

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



**FY2024 SHOW UP, STAND OUT (SUSO)
COMMUNITY-BASED TRUANCY REDUCTION GRANT INITIATIVE
REQUEST FOR APPLICATIONS (RFA)**

RELEASE DATE: April 18, 2023

IMPORTANT NOTICE

Applications are due on **Tuesday, May 19, 2023, 11:59pm ET** in OVSJG's electronic Grants Management System (eGMS) ZoomGrants™
Hard copies or email copies of the application will not be accepted.

To access the application in ZoomGrants™, visit
<https://www.zoomgrants.com/gprop.asp?donorid=2121&limited=4618>

For ZoomGrants™ technical assistance contact questions@ZoomGrants.com or
(866) 323-5404, 10am–7pm ET

Eligibility: Qualified non-governmental organizations only

A pre-bidders conference will be held May 4; webinar details will be posted on our website at
<https://ovsjg.dc.gov/page/funding-opportunities-current>.

Questions regarding the RFA must be emailed to OVSJG at ovsjg.RFAquestions@dc.gov with the subject reference “FY24 SUSO Truancy RFA Application Inquiry” by **May 12, 2023**.

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I. GENERAL INFORMATION

Introduction

The Office of Victim Services and Justice Grants (OVSJG) mission is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and returning citizens. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts. 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.

This FY24 Request for Applications (RFA) is released exclusively to target students in DC public and Public Charter elementary and middle schools with frequent unexcused absences. The Show Up, Stand Out partners with community-based organizations to serve identified high priority schools across the District to execute the program's mission to reduce truancy and stabilize students and their families. Applicants are **not** required to apply to serve both elementary and middle schools, though preference is given to applicants that can serve both. The number of awards and amounts are dependent upon availability of local funds, and the quality of proposals designed to address truancy with adequate staff support and case management/wrap-around supports during school year 2023 - 2024. Eligible organizations must have capacity to serve targeted students and families by commencement of the school year.

Submission Requirement

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to the identified high priority DC Public Schools and DC Public Charter Schools across the District. The primary school location of the child is the basis for services provided to families. However, case management practices may occur anywhere in the District. Applicants must establish partnerships with priority schools prior to submission and demonstrate commitment to this partnership with documented letters of commitment. In addition to the letter of commitment, the proposal shall include a description the specific needs of the schools identified to be served. All applications must be submitted to OVSJG's electronic grants management system (eGMS), ZoomGrants™.

Applications are due on or before **May 19, 2023 at 11:59pm ET.**

Availability of Funds

OVSJG intends to make up to three awards under this solicitation. The number of awards and award amounts shall be based on the availability of funds as determined by the final, approved District and OVSJG budget for FY24.

The anticipated grant award period is October 1, 2023 through September 30, 2024. All grant expenditures and project activities 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. Current grantees may reapply to OVSJG for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance.

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 are contingent upon continued District funding, grantee performance, and/or reduction, elimination, or reallocation of local funds by DC Government, and in accordance with applicable sections within the grant award and/or agreement. OVSJG reserves the right to accept or deny any or all applications if OVSJG determines it is in the best interest to do so. For more information, refer to the OVSJG [Grant Management Policies and Procedures](#).

Application Deadline

All required sections of the funding application must be received **by 11:59pm ET on Friday, May 19, 2023**, through OVSJG's electronic grants management system (eGMS), ZoomGrants™. Hard copies or email copies will not be accepted.

Inquiries

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be submitted by sending an email to ovsjg.RFAquestions@dc.gov. The email should contain the subject line: **FY2024 SUSO Truancy Reduction RFA Inquiry**.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by email. **All questions must be received by 5:00pm ET on Friday, May 12, 2023.**

Answers to questions that cannot be answered by referring to sections of the RFA will be posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>. Any modifications to the RFA will 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.

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.

II. SHOW UP, STAND OUT (SUSO) GRANT PROGRAM

Vision

The District of Columbia values the highest quality education for all students attending District of Columbia Public Schools. *Show Up, Stand Out* strives to ensure that all students in the District have the opportunity to access services and programs that are designed to enhance students learning experience and engage students more holistically in the educational environment.

Mission and Purpose

The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

To this end, OVSJG administers District funds dedicated to reducing truancy and enhancing strategies designed to address barriers to attendance among students attending District public and public charter schools.

Under this Request for Applications, funding is available to implement data-driven and evidence-based strategies to improve attendance for students and families that have been identified as at risk for child welfare or juvenile justice system involvement.

The SUSO program utilizes the following criteria to identify students and families as eligible for SUSO supports: (1) student is identified as chronically truant, meaning the student incurred 12 or more absences in the previous school year, (2) student is referred by a partnered elementary or middle school for having five to nine total unexcused absences, or (3) student is identified as having three to five consecutive unexcused absences.

OVSJG intends to award grants to community-based organizations in the District to provide wraparound services that assist identified students and their families in addressing the practical, behavioral, financial, health, and other barriers that prevent them from attending school.

OVSJG seeks applicants who have a proven understanding of key indicators and risk factors that contribute to truancy in elementary and middle school student and a plan to deliver an effective

program that aligns with the provided SUSO process map and SUSO program framework (Figures 1a., 2a).

Goals

The goal of the SUSO program is to reduce truancy and increase attendance rates for at risk K–8 students.

