

Request for Application (RFA)

Release Date: Wednesday, October 16, 2024

Application Deadline: Monday, November 18, 2024, at 11:59 p.m. ET

***Empowering Communities Through Innovative
Violence Intervention Grant***

AWARD PERIOD: January 1– September 30, 2025

Information Sessions: Tuesday, October 29, 2024

Registration and attendance are strongly encouraged.

Webinar Links:

11:00 – 12:30 pm – [here](#)

2:00 – 3:30 pm – [here](#)

**Questions that cannot be answered through the RFA may be sent onse@dc.gov
for additional information.**

**Subject line in email must contain:
Empowering Communities Through Innovative VI**

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OVERVIEW

The DC Office of Neighborhood Safety and Engagement (ONSE) builds partnerships and implements strategies that reduce gun-related violence in the District. To fulfill our mission, the ONSE Violence Intervention Division (VI) seeks applications for funding under *Empowering Communities Through Innovative Violence Intervention (EC)* grant. This investment offers an opportunity to address violence intervention by establishing relationships with people and communities at the center of gun violence. The EC grant will fund organizations that will work together to reduce gun violence in Washington, D.C. by implementing anti-violence strategies that provide intervention and prevention support while strengthening local partnerships among community members and stakeholders. Interact with residents and community members by providing Violence Intervention Specialists, ceasefire and mediation support, adult life coaching, and mentorship. During this period, the grantees will execute deliverables and requirements listed in the RFA. Applicants who are currently implementing strategies may use funding to expand or enhance existing services.

This funding is targeted for individuals between the ages of 18 - 35 and who are at the highest risk of violence and are often resistant and/or not eligible to be served with other services.

The ONSE reserves the right to, without prior notice, reduce or cancel the program listed in the RFA, reject all applications, adjust the total funds available, or cancel in whole or in part. The grant awards are estimates.

AVAILABILITY OF FUNDS

ONSE anticipates awarding approximately \$5 million to organizations through this RFA. The ONSE will consider applications from community-based organizations. The awards are estimates, contingent on the quality of applications received and budget availability. Award amounts may vary. The ONSE reserves the right to issue additional funding based on availability. The RFA does not commit ONSE to offer an award. ONSE may award multiple awardees. Applicant must be able to fully satisfy all of the requirements and deliverables within their organization. Funding will offer interventions that mitigate the spread of violence and address the needs of communities.

The funding period is January 1 – September 30, 2025. All grant expenditures must occur within this time frame. ONSE may extend the term of this grant for up to 12 months based on performance and funding availability. Any costs that are incurred either before the start of the program period or after the expiration of the program period are not allowable.

District local dollars provide funding for this grant. No cost sharing or matching is required as a condition of this RFA.

AWARD ANNOUNCEMENT

The anticipated time for processing applications is 30 days after the deadline for submission. ONSE will send a response letter to eligible applicants, informing them of their application status. ONSE may request supplemental documentation.

ELIGIBILITY

Applicants eligible to apply and receive funding under this grant must be registered to do business in the District of Columbia and be in good standing. Any public or private community-based organization can 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 organizations. Faith-based organizations are also eligible.

Applicants must serve in the public interest and use the funding to maintain, improve, or expand their organization's operation. Organizations must demonstrate the ability to execute the grant on the day of the award, which includes, staffing and contractors.

DESCRIPTION

The EC grant empowers communities by implementing programs and services that reduce violence while promoting community engagement, fostering a safer and more resilient environment that addresses the root causes of violence, and violence intervention focus areas. This grant will address at-risk individuals, ONSE's program participants, and community members in Wards 1, 4, 5, 6, 7, and 8. Applicants may specify which Wards; however, the ONSE reserves the right to the final selection. Funding will offer interventions that mitigate the spread of violence and address the needs of communities.

The ONSE seeks to invest in meaningful organizations that can achieve the following objectives:

Violence Intervention

ONSE is committed to funding organizations that demonstrate expertise working in and with communities that are at the center of gun violence. The ONSE seeks organizations that have existing relationships with at-risk individuals and community members that have demonstrated resolving conflict and engage in crisis intervention. Applicants must demonstrate the use of best practice strategies throughout their application. Strategies are encouraged to be backed by research and evaluation, case studies, or documented lessons learned from the field. The grantees must utilize Violence Intervention Specialists to work closely with individuals and communities to reduce violence and promote safe environments. Violence Intervention Specialists will rely on their community credibility and knowledge of street violence to form relationships that allow them to intervene. The Program Manager must supervise staff.

