

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL (OAG)**

**FY2024 COMMUNITY-BASED GRANT PROGRAMS
REQUEST FOR APPLICATIONS (RFA)**



Release Date of NOFA: Monday - April 24, 2023

Release Date of RFA: Monday – May 8, 2023

Submission Deadline: Friday – June 30, 2023

No extensions allowed.

Submission Details: Applicants must submit complete separate applications for each grant program they wish to be considered for. Applications must be submitted through OAG’s online grant system at:

<https://www.zoomgrants.com/zgf/FY24OAG/Grants>

RFA Questions: Send all questions to gabrielle.breven@dc.gov

RFA Postings:

Office of the Attorney General website at:

<https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>

Mayor’s Office of Volunteerism and Partnerships at:

<https://communityaffairs.dc.gov/content/community-grant-program>

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

PRE-SOLICITATION CONFERENCES

Interested applicants should attend a pre-solicitation conference to learn more about OAG FY24 grants, including a detailed presentation on the model, goals and changes of each perspective grant program. Attendees are invited to bring any questions about the grant program or application process to the pre-solicitation conference.

Pre-solicitation conference information is also posted on the OAG website at <https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>.

In person sessions will be held at OAG located at:
400 Sixth Street, N.W.
Washington, D.C. 20001

Zoom links for the virtual pre-solicitation conferences are hyperlinked below.

Cure the Streets Grant Program

First Session: *In-person*
Tuesday, May 23, 2023
6:00 p.m.

Second Session: *Virtual*
Wednesday, June 7, 2023
1:00 p.m.

Interested applicants should RSVP to Claire Cornell at Claire.cornell@dc.gov.

Workplace Rights Grant Program

First Session: *Virtual*
Wednesday, May 24, 2023
1:00 p.m.

Second Session: *In-person*
Wednesday, June 7, 2023
6:00 p.m.

Interested applicants should RSVP to Pamela Pratt at Pamela.pratt@dc.gov.

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SECTION I: INTRODUCTION

The Office of the Attorney General (OAG) of the District of Columbia (District) is seeking proposals from non-profit Community-Based Organizations (CBOs) interested in operating the FY24 *Cure the Streets* or *Workplace Rights* grant programs. These are separate grant programs, each requiring a separate application. Please review the Program Guidelines for each grant program for additional details and successful program implementation guidelines.

OAG enforces the laws of the District, provides legal advice to the District's government agencies, and promotes the interests of the District's citizens. The Attorney General for the District of Columbia is the District's chief legal officer. The D.C. Charter gives the Attorney General responsibility for charge and conduct of all the District's legal affairs. The Attorney General is responsible for upholding the public interest.

OAG will make up to \$814,000 available (*per program site*) in grant funding for Fiscal Year 2024 to be awarded through the *Cure the Streets* grant program. Funding is allocated annually, and subject to appropriation and funds' availability. Selected grantees will implement the Cure Violence Global model, which is a public-safety program that aims to reduce gun violence and employs local, credible individuals who have deep ties to the ten identified target neighborhoods. **Program Guidelines:** [Cure the Streets Grant Program Guidelines FY24](#)

OAG will make up to \$750,000 available in grant funding for Fiscal Year 2024 to be awarded through the *Workplace Rights* grant program. OAG will award funds to at least two qualified community-based organizations. No award shall be less than \$100,00 per year per grant. Funding is allocated annually, and subject to appropriation and funds' availability. Grant Award amounts vary as determined by the scope of the projects. Selected grantees will work to educate and support employees as they navigate their rights and responsibilities granted by various employment laws and programs. **Program Overview:** [Workplace Rights Grant Program Guidelines FY24](#)

SECTION II: ELIGIBILITY

This is a competitive solicitation. OAG does not guarantee funding, funding amounts, or funding source based on previous awards. Applicants will be reviewed and scored to determine which programs will be funded.

OAG may use internal peer reviewers, external third-party reviewers, or a combination of both types of reviewers to evaluate applications invited by this RFA. An external third-party 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 a given solicitation's subject matter 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 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

strategic priorities, past performance, and available funding.

The final award decisions rest solely with the Attorney General. After reviewing the recommendations of the review panel, consulting with internal staff, and reviewing information gathered during the review and any other relevant information the Attorney General shall decide which applicants to fund, amounts to be funded, and funding source.

All applicants **must** meet the following eligibility criteria:

- Applicants must be designated as a 501(c)(3) or 501(c)(4) organization by the IRS.
- Applicants must be in good standing with the Government of the District of Columbia and IRS.
- Applicants must be headquartered in the District of Columbia.
- Applicants must be able to demonstrate financial ability to meet payroll for program staff for at least thirty days if payments under the grant are delayed or a financial penalty for inadequate performance is applied. Applicant may request an advance payment following OAG’s policy to avoid payroll issues.
- Applicants must be able to show ability to comply with data and reporting requirements.
- Applicants must possess sufficiently robust management infrastructure for effective management of grant funds and faithful implementation of the program model described in this RFA.