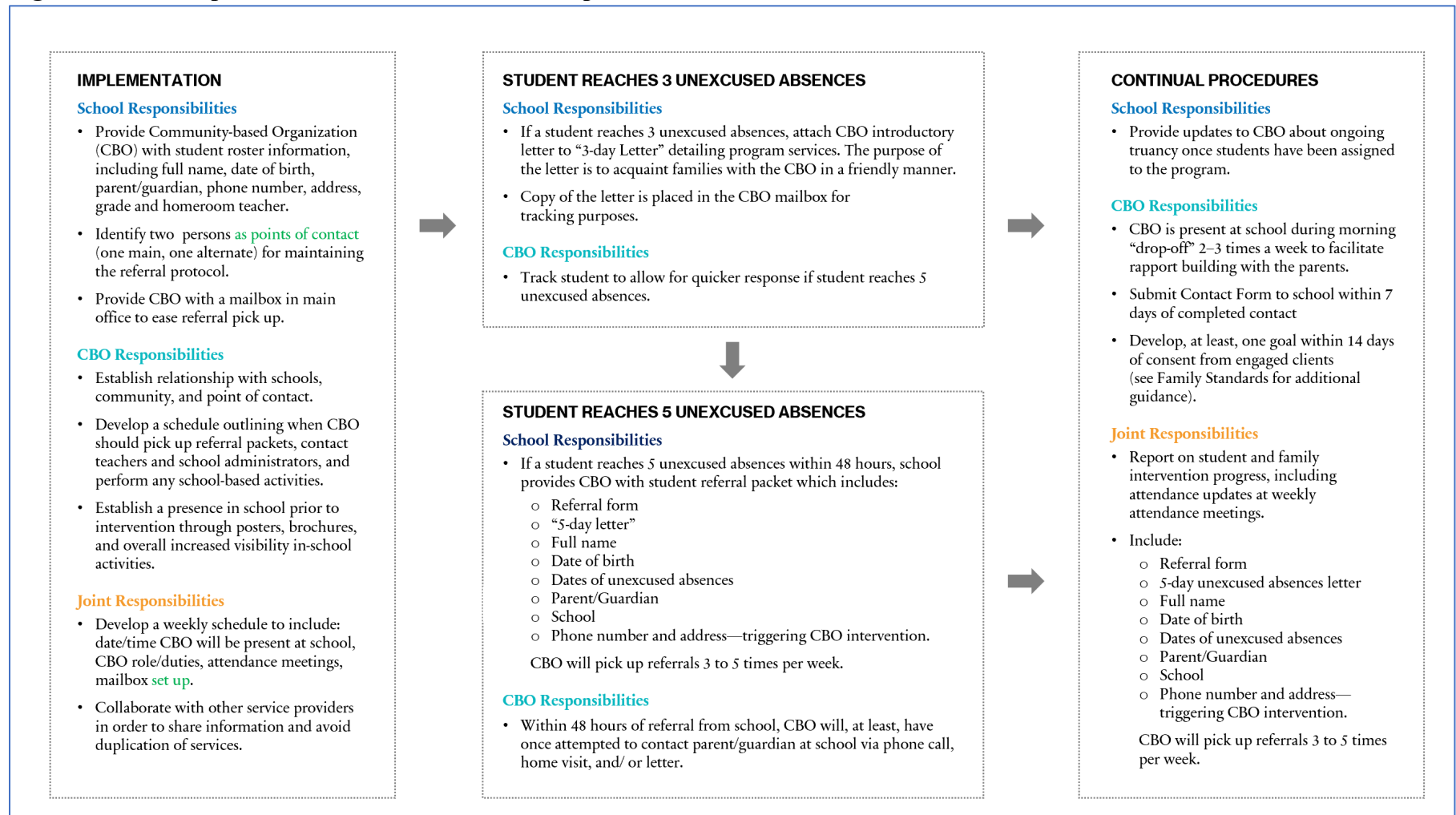
The objectives of the SUSO program include:

- A. Support a culture of educational attainment and student engagement in schools to prevent unexcused absences and promote regular attendance.
- B. Respond efficiently in a student-centered, research-informed manner to students identified as eligible for the SUSO program.
- C. Collect data and evaluate the impact of efforts and activities for performance management and performance improvement purposes.
- D. Utilize data for information sharing and evaluation purposes among grantees and education partners to maximize collaboration and impact.
- E. Leverage the expertise and build capacity of community partners to provide wraparound services for the whole child, prior to escalation to the child welfare or juvenile justice system.
- F. Make policy recommendations to the Mayor and DC Council regarding attendance and truancy prevention.

Program Model

The SUSO program follows an established model to reduce truancy and improve attendance. Review the 2022 SUSO [Program Manual and Standard Operating Procedures](#) for reference. The model and related protocols should be reviewed prior to submission of an application.

Figure 1a. Show Up, Stand Out Referral Process Map



Program Activities

The Show Up, Stand Out program is a year-round program that offers support and resources during the school year as well as programming in the summer. Grantees are required to submit a project workplan and budget that reflects the following components and includes both school year calendar and summer activities.