Staff

Applicant must provide staff members (Violence Intervention Specialists and a Program Manager) who will work an 8-hour shift. VI's are expected to respond to incidents within 1 hour of notice through a system identified by ONSE. These positions should be able to respond to crisis intervention/program activities, and coordinate with community partners to reduce violence and enhance community safety.

The Violence Intervention Specialist's role includes (but not limited to):

- Build relationships with Ward-based at-risk individuals* and community members through Violence Intervention services;
- Maintain a high-visibility presence in impacted Wards;
- Effectively communicate the services and benefits;
- Provide violence intervention services that reduce victimization and perpetration;
- Connect residents and community members with access to resources and programming available through the ONSE and other District government agencies;
- Offer intensive commitment to Ceasefire and Mediation services;
- Implement Life Coaching, Peer Support, and Mentorship services to address factors driving participation in violence;
- Respond to crisis support for shootings and homicides;
- Exercise and maintain confidentiality of the participant's personal information;
- Deliver transparent feedback mechanisms to community members to voice their needs and concerns in support of intervention resources and services needed on behalf of ONSE;
- Work with the ONSE to track, and analyze data trends in an effort to reduce violence and stabilize communities across the identified Wards;
- Participate in ONSE meetings and trainings with ONSE staff and contractors; and
- All applicants must adhere to all ONSE standard operating procedures and policies.

The Program Manager's role includes (but not limited to):

- Responsible for the management and administration of the program, the supervision of staff dedicated to the Violence Intervention Program, and coordination of work assigned to sub-grantees, if applicable.
- Communicate with the ONSE regarding program operations.

**individuals who may benefit from intervention, services, or resources aimed at mitigating risks.*

Applicant must demonstrate the ability to provide referrals to the ONSE's programs. Applicants will be required to follow the referral process to:

- ONSE Programs
 - Pathways Program is a transitional employment program for individuals between the ages of 18 - 35 identified as being at-risk. It is designed to help decrease participants involvement in the criminal justice system and improve employment,

- education, and training outcomes.
- Applicant must be able to refer participants and monitor their completion of the program during the award period.
- For more information about the program, please visit: onse.dc.gov/service/pathways-program.
- DC Government Agencies

Goal: Establish strong relationships with at-risk populations to foster trust and encourage engagement in violence prevention programs and support approximately 70 program participants identified by ONSE and the grantee.

Outcome: Increased participation rates in the ONSE Pathways Program, leading to improved community perceptions of safety and empowerment.

Performance metrics:

- Percentage increase in program participation (target: 50% increase)
- Participant satisfaction scores (target: 85% satisfaction)

Ceasefire & Mediation Program Support

Applicants must be able to demonstrate support to at-risk and community members aimed at preventing and resolving conflicts within the community through direct intervention and mediation strategies. This role involves coordinating ceasefire initiatives, facilitating dialogue between individuals or groups in conflict, and providing support to individuals to de-escalate tensions, promote understanding, and foster peaceful resolutions. The objective is to reduce violence and enhance community safety through proactive conflict management.

Goal: Actively engage at-risk individuals to prevent and resolve conflicts through direct support and mediation services. Reduction in conflict-related incidents and enhanced conflict resolution skills among participants, as measured by follow-up surveys.

Outcome: Number of conflicts resolved through mediation (target: 30% increase)

Performance metrics:

- Pre- and post-program conflict resolution assessment scores (target: 15% improvement)

Adult Life Coach/Peer Support/Mentor

Applicants must be able to provide guidance, support, and encouragement to participants under this grant. Applicants must be willing to share personal experiences, offer practical advice, and help clients set and achieve personal goals related to their recovery and well-being. Applicants will serve as positive role models, utilizing empathetic listening and motivational techniques to empower participants, build resilience, and facilitate personal growth in overcoming challenges associated with violence and trauma. Applicants must be able to assist with obtaining employment, housing, and accessing mental health services. Applicants will have frequent contact with at-risk individuals.

Goal: Address the unique needs of at-risk individuals by providing tailored support and mentorship.

Outcome: Improved individual coping skills and decision-making as evidenced by participant feedback and reduced instances of gun violence involvement.