Grant Program specific criteria:

<i>Cure the Streets</i>	<ul style="list-style-type: none"> ○ Applicants must ensure that the CTS program has an office or home base location to from which to operate. The location should provide ample space for staff to work and a large conference area suitable for meetings, workshops, and other gatherings and activities. The location shall comply with all District zoning and occupancy requirements. ○ Applicant organizations must have no rules or bylaws that prohibit hiring of persons with criminal backgrounds, or any other disability protected by law. ○ Applicants must demonstrate existing relationships with community agencies and partners and provide letters of support from these partnerships.
<i>Workplace Rights</i>	<ul style="list-style-type: none"> ○ Applicants must demonstrate ability to ensure that at least 95% of the individuals served by the Program grant in a grant year be low- or moderate-income eligible individuals or reasonably believed to be low- or moderate-income eligible individuals. “Low- or moderate-income eligible individual” means an individual who works in the District and who earns an hourly wage or salary equivalent to less than 3 times the District minimum wage or who has a household income that falls at, or below, 400% of the federal poverty guidelines issued by the United States Department of Health and Human Services.

SECTION III: ADMINISTRATION OF GRANTS

Administration of Grants

OAG will negotiate and develop a Grant Agreement with successful applicants (grantees). The Grant agreement will be subject to approval by the Attorney General before grant funding will be disbursed to reimburse project expenses. If selected grantee(s) cannot begin grant activities within 90 days of grant start dates, OAG reserves the right to rescind the award and redistribute the grant funds.

Grant Approval

All grants are subject to the approval of the Attorney General, and until a signed Grant Agreement is issued to an applicant, the Grant Award shall be of no force and effect.

Grant Period

October 1, 2023, through September 30, 2024.

Grant Changes

Grant agreements resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of OAG considering a grantee's performance, changes in project conditions, or otherwise.

Records

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with OAG grant terms and agreements. Grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the grant between OAG and the grantee shall impose liability on the District of Columbia government or OAG for injury incurred during the performance of approved activities or caused using equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the Grant Agreement between OAG and the Grant Award recipient. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the approved/finalized grant budget.

Reports

Grantees will be required to work with the OAG Grant Management Unit to develop a project workplan that will become part of the Grant Agreement and form the basis of monthly progress reports. The reports shall state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services, activities, and estimate achievement of goals and objectives. In addition, OAG mandates a set of output (process) and outcome (impact) measures that are to be included in all agreements.

The grantee shall submit all reports to OAG in a format and time frame specified in the Grant

Agreement. Such reports shall include a description of the program efforts undertaken during the reporting period and the status of the project. The monthly progress reports of the grantee's activities under the grant must be submitted electronically as directed by the Grant Management Unit. Grantees agree to submit any other reports considered relevant and/or requested by OAG.

Review

The grantee's performance in all areas above, in addition to contracted services, will be monitored by the assigned Grant Administrator and Grant Compliance Analyst. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by OAG to ascertain the quality and quantity of grantee activities.

Non-discrimination in Hiring and Delivery of Services; Reporting

In accordance with applicable federal statutes, as well as District non-discrimination requirements, grantees agree not to discriminate in their hiring practices or provisions of services against any protected classes and populations. In addition, grantees agree to notify OAG within 48 hours of any employee's or beneficiary's formal complaint of discrimination against their organization, and to comply with all civil rights hiring and beneficiary service policies and procedures as identified in applicable statutes.

Applicable statutes 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 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 Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Violence Against Women Act of 1994, 34 U.S.C. § 12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. Parts 35, 42, and 54.

OAG reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Disclosure of Legal Proceedings

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

- A. been indicted or had charges brought against them (if still pending), or been convicted of (1) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (2) any crime or offense involving financial misconduct or fraud;
- B. been the subject of legal proceedings arising directly from the provision of services by the organization; and
- C. been debarred from conducting business with the District of Columbia or federal government.

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

Insurance Requirement

Selected grantee(s) will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided, (e.g., its general liability insurance carrier, automobile insurance carrier, worker's compensation insurance carrier, fidelity bond holder.) Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in Zoom Grants. Applicants who 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. OAG will provide additional guidance on insurance documentation and requirements at the time of the award.

Additional Requirements

OAG reserves the right to require additional certifications and/or information. OAG will provide notice of any additional requirements at the time of the award.

Oversight

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

Financial Capability

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

1. Organization's accounting system provides accurate and current financial reporting information.
2. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OAG.
3. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
4. Organization's time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective.
5. 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.

Non-Supplanting

Applicants that are 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 or awarded.