Program Components	Expectations for Implementation in SY 23-24
Data Sharing	<p>Grantees will be required to review, analyze, and discuss OSSE data with school POC during regular meetings. Grantees will use data to identify trends and specific target groups (e.g., 3rd grades females)</p> <p>In addition, all SUSO grantees are required to collect and maintain data records in the OVSJG data management system Efforts to Outcomes (ETO)</p>
Referrals	<p>Grantees will be proactive in leveraging the OSSE data to generate their own referrals, during attendance meetings they will come prepared to discuss outreach efforts, student outcomes, and weekly caseload.</p>
Outreach Phase	<p>Grantees will conduct outreach to students and families using phone calls, texting, social media touchpoints, emergency contacts connections, and other mechanisms to ensure students are safe, supported, and attend school regularly.</p> <p>Grantees will conduct monthly home visits as a required component of the program. During the outreach phase, grantees will be required to go out in the community/and or homes to meet with students and families and discuss barriers to attendance.</p> <p>Grantees will be required to support the school's Student Attendance Conference (SAC) process. SAC training will be coordinated by OVSJG in partnership with DC Public Schools.</p>
Engagement Phase	<p>Grantees will engage in robust case management for students and families and ensure coordination of resources and supports that improve attendance.</p> <p>Grantees will make referrals to other agencies or community organizations for services such as counseling, transportation, meeting basic needs, etc.</p> <p>Grantees will utilize individual case planning tools that guide individualized supports and incentives.</p> <p>Grantees will provide truancy prevention and parent education workshops (e.g., parenting skills, communication, attendance laws and regulations 101, and benefits and impact of attending school regularly)</p>

	Grantees are expected to maintain a 25% engagement rate per school for SY24.
Interventions	Provide a comprehensive array of short-term interventions for families and youth including parent education and coaching, wraparound services for families and youth, positive youth engagement activities, referral to resources for daily living, and incentives that promote regular school attendance
School Support	Grantees will assign school-based staff. OVSJG requires one staff member to be assigned per school to develop strong relationships with the school's community and address the truancy needs of the school Grantees will also will have the opportunity to provide summer outreach, summer camps,

Terms and Conditions

1. Applicants must execute *Show Up, Stand Out* program model to reduce truancy among elementary and middle school students, grades K-8, identified as being chronically truant during the previous year and/or identified as being “at risk” of truancy in the current school year.
2. Applicants must collect and track all data and program efforts into OVSJG’s Efforts to Outcomes (ETO) database.
3. Applicants must be familiar with truancy and attendance policies, regulations, and laws, such as the Attendance Accountability Amendment Act of 2013 and the Attendance Clarification Act of 2015.
4. Applicants must demonstrate how SUSO supports will be integrated into Student Support Team and Student Attendance Conference processes at partner schools.
5. Applicants must have capacity to respond to provide crisis response, which may include referrals to necessary supports and home visits.
6. Applicants must participate in all *Show Up, Stand Out* sponsored technical assistance, meetings, and *Show Up, Stand Out* Training Academy.
7. Applicants must participate in a process and outcome evaluation that will be funded separately by OVSJG.
8. Applicants must serve as brand ambassadors for the *Show Up, Stand Out* program by promoting the program name during service, using *Show Up, Stand Out* collateral (i.e., letterhead, posters, flyers), and operating programming under the *Show Up, Stand Out* program.
9. Applicants must maintain current Non-Disclosure Agreements for all SUSO-based staff.
10. Applicant organizations must record and maintain update program data within the Efforts to Outcomes system, in accordance with the Data Sharing Agreement between

OVSJG and OSSE (Office of State Superintendent).

11. All direct service staff must complete background checks and maintain current DCPS clearance documentation in order to work independently with any student within partnered schools. All grant funded staff must have valid clearances on file with OVSJG.

Letters of Support and Required Collaboration

All applicants must include a letter of support from each partner school. These letters must be submitted on the school's letterhead and signed by the school principal and designated attendance point of contact. Applicants must use the Letter of Support Template provided to ensure all necessary information is included. Please use the Letter of Commitment template provided in ZoomGrants under the "Attachments – Required Documents – Letter of Commitment" tab to ensure all required information is collected.

A Memoranda of Agreement with DCPS must be in place within the first 30 days of the grant period. OVSJG develops the MOA and assists in its execution. However, any partnerships described in letters of support must be formalized and complete for OVSJG to complete this process.

Data Collection and Reporting Requirements

Selected applicants/grantees are expected to enter program data into the Efforts to Outcomes™ (ETO) Enterprise system in accordance with the data collection standards as specified by OVSJG. OVSJG may reserves the right to require grantees to collect additional data to meet the requirements of this project.

OVSJG provides and collects common data elements across all SUSO grantees. Selected grantees will be required to report on the common data elements through the Efforts to Outcomes (ETO) system. Weekly data entry is required for all grantees. OVSJG will provide training and technical assistance to applicants throughout the grant period on data entry and reporting requirements.

School Selection

In partnership with OSSE and DCPS, SUSO identified the following priority schools to serve in School Year 2023-2024:

Ward 4	
Friendship Ideal PCS	
Ward 5	
Browne EC	Langdon ES
Langley ES	Wheatley EC
Ward 6	
Miner ES	Walker- Jones EC
Ward 7	
Houston ES	Sousa MS
Ward 8	
Hendley ES	King ES
Malcolm X ES	Turner ES
Patterson	Savoy ES
Simon ES	

School Type Key: Elementary Schools (ES), Education Campuses (EC), Public Charter School (PCS) and Middle Schools (MS)

Note: For this RFA, applications should be limited to serving the priority schools identified on this list, but list is subject to change.