Performance:

- Improvement in self-reported coping skills (target: 70% of participants report improvement)
- Reduction in involvement in gun-related incidents (target: 25% decrease)

Deliverables

Item	Quantity	Due Date	Description
Critical Incident Reports	As needed	Within 24 hours of incident.	Report on all crisis-related requests and actions taken, including root cause analysis and follow-up actions to prevent recurrence.
Week Ahead Schedule	Weekly	Thursday, 5pm	Provide Week Ahead Schedule for all planned activities and services for following week (Monday – Sunday)
Sign-In Sheets for Services and Activities	Weekly	Monday, 5pm	Provide electronic copies of all Sign-In Sheets for the previous week (Monday – Sunday)
Background Checks for Staff	As required	Clearance is required before start date.	Upload background checks within 2 business days of receipt. Make available during desk review meetings.
Referral Log	9	5 th of each month.	Detailed log of referrals made, including outcomes and follow-up actions to ensure accountability and track effectiveness.
Employee Referral Form	9	5 th business day of the month.	Facilitate background checks for staff before hiring; include verification of qualifications and relevant experience for transparency.
Community Empowerment Plan/Engagement Log	9	5 th business day of the month.	Log of all engagement activities with at-risk populations, including dates, participants, and outcomes to measure impact and

			build community trust
Key Metrics Report	9	5 th business day of the month.	Monthly report detailing key performance indicators (KPIs) related to program goals, including participant engagement, satisfaction, and conflict resolution metrics.
Monthly Progress Report	9	5 th business day of the month.	Comprehensive report on program activities, challenges faced, and strategies implemented, highlighting lessons learned and adjustments made
Annual Report	1	October 10, 2025	Detailed annual report summarizing program achievements, challenges, and impact on the community, including participant testimonials and success stories.
Attendance at ONSE-organized and other related community activities	As needed	Monday-Friday	Documentation of attendance and participation in community events, including a brief summary of engagement and outcomes.
Participate in Daily Check-In Calls	Daily	3:00 pm	Daily intervention calls with providers discussing key discussion points from daily engagement and communications to ensure alignment and accountability among providers
Attendance at Weekly Meeting	Every Tuesday	As needed	Summary notes from weekly meetings, including decisions made, resources, action items, and responsible parties for follow-up.
Attendance at Monthly Meeting	As Scheduled	As Scheduled	Meetings specified in grant agreement.
Attendance at programmatic and grant-related meetings	As Scheduled	As Scheduled	Meetings specified in grant agreement.
Workplan and Timeline	As needed	As needed	Detailed workplan and timeline of services rendered.
Other reports as assigned	As needed	As needed	Reports as specified in the grant agreement.

INFORMATION SESSION

ONSE will host an online information session for interested applicants on Tuesday, October 29, 2024, from 11-12:30 pm and 2-3:30 pm.

To register, please send an email to onse@dc.gov by Friday, October 25, 2024. Please use in the subject line: **Empowering Communities Through Innovative VI**

Registration and attendance are strongly encouraged.

Recordings of the session will be available on the website within seven (7) business days following the presentation.

UPDATES AND QUESTIONS AND ANSWERS (Q&A)

Additional information may become available before the application is due. The applicant is responsible for visiting the ONSE's website for any updates.

Questions about the RFA should be sent to onse@dc.gov and must be received no later than Friday, November 8, 2024, at 8 p.m. EST.

APPLICATION SUBMISSION

All applications must be submitted via the online application system – Zoomgrants. Emailed applications will not be accepted.

All applications must be submitted by Monday, November 18, 2024, by 11:59 p.m. ET.

All applications will be recorded upon receipt. Applications received after the deadline will not be accepted. The ONSE is not responsible for incomplete, illegible, and/or out-of-order submissions. Applications that do not meet the technical requirements (e.g. incomplete application, ineligible organization(s), or missing documentation) will not be considered for funding.

ONSE is not responsible for malfunctions of the online platform. ONSE advises uploading documents before the due date.

Applicants can continue to modify their applications or submit additional documentation until the deadline of Monday, November 18, 2024, 11:59 p.m. ET.

Applications must be submitted:

<https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=5465>

APPLICATION REVIEW

1. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
 - 2) The application package is not complete (see requirements in Application Checklist);
 - 3) The application narrative fails to address the program priorities; or
 - 4) The application does not fall within the scope of this RFA.
2. Independent Review Panel -- This is a competitive grant. To ensure a fair assessment of grant applications, ONSE will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review screened applications and submit scoring, ranking, and comments to the ONSE.
3. Based on the independent review panel recommendations, the Mayor's budget priorities, resources available, and the program's goals, ONSE will make the final funding decision. The final funding decision cannot be contested or appealed. An applicant has ninety (90) calendar days to request in writing an explanation. Requests can be sent to onse@dc.gov.