Payment Provisions

OAG shall reimburse invoiced amounts in accordance with the terms of the Grant Agreement. When CBOs respond to this RFA, they commit to abiding by these terms. **Other than an initial advance (up to 25% of grant award), grant funds will be awarded on a cost reimbursement basis, tied to the scope of work, and on a monthly cost incurred schedule.** 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.

Applicant Financial Statements

All applicants are required to provide a copy of their organization's most recent and complete set of financial statements and operating budget. 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 local, state, and federal entities must also include their Single Audit Report. If, because the CBO has recently been incorporated, and/or it qualifies as a "small" business/entity, audited financial statements have never been prepared, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by a duly 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 these documents, may lead to an automatic rejection of the application. OAG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally authorized entity (e.g., 501 (c)(3) or 501(c)(4) 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.

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.

Contingency Clauses

OAG reserves the right to make changes to this RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations from District government. Funding for grantees is contingent upon continued funding from the District.

1. This RFA does not commit OAG to award grants. OAG reserves the right to accept or reject any or all applications. OAG will notify all applicants of the rejected proposals. OAG may suspend or terminate an outstanding RFA at any time.
2. OAG reserves the right to issue addenda and/or amendments subsequent to the RFA

- process or to rescind the RFA.
3. OAG 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 applicant's sole responsibility.
 4. OAG 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 program.
 5. OAG may require applicants to enter negotiations and submit price, technical, or other revisions of their proposal that may result from the negotiations.
 6. 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, the provisions of the applicable law or regulation shall control, and the applicant will be responsible for compliance.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of OAG funds shall use or reveal any research or statistical information furnished to OAG or the recipient by any person, or any information identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with OAG rules and policies.

Client records will be kept confidential and secure in accordance with District and federal regulations. In accordance with standard practice, only aggregate data and individual data that are non-identifiable will be released.

Notification of Award

The Office of the Attorney General will notify all applicants of the final award decision within thirty (30) to forty-five (45) days after the application/competition's close date on June 30, 2023, through email and using the grant application program, Zoom Grants. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contained, note any reduction in funding from the initial request, and outline the necessary steps that the applicant must complete to establish the Grant Award.

Application Checklist & Required Appendices

Applicants are required to follow the content requirements and submission instructions that are described in this RFA and in Section IV below. Please submit proposal sections in the sequence that is listed here, including clearly labeled sections and sub-sections.

****Applications will be considered incomplete if any sections or part of any section is missing.****

SECTION IV: APPLICATION SUBMISSION FORMAT & CHECKLIST

The proposal should be a clear, concise narrative that describes the applicant's ability to run a grant

program according to the specification of this solicitation and the accompanying Program Guidelines. Proposal submissions must adhere to the following:

1. Applications must be in English
2. Applications should be no more than twenty (20) pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
3. Applicants must use a standard 12-point font.
4. Applicants must produce documents on 8.5" by 11" white paper (electronic submissions must be formatted for an 8" X 12" page) that can be printed and photocopied.
5. Top, bottom, left, and right margins may not be less than one (1) inch each.
6. Text must be double-spaced.
7. Applicants cannot submit proposals on double-sided pages.
8. Applicants cannot use photo reduction or include photos or oversized documents.
9. Applicants **must** use the narrative template provided in the Program Guidelines.

A complete response to this RFA must include all the following information and must be submitted on, or before the deadline. Failure to comply with this stipulation could be a basis for disqualification. Supplemental information about the Applicant's products or services may be included as an addendum to the proposal but not in place of the requirements listed below.

Grant Program Requirements:

- **Applicant Profile (Cover Page)** Identifies the applicant, contact information and individual who will serve as the point of contact, type of organization, Tax I.D. numbers, DUNS number, project service area, and the amount of grant funds requested.
- **Proposal Narrative**
 - [Cure the Streets](#)
 - [Workplace Rights](#)
- **Budget & Budget Narrative**
 - [Cure the Streets](#)
 - [Workplace Rights](#)
- **Workplan**
 - [Workplace Rights](#)

Administrative and Policy Requirements for all Applicants:

- IRS determination letter
- A current business license, registration, or certificate to transact business in the District of Columbia
- Financial Statements of the organization's most recent Fiscal Year
- Disclosure of Legal Proceedings
- Statement of Certification
- Ethics and Accountability Statement
- Insurance Policies Affidavit

- Standard Assurances
- Documentation of 501(c)(3) status
- Documentation of City-Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands) not older than three months prior to the application due date.
- Letter of Good Standing with the DC Department of Licensing and Consumer Protection, and the Office of Tax and Revenue.
- Tax Affidavit
- Organizational chart for the project
- Disciplinary policy
- Official list of the CBO's Board of Directors for the current year and the position that each member holds, including contact information.
- List of DC Government funding received in Fiscal Year 23 and expected in Fiscal Year 24.

Cure the Streets

- Policy on hiring ex-offenders for the project (See Appendix D, Sample Policy for Hiring Ex- Offenders)
- Minimum of two (2) Letters of Support from key community partners, these could include other community-based organizations, community associations, Advisory Neighborhood Commissions (ANCs) member or a D.C. Council member within the Ward of application documenting their specific support for the proposed project. Current Federal Negotiated Cost Rate Agreement, if applicable

Workplace Rights

- Resumes for key and essential staff.
- Implementation plan and target areas of work and Wards.

Submission Deadline: 11:59 PM EST, Friday, June 30, 2023. No extensions allowed.

Submission Details: Applications must be submitted through OAG's online grant system at: <https://www.zoomgrants.com/zgf/FY24OAG/Grants>

Applicants who wish to submit paper applications are required to adhere to all application criteria listed above. Paper submissions must be received by OAG no later than 2:00 p.m. EST on Friday, June 30, 2023.

Non-electronic applications should be mailed or delivered to:

*Office of the Attorney General
Attn: Gabrielle Breven
400 6th St. N.W.
Washington, D.C. 20001*

Failure to submit ALL the above attachments, including mandatory certifications, will result in a rejection of the application from the review process. The application will not qualify for

review.

SECTION V: EVALUATION AND SCORING CRITERIA

The review panel will review, score, and rank each application using the criteria below. Each section has a total scoring value and applicants should provide responses to the narrative templates that are detailed, free of grammatical errors, and concise. Only complete and responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA. Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined below based on a 100-point scale. The review panel will review how well the applicant's proposal answered the provided questions, and how well the applicant addressed the points listed below.

Organizational Overview (25 Points)

- Discuss the mission and vision of the organization and how it aligns with the grant program.
- Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under this RFA.
- Describe the organization's experience that makes it well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization's experience and success.
- Discuss the community partnerships that the organization has developed and describe how these partnerships will be used to support the grant program.
- Describe the organization's experience and past performance in providing community outreach to the targeted population.

Capacity and Staffing (20 Points)

- Discuss and provide a plan for how a pool of qualified staff will be interviewed and hired.
- Discuss how the organization will provide support to staff.
- Describe the organization's coaching and professional development plan for employees.
- Specify the planned staff, schedule, format, and intended audience of the activities the organization plans to provide and provide a summary of the content of any worker education that will be provided during the grant period.
- Describe your organization's experience in hiring, recruiting, and maintaining a qualified workforce.
- Provide a program specific organizational chart.

Description of Proposed Services (25 Points)

- Describe the services your organization will provide and how these will be provided, including how services are tied to the goals and requirements of the program under this RFA. Applicants should describe their plans for conducting outreach to provide education to, or services for, the target populations outlined in the grant program for which they are applying.
- Describe the proposed service levels (i.e., number of proposed clients/individuals to be served) during period of performance.
- Describe the performance measures and outcomes proposed that will track and achieve for the proposed services.

Timeline and Deliverables (15 points)

Describe the planned activities that will implement the program and achieve its goals. This section should demonstrate the applicant's thorough understanding of the model and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

The timeline should include and establish a schedule that clearly shows how the program will be ramped up, implemented in alignment with the program's goals, and show key milestones in implementation. Applicants should keep in mind the up to three-month planning/ramp up period (new applicants) or one to two-month planning/ramp up period for existing grantees.

Budget Template and Narrative (15 Points)

- Describe how the organization's existing resources will be utilized during the funding period to support the work of the grant program.
- Describe the organization's fiscal infrastructure and capacity to manage all aspects of the grant program.
- Provide a detailed line-item budget for the program and describe the budget development process and provide appropriate budget justification.

Program funds cannot be used for:

- Lobbying
 - Unapproved major equipment such as vehicles
 - Interest payments on loans, bad debt
 - Land Purchases
 - Any programs, initiatives or activities not directly associated with the awarded grant
 - Paying legal action against the District
 - Writing or developing the application
 - Covering any expenses made prior to the Grant Award
 - Supplanting (replacing) funds from other grant sources
- **Budget Narrative/Justification:** the detailed budget narrative/justification shall discuss program-related rationale for each category listed in the budget. The narrative should clearly state how the applicant arrived at budget figures.
 - **Personnel:** Show proposed salaries and wages for all project staff.
 - **Fringe Benefits:** Include in proposed benefits. Show fringe rate.
 - **Supplies:** List proposed supplies and marketing materials.
 - **Other Direct:** Show rental or leasing of space for the project. Include utilities and telephone and maintenance services directly related to project activities. Include insurance policies, subscription, and programmatic expenses.
 - **Indirect:** Show calculation and indirect rate.