III. PROPOSAL INSTRUCTIONS

Applicants are required to follow the application format as outlined in **ZoomGrants**. Any missing items or deviations may render the application ineligible. The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe their proposed project and respond to the required questions. It is important that proposals reflect alignment with the SUSO program design and that proposed budgets demonstrate reasonable costs and describe the level of effort required to accomplish the proposed activities and intended outcomes.

Applicant Profile

Applicants must complete and fill out all requested information in the Applicant Profile form (Appendix B). The title of the project should include your organization name, school year, and Show Up Stand Out. The Applicant Profile must be signed by the authorized official of the applicant organization. The Authorized Official is a person with the legal authority to sign on behalf of the applicant.

Project Abstract (Not to exceed 150 characters)

A project abstract must be included and must not exceed 150 characters. A project abstract should briefly describe the project's purpose, target schools, and anticipated number of students to be served. Example: Provide targeted truancy prevention services to 200 students and their families at four elementary schools in Wards 7 and 8.

Project Narrative (Not to exceed 30,000 characters)

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project.

The narrative must contain the following elements:

- A. Provide a description of the specific proposed activities, including details on how these activities will meet the needs of the target population. Include a description of specific truancy prevention interventions and supports your agency provides or will provide to a
- B. Describe the goals, objectives, and a timeline for startup and implementation of planned activities in partnered schools.
- C. Provide a clear explanation of how proposed activities will support the achievement of intended outcomes.
- D. Describe how the proposal is consistent with and will further the applicant organization's mission.
- E. Identify anticipated challenges and barriers the organization expects to encounter implementing SUSO and in serving the target population. Detail how the program would respond to or address those challenges or barriers. Describe any particular strategies deployed.
- F. Describe knowledge of any partnerships with existing resources in the District that support attendance improvements. Outline the process for accessing and utilizing these resources to increase the effectiveness of services and to refer participants to outside resources that cannot be provided by the lead agency.
- G. Provide specific examples of curriculum or education materials to be used for the education of parents/caregivers of referred youth. Describe a plan to engage families in educational workshops on attendance laws, policies, and regulations, as well as the importance of daily attendance for students.
- H. Describe organizational capacity or plans to ensure language access for students and families eligible for the SUSO program.
- I. Describe organizational capacity and experience partnering with public and public charter schools to support attendance improvements among at risk students. Describe any evaluation or the impact of those efforts.

Evaluation and Data

This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data in ETO during the grant period; and how, if at all, the applicants will use OVSJG funds to improve data collection and evaluation capacity. All applicants should state how data collected and reported in ETO will be used to inform and enhance service delivery. The list of outputs and outcomes must be included in the Project Work plan and not as part of this section.

Evidence Informed

This section must describe how the proposed program model and approach are supported by identified promising or best practices.

Trauma Informed

Applicants must describe how the services for students and families are based on trauma-informed practices.

Community Informed

Describe how your organization meaningfully involves internal and external community stakeholders in your program design and proposal development.

Organizational Qualifications and Experience

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with OVSJG grants. Additionally, please provide a description of the applicant's financial and accounting systems to properly administer and track award funds.

Project Work Plan

Please list all project goals, objectives, activities, performance metrics, and outcomes in the Project Work Plan (See Appendix D). The workplan must include specific activities for each quarter of the award. All applicants providing direct services must include a project objective indicating that they will notify clients about the potential benefits of the Show up, Stand Out Program (SUSO) Additionally, an estimation of data measures and performance outcomes should be included.

Logic Model

This section should list the required outputs and outcome measures as well as any additional

outputs and outcomes to be included as part of the project. Please include the logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes (See Appendix C). Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. The associated charts should also be included in this section.

Process and program standards were developed to maintain uniformity, please consider all standards prior to developing you program and logic model.

Budget (submitted as an attachment)

The OVSJG Project Budget worksheet must be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Project Budget worksheet formore information on budget requirements. Costs included in the budget must be reasonable, allowable, and necessary to the completion of the specific project activities proposed.

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

Applicants may request indirect costs as part of their proposed budget. The Applicant should identify the basis for the calculation of indirect costs, addressing one of the following basis:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, as negotiated with the federal government; OR 2. The "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC).

Pursuant to the Nonprofit Fair Compensation Act, DC Act 23-565, when grants are funded with District locally appropriated funds, a nonprofit organization may alternatively elect an indirect rate: (1) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past two years; or (2) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

However, the statute excludes the following institutions from the alternative Nonprofit Fair Compensation Act indirect cost elections: foundations; hospitals; universities; and colleges.

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

Letter of Commitment

All applicants must include a letter of support from each partner school included in the application. These letters must be submitted on the school's letterhead and signed by the school principal and designated attendance point of contact. Applicants must use the Letter of Commitment Template provided to ensure all necessary information is included. Please utilize the Letter of Commitment template to ensure all necessary information is collected from the proposed partner schools.

Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

General Requirements:

- Signed Applicant Profile
- Project Abstract
- Project Narrative
- Evaluation and Data
- Evidence Informed
- Trauma Informed
- Community Informed
- Organizational Qualifications and Experience
- Budget
- Project Work plan
- Logic Model
- Letter of Commitment for each school proposed to be served

Administrative Requirements:

- Audited Financial Management Letter
- IRS 501 (c) (3) Determination Letter (if applicable)
- Current DC Basic Business License
- Disclosure of Legal Proceedings
- DC Cleans Hands Certification
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Key Resumes and Job Descriptions
- Agency Insurance Certificates in compliance with DCPS Requirements

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

IV. APPLICATION REVIEW INFORMATION

OVSJG Screening Process

This is a competitive solicitation. OVSJG does not guarantee funding, funding amounts, nor funding source based on previous awards. Applications will be reviewed and scored by external reviewers and/or internal reviewers to determine which projects will be funded. External reviewers and/or internal 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.

Review Process and Decision on Awards

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund, amounts to be funded, and funding source.

Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.

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](#) and the [City-Wide Grants Manual and Sourcebook](#). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

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

Decision Review Process

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

Office of Victim Services and Justice Grants
ATTN: FY 2023 Victim Services Grant Application Inquiry
441 4th Street, NW, Suite 727N
Washington, DC 20001

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

Contingency Clauses

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

- OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.

- This RFA does not commit OVSJG to award grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify the applicant Authorized Official of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal or District regulation or requirement.
- OVSJG reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

V. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Financial Statements

All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (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 three years before the date of the grant application.

Business License/Pre-qualification Criteria

All applicants must submit evidence of being a legally authorized entity (e.g., 501(c)(3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, 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.

Applicants must provide a valid Employment Identification Number (EIN) and UEI number/active SAM.gov registration number.

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.
2. Been the subject of legal proceedings arising directly from the provision of services by the organization.

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

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.

Payments Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a **cost-reimbursement basis only**. At any time or times 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.

Restrictions on the Use of Funds

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the [City-Wide Grants Manual and Sourcebook](#), the Office of Management and Budget (OMB) [Uniform Administrative](#)

[Requirements, Cost Principles, and Audit Requirements \(2 CFR 200\)](#), and, if applicable based on funding source, the U.S. Department of Justice, Office of Justice Programs Financial Guide, www.ojp.usdoj.gov/financialguide.

Funding to Faith-Based Organizations

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

Civil Rights Requirements

Successful applicants must be able to demonstrate compliance with Federal and District Civil Rights Requirements. If applicant is selected for a grant award, relevant staff will be required 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 Act.

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

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of

discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(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); 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 (equal protection of the laws for faith-based and community organizations).

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.

Insurance Requirements

All grantees will be required to provide in writing the name of all 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 that 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.

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* and the *OVSJG Policies and Procedures*. OVSJG will provide written notice of any additional requirements at the time of the award.

Reporting

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 in the workplan and ETO system. Selected grantees should also include any successes or challenges

encountered during the reporting period. The financial reports indicate the status of program spending by budget category and are submitted along with all receipts, invoices, or other supporting documentation of expenditures.

OVSJG financial and programmatic reports are due on the 15th day after the end of the reporting quarter (or the next business day if the 15th day falls on a weekend or holiday). Fourth quarter reports are due by the 10th of October.

Failure to submit complete reports by the required due date may result in withholding of reimbursements.

OVSJG may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVSJG. Grantees who do not comply with submission requirements may be denied requests for reimbursements for any grant awards received from OVSJG.

Monitoring

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

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 the Office of Victim Services and Justice Grants, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

Risk Assessment Classification

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. After grants are awarded, each grantee will receive a risk classification based on past financial and

programmatic reporting of the grantee, documentation submitted with the application, and other factors as detailed in the [OVSJG Grants Management Policies and Procedures Manual](#).

If OVSJG determines that an award will be made to a high-risk organization, then 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.

Privacy/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.

APPENDICES

- I. Appendix A:** Application Submission Checklist
- II. Appendix B:** Applicant Profile
- III. Appendix C:** Logic Model Template
- IV. Appendix D:** Project Workplan Template
- V. Appendix E:** OVSJG Budget Templates
- VI. Appendix F:** Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug- Free Workplace Requirements
- VII. Appendix G:** Standard Assurances
- VIII. Appendix H:** Statement of Certification
- IX. Appendix I:** Evidence Based Programs

APPENDIX A: Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

General Requirements:

- Signed Applicant Profile
- Project Abstract
- Project Narrative
- Evaluation and Data
- Evidence Informed
- Trauma Informed
- Community Informed
- Organizational Qualifications and Experience
- Budget
- Project Work plan
- Logic Model
- Letter of Support for each school proposed to be served

Administrative Requirements:

- Audited Financial Management Letter
- IRS 501 (c) (3) Determination Letter (if applicable)
- Current DC Basic Business License
- Disclosure of Legal Proceedings
- DC Cleans Hands Certification
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Key Resumes and Job Descriptions
- Agency Insurance Certificates in compliance with DCPS Requirements

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

APPENDIX B: APPLICANT PROFILE

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

APPLICANT PROFILE

Fiscal Year of Funding: 2024	
Organization Name:	
Address:	
ZIP + 4:	
Unique Entity ID (formerly DUNs #):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: \$	
AUTHORIZED OFFICIAL	
Name:	
Title:	
Telephone:	
Email:	
PROJECT DIRECTOR	FINANCIAL OFFICER
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<p><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></p>	
Printed Name of Authorized Official	
Signature of Authorized Official	Date