SUBMISSION COMPONENTS

ONSE will provide narrative questions in Zoomgrants by October 25.

Applicants must provide a narrative to support methods for intervention, prevention, and suppression:

1. Applicants will provide community Violence Intervention Specialists to support individuals in the respective Ward(s) in the District of Columbia. Violence Intervention Specialists must be able to provide 24-hour support based on community needs and critical incidents.
2. Applicants will execute crisis response within (1) hour of notice of incident.
3. Mediate disputes and conflicts between individuals or groups.
4. Maintain detailed case notes and report on the progress of intervention efforts.
5. Participate in outreach events and activities to promote peace and nonviolence.
6. Collaborate with law enforcement, health care providers, and community organizations during weekly meetings or phone calls.
7. Monitor and evaluate the effectiveness of the intervention service, using data to make informed decisions.

8. Equip participants with the skills, knowledge, and resources to obtain employment.
9. Monitor background clearances for all Participant Recruiter staff.
 - a. Ensure that the recruiters meet background clearance before hiring.
10. Applicants will cultivate relationships with community members and partners to support a safer and stronger community through violence intervention.
11. Applicants must demonstrate familiarity with evaluating intervention programs, measuring success through key performance indicators, and reporting outcomes to stakeholders.
12. Collaborate with the ONSE to increase awareness of non-violence among community members and at-risk individuals.
13. Identify, engage, and deliver direct support services to at-risk individuals, aged 18-35, offering access to support services such as, but not limited to, trauma-informed care, barrier reduction strategies, and conflict resolution programs.

Application Information must include:

1) Summary of Organization

- Describe the applicant's history, mission, and current or past projects demonstrating the organization's capacity to achieve the project's goals.
- Describe the organization's approach and philosophy toward interrupting violence in high-risk communities.

2) Experience and Qualifications

- Describe the organization's expertise in coordinating and/or delivering violence intervention programs. Provide examples of success in coordinating and/or delivering the services.
- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements.
- Describe the type of programming planned. Describe where the types of activities/workshops that would take place (address or location).
- Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers, subgrantees, or contractors.

3) Project Description

Organize this section of your application in accordance with the outline below:

- Statement of Need and Objective of the Project
 - o State the specific objectives this project will achieve.
 - o Identify the benefits of the proposed services.
 - o Describe the potential impact that the proposed services will render to the recipients.
 - o Provide a work plan that includes a timeline for project implementation.
- Measurement of Project Success

- Identify the number of individuals the applicant will serve.
- Describe the applicant’s plan to monitor sub-grantees, if applicable.
- Sustainability
 - Explain how the applicant plans to continue the services beyond the grant award period.

4) Past Performance on Grants or Contracts

Provide (3) three letters of support from past funders that include the specific information (listed below) from which the applicant has received funding as a contractor, grantee, or partner in the past five years for a similar project.

Provide specific information including:

1. The grant(s) or contract(s) title including telephone and email addresses of each;
2. List funding from other District Government agencies(if applicable);
3. The grant number(s), contract number(s), or other identifier(s);
4. The amount(s) paid; and
5. Include what was accomplished resulting from the funding(s).
6. The ONSE will select two of the three past funders to participate in a 30-minute interview.

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, grants, or partnerships in the past five years.

5) Budget

As part of the application package, applicants must complete the budget, budget narrative, and spending plan. Templates are available in Zoomgrants under the “Documents” tab.

1. The budget narrative must explain and justify every line item in the budget. The explanation should be thorough enough to allow the panel reviewer to understand the nature of the expense.
2. Allowable categories include:
 - a. Personnel – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total costs for the budget period. Salaries must be based on market research.
 - b. Fringe Benefits – Identify the percentage used, the basis for its computation, and the types of benefits included.
 - c. Travel – Specify the mileage per diem, and estimated number of trips.
 - d. Equipment – Identify each item to be purchased that has an estimated acquisition of \$5,000.
 - e. Supplies – Tangible means other than equipment.
 - f. Contractual – Applicants must submit a copy of the agency’s Policies and Procedure Manual for subcontracting or provide an explanation on how subcontractors were selected and the scope of work. All contracts exceeding \$150,000 must receive prior approval from the ONSE before they can be executed.

- g. Other – Items in detail to determine reasonableness and allowability.
- h. Indirect Costs – