data elements include –

Participant data

- Number of participants
- Demographics of participants (age, race, income, receiving supplemental services, etc.)
- Tracking of the projected impact of the initiative
- Referrals from community stakeholders

- Date of completion or disenrollment
- Reduction of gun-related crimes for participants

#### Participant Engagement

- Total number of participants engaged
- Retention

#### Participant Outcomes (example)

- Understand the traumatic effect of gun violence
- Becoming violence prevention ambassadors in their community

#### Program Performance

- Reduction of violent crimes in priority communities during the grant period
- Overall community support of initiatives/ support to continue work
- Positive quantitative and qualitative data
- Number of community partnerships

### **Budget**

The ONSE budget worksheet must be used in the preparation of the budget and budget narrative. All costs must be reasonable and allowable. Budgets may be submitted in Excel as an attachment. Respondents must enter the budget in Zoomgrants. All items must directly benefit and support the operation of the proposed program. Below are the types of costs contained in a budget:

#### **1. Direct Costs**

- Personnel: List all staff that will work directly on the proposed program.
- Fringe and benefits: This line item represents benefits (health, dental, etc.).
- Equipment/ Furniture: Durable goods such as desks, chairs, etc.
- General Office Supplies: Paper, pens, toner, or other reasonable program related office supplies.
- Program supplies: Curriculum workbooks, event materials, and other program supply expenses that are required for the proposal.
- Transportation: Describe the purpose and calculation of travel.

#### **2. Indirect Cost**

- Indirect cost may not exceed 10% of the total grant amount or submit Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government to demonstrate a higher rate.
  - See the Nonprofit Fair Compensation Act of 2020, D.C. Law 23-0185

Grant funds will be provided on a reimbursement basis. Funds must be used for the purpose and goals of the project. All costs must be allocable, reasonable, and necessary. Funds shall not be applied to any other activities not authorized in the approved budget.

Applicants should negotiate the costs of providers to ensure that the proposed costs are reasonable, necessary, and competitive.

Non-allowable costs are costs that are unallowable, unreasonable, and unnecessary. Examples of **non-allowable** costs include but are not limited to:

- Alcoholic beverages
- Fines and penalties
- Fundraising or lobbying costs
- Illegal activities
- Land purchases
- Vehicles
- Interest on loans

Applicants shall establish and maintain books, records, and documents in accordance with generally accepted accounting principles (GAAP) and which include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment, account statements, credit card receipts, invoices, or other forms of documentation that substantiates the expenditure listed.

Grantees must have active accounts and profiles in the District Integrated Financial System (DIFS) and Ariba eSourcing system. Grantees will invoice the DIFS via the portal for reimbursement of the grant. Website for the portal will be listed in the grant agreement after the execution.

### **Advances**

Respondents may ask for a one-time advance payment of 20% at the time of the application submission. If desired, the applicant must request and explain the reason for the advance. Advance payments are intended to assist with the start-up costs, and requests should cover expected expenses for the first 30 days. The ONSE reserves the right to suspend, deny, or limit advance payments.

### **Scoring of Applications**

The application must provide sufficient information for ONSE to determine merit. Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application's score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Respondent must be an organization incorporated in 2020, the organization must be founded by a graduate of a high school in Ward 7 and the organization must have a mission to reduce gun violence in communities of color by changing norms and narratives and working with community members in order for its application to be considered. Respondent's application will not be reviewed if it fails to meet these conditions.



Each proposal will be reviewed by three or more reviewers. If the reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded.

Respondents will be reviewed on a 100-point scale as follows:

- Organization Information and Capacity (20 points)
- Project Proposal (40 points)
- Evaluation and Sustainability (20 points)
- Budget and Financial Management (20 points)

The District may provide additional preferences and priorities in order to make final award decisions. Additional points will be awarded consistently and objectively based on information supplied in the proposal.

Any application that scores 50% or less than the overall points available will not be eligible for funding.

**Reporting**

The Grantee will be required to identify, track, and report on performance measures and financial costs through monthly reports. The Grantee must submit the reports as a condition of continuing eligibility for funding. The ONSE will provide report templates with the grant award package. The final programmatic report will include qualitative and quantitative data and must describe the extent to which project outcomes met the objectives of the funded proposal. The report will require submission of data and analysis of the data.

**Programmatic and Financial Reporting:**

**Reporting due dates:**

Reporting Period	Due Date
December 15, 2023 – December 31, 2023	Monday, January 15, 2024
January 1, 2024 – January 30, 2024	Thursday, February 15, 2024
February 1, 2024 – February 2, 2024	Friday, March 15, 2024
March 1, 2024 – March 31, 2024	Monday, April 15, 2024
April 1, 2024 – April 30, 2024	Wednesday, May 15, 2024
May 1, 2024 – May 31, 2024	Monday, June 17, 2024
June 1, 2024 – June 30, 2024	Monday, July 15, 2024
July 1, 2024- July 31, 2024	Thursday, August 15, 2024
August 1, 2024 – August 31, 2024	Monday, September 16, 2024
September 1, 2024 – September 30, 2024	Monday, October 7, 2024

## **Application Submission**

Applications must be submitted to the ONSE's grants management system by Monday, November 27, 2023 @ 8:00pm (EST). Respondents must register. Zoomgrants link:<https://www.zoomgrants.com/gprop.asp?donorid=2330&rpid=5030>. Any applications submitted outside of Zoomgrants will not be considered. Respondents are encouraged to begin the application process at least (3) three business days prior to the application deadline. Late submissions will not be considered.

***Final date for application questions is November 20, 2023. No further questions will be answered.***

## **Application Review**

1. Project Description
  - a. This section should describe the description of the activities and program implementation.
2. Describe the project's model/approach. Identify the evidence-based model.
3. Identify priority community\* where the program will be implemented.
4. Describe how your organization measures successful outcomes.
5. Provide a budget narrative and budget spend - plan.
6. Describe your organization's capability to fulfill the requirements of this RFA including:
  - a. Qualifications, expertise, and experience addressing the needs of the targeted population.
  - b. Past and present experience.
  - c. Familiarity with the needs of the population.
7. Evaluation and Data
  - a. Include standard data measures and performance outcomes.
  - b. Plan for addressing goals.
8. Describe sustainability plan.
9. Describe the organization's mission.
10. Provide a timeline or work-plan.

## **Award Notification**

The Office of Neighborhood Safety and Engagement will notify all respondents of the final award decision. Respondents may be requested to provide additional documentation before an award is executed.

Respondents have (30) business days to request an explanation of the ONSE's decision. Respondents can submit an appeal request. The request can be sent to [ONSE@dc.gov](mailto:ONSE@dc.gov).

Soliciting an RFA does not obligate the District of Columbia to award a grant to any provider, nor is the District of Columbia liable for any costs incurred by the organizations in preparing proposals. Nothing in this RFA nor in any proposal in response to this RFA is intended to be, nor should anything be construed, as an offer of engagement. Nor shall

the selection of a Respondent be construed as an offer of engagement unless and until all parties fully execute a grant.

## APPLICATION CHECKLIST

<b>Instructions for Applicants: Ensure that the answers to all of the questions below are answered.</b>		
1.	Is the applying organization eligible for funding according to the eligibility requirements?	
2.	Does the proposal include a project description and all the information required of the proposal?	
3.	Does the application include a budget and budget narrative?	
4.	Are the line items in the proposal budget considered allowable or non-allowable costs?	
5.	Does the application package include a Certificate of Clean Hands that is active for the performance period?	
6.	Does the application package include IRS W-9 Tax Form?	
7.	Does the application package include a Tax Exemption Affirmation Letter, if applicable?	
8.	Does the application package include the applicant's most recent audited financial statements?	
9.	Does the application package include the organization's Policies and Procedures manual or another document that details a subcontracting plan? Applicants will be required to provide a copy of their subcontracting plan including Policies and Procedures Manual and/or another document that details their subcontracting plan. The Plan should include governing certain obligations under the Small and Certified Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, <i>et seq.</i> )	
10.	Did the Respondent provide SAM and DUNS numbers?	