APPENDIX C: LOGIC MODEL: STAND UP SHOW OUT TEMPLATE

INPUTS

OUTPUTS

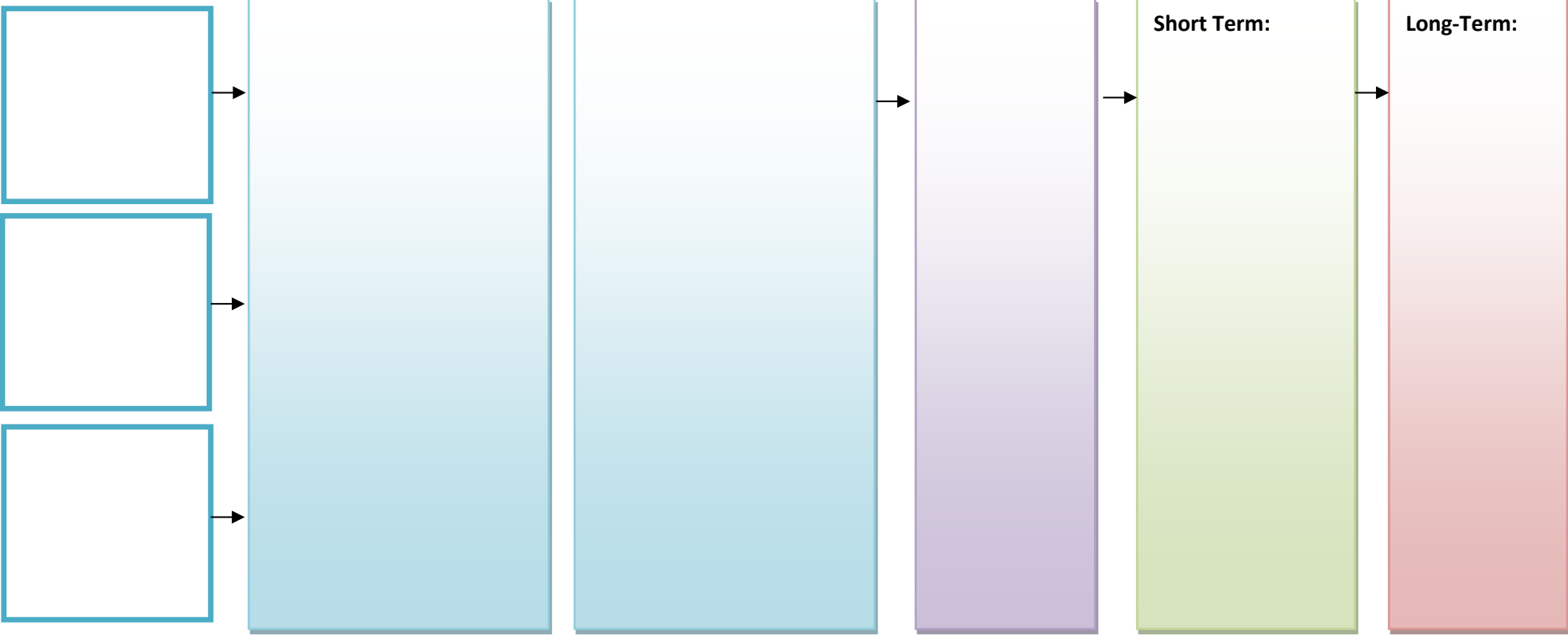
OUTCOMES

Activities

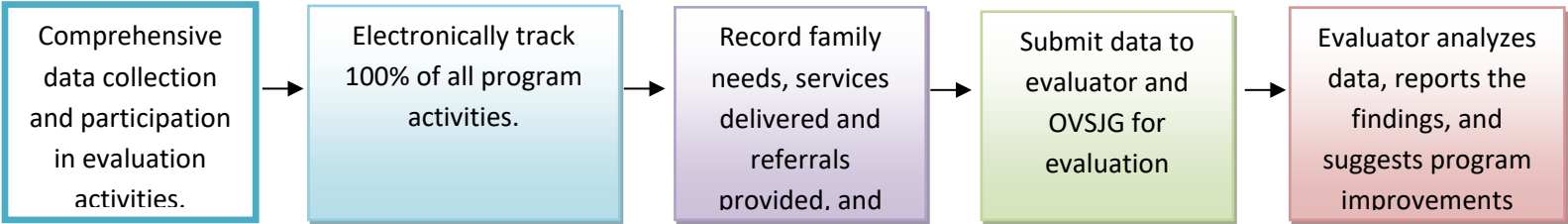
Participants

Short Term:

Long-Term:



Show Up Stand Out EVALUATION



APPENDIX D: PROJECT WORKPLAN
[INSERT ORGANIZATION NAME]

Project Goal:				
Objective:				
Activities:	1 st Qtr –	2 nd Qtr –	3 rd Qtr	4 th Qtr
Project Outcome:				

Project Goal:				
Objective:				
Activities:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Project Outcome:				

Please use additional pages as necessary

APPENDIX E: BUDGET TEMPLATE

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

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

A. PERSONNEL:

List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project, and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested. Include any projected salary increases for the award period.

EXAMPLE:

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

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

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

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

TOTAL PERSONNEL: \$54,250

B. FRINGE BENEFITS:

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

EXAMPLE:

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

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

TOTAL FRINGE BENEFITS: \$10,430

C. TRAVEL/TRAINING:

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

EXAMPLE:

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

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

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

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

TOTAL TRAVEL: \$2,790

D. CONSULTANTS/CONTRACTS:

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

EXAMPLE:

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

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

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

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

TOTAL CONSULTANTS/CONTRACTS: \$5,851

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

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

E. SUPPLIES:

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

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

EXAMPLE:

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

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

TOTAL SUPPLIES: \$1,500

F. EQUIPMENT:

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

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

G. DIRECT CLIENT SUPPORT (FLEX FUNDS):

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

EXAMPLE:

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

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

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

H. OPERATING COSTS

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

EXAMPLE:

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

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

TOTAL OPERATING: \$2,790

I. INDIRECT COSTS

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

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

What is the Modified Total Direct Cost, or MTDC?

- a. 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).
- b. 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.

For grants funded with District locally appropriated funds, a nonprofit organization may also elect an indirect rate: (1) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past two years; or (2) as calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

BUDGET SUMMARY

Budget	OVSJG Grant Funds Requested
I. Personnel	
I. Fringe Benefits	
I. Travel	
V. Contracts/ Consultants	
V. Supplies	
I. Equipment	
I. Direct Client Support (Flex Funds)	
I. Operating	
TOTAL DIRECT COST	
X. Indirect Costs	
TOTAL PROJECT COST	

APPENDIX F: 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

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

A. LOBBYING

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

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

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

- C. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR

Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. The applicant certifies that it and its principals:

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

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

D. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

1. The applicant certifies that it will or will continue to provide a drug free workplace by:
 - i. 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;
 - ii. Establishing an on-going drug free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- iii. 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);
- iv. 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;
- v. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;
- vi. 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 –
 - A. 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
 - B. 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;
- vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

Place of Performance:

Street address and zip code

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

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

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

Grantee Name

Address

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

APPENDIX G: 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:

- a. 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.
- b. 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.
- c. 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.
- d. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing “Equal Treatment for Faith-based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
- e. 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.
- f. 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, (42 U.S.C. § 3789d); the Victims of

Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(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); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community 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.

g. If a governmental entity –

1. 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
2. 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

APPENDIX H: STATEMENT OF CERTIFICATION

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

- A. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
- B. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. 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;
- D. 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;
- E. 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;
- F. 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;
- G. 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;
- H. 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;
- I. 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;
- J. 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.
- K. That the applicant has a satisfactory record of integrity and business ethics;

- L. 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;
- M. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the applicant complies with provisions of the Drug-Free Workplace Act;
- O. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
- P. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
- Q. 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
- R. 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.

Grantee Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

APPENDIX I: EVIDENCE BASED PROGRAMS

Evidence-based Programs and Proven Concepts

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design in order to ensure success. All program elements should be backed by research.

OVSJG will give priority consideration to proposals that use evidence-based practices to respond:

- to factors contributing to truancy at an early age (elementary school) specific to the community/neighborhood (risk & protective factors);
- to factors contributing to truancy at an adolescent age (middle school) specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional, behavioral well-being, and trauma-informed care of targeted children and their families engaged in the grant program;
- with creative opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Evidence-Based Programs & Literature Search - Chronic Truancy

Chronic youth absences from school are generally recognized to negatively affect school performance, be indicative of school detachment, and to enhance the likelihood a student will drop out completely. The issue of truancy reduction and prevention has thus received a lot of attention as an effort to address one of the issues perceived to be at the root of both poor school performance and juvenile delinquency. Available literature provides insight into both the risk factors involved for truant behavior and the negative effects of prolonged absence and dropping out of school. With the opportunity to prevent these long term negative effects and deter delinquency, the literature supports early interventions—preventing elementary truancy from developing into long term detachment from school (Dembo & Gullledge, 2009; Chang & Jordan, 2011; Lehr et al, 2004). While there appears to be a lack of rigorously evaluated truancy interventions due to limitations (e.g., the lack of a universal definition of truancy and the consequent difficulties in collecting data) (Dembo & Gullledge, 2009; Gandy & Schulz, 2007), some interventions have produced significant reductions in truant behavior thus providing a set of best practices to draw upon.

Best Practices

Truancy interventions should involve multi-modal services at an individualized level.

Demonstrated successes in the literature appear when multiple agencies and providers work together to target the varying factors involved in truant behavior. Youth behavior is influenced by many factors; thus truant behavior could be a result of a student's academic difficulties, a family's financial difficulties, or substance use or abuse by parent or student. Understanding the various potential causes of truant behavior is imperative to determining which services provide the best opportunity for improving student outcomes; multiple services may be needed (academic tutoring, housing assistance, substance counseling). From this it should also be clear that each student's

needs will be different, so interventions must be individualized to each student specifically. An individualized course of action, consistent and persistent involvement with each student and family improve the likelihood of positively impacting behavior. This important aspect of interventions is also one which poses challenges. It may be difficult to maintain such interaction with students and/or parents throughout the course of an intervention due to inconsistent contact information and interest, but parental involvement is crucial. Truant behavior may also be reflective of a lack of attachment to school—on the part of parent and student—so an important aspect of any intervention should focus on changing family attitudes towards school and attendance in order to build a strong attachment and better prepare students for overall success. The earlier this attachment is made stronger, the better, as it allows children to fully enjoy the benefits of their education.

Truancy: Contributing Factors and Negative Outcomes

Students with truant tendencies often face numerous contributing factors ranging across personal, family, and school issues. Literature shows common causes of withdrawal from school to include among others: low self-esteem, substance use or abuse, poor academic performance, poverty, unstable home, poor access to health care and transportation, and poor teacher relationships (National Center for School Engagement, 2007; Dembo & Gullledge, 2009 Baker et al, 2001). Many of these issues prevent children from being able to attend school regularly—through no fault of their own—causing long term negative effects. Given the wide range of contributing factors, truancy interventions should be collaborative efforts that attempt to address as many of the root causes as possible; truancy is not strictly a school or law enforcement problem.

Truancy itself is also considered a contributing factor to further negative outcomes such as delinquency, substance use and abuse, and poor financial outcomes as it is linked to higher likelihood of high school dropout (NCSE, 2007; Baker et al, 2001). A National Center for School Engagement (NCSE, 2007) report describes the relationship between truancy and such negative behaviors as delinquency, substance use and abuse, and high school dropout as “circular” because truancy is both a “ cause and consequence” of these behaviors.

Early Intervention

The potential to prevent not only truancy but further delinquent and negative behavior supports efforts to intervene at the earliest possible stages. Dembo and Gullledge (2009) caution against delaying attention or intervention until after a youth’s absence becomes chronic, as at that point additional, more serious problems are likely to have developed. Chang and Jordan (2011) also stress the importance of early interventions as a means to prevent later academic difficulties which lead to increased likelihood a student will dropout. Citing the findings of an Attendance Works Report,¹ they state that only 17 percent of kids chronically absent (missing at least 10 percent of

¹ Applied Survey Research. (2011, May). Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes. Watsonville, Calif.

school) in kindergarten and first grade were proficient readers by the end of third grade compared to two thirds of their peers with regular attendance (Chang & Jordan, 2011).

“The detrimental path leading to school withdrawal starts early,” Lehr et al (2004, p. 280) also support early interventions based on evidence showing that early home environment and the quality of care-giving are powerful predictors of whether students remain in or drop out of school. Most dropouts exhibit signs of school withdrawal and disengagement including poor attendance and academic or behavioral troubles prior to making the decision to drop out (Lehr et al, 2004). Citing a Barrington and Hendricks retrospective study of early school patterns of dropouts, they state that, “students who dropped out could be differentiated from those who completed school with nearly 70 percent accuracy by third grade” (Lehr, 2004, p. 280).² Thus the authors stress the importance of early identification of attendance issues and building student engagement in school so as to prevent the long term negative effects experienced by dropouts—unemployment, underemployment, incarceration, and long term dependency on social services (Lehr et al, 2004).

Truancy: Middle School

Truancy is directly correlated with other school experiences (e.g., poor academic grades, grade retention, and discipline problems) that are all major risk factors for school dropout. Concentrating on truancy as a means to bolster educational achievement can reduce school dropout and the subsequent consequences involved. Compared to high school graduates, those who drop out of school are 72% more likely to be unemployed, earn approximately \$10,000 less per year, are more likely to receive public assistance, and are more likely to become teenage parents (Sweeten, Bushway, & Paternoster, 2009). These consequences of school dropout increase the risks that those individuals that are disengaged from school will engage in delinquency and criminal behavior (Huizinga & Jakob-Chien, 1998). Effective truancy reduction efforts divert high-risk students away from this disadvantaged life trajectory by intervening early enough to stop many of these negative consequences from coming to fruition.

Below are some resources to build your application:

- Crime Solutions - www.CrimeSolutions.Gov
- OJJDP’s Model Programs Guide - <http://www.ojjdp.gov/mpg/>
- Blueprints for Health Youth Development - <http://www.blueprintsprograms.com/>
- SAMHSA’s national Registry of Evidence-based Programs and Practices - <https://www.samhsa.gov/ebp-resource-center>
- Better Schools for All Students: DCPS’ Consolidation and Reorganization Plan - <https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Consolidation%20Plan.pdf>
- Supporting Your Students at Home -
 - <https://dcps.dc.gov/publication/supporting-your-first-grader-home>

² Barrington, B.L., & Hendricks, B. (1989). Differentiating Characteristics of High School Graduates, Dropouts, and Nongraduates. *Journal of Educational Research*, 89, 309-319.

- <https://dcps.dc.gov/publication/supporting-your-second-grader-home>
- <https://dcps.dc.gov/publication/supporting-your-third-grader-home>
- <https://dcps.dc.gov/publication/supporting-your-fourth-grader-home>
- <https://dcps.dc.gov/publication/supporting-your-fifth-grader-home>
- Parent and Student Guide to Attendance - <https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Parent%20and%20Student%20Guide.pdf>
 - Measuring Success: A Guide to Becoming an Evidence-Based Practice - <http://archive.vera.org/sites/default/files/resources/downloads/measuring-success.pdf>
 - Truancy Reduction: Keeping Students in School - <https://www.ncjrs.gov/pdffiles1/ojjdp/188947.pdf>
 - Crossover Youth: Practice Model - <https://cjjr.georgetown.edu/our-work/crossover-youth-practice-model/>
 - Attendance Works – <https://www.attendanceworks.org/>
 - Mayor Bowser Every Day Counts! - <https://attendance.dc.gov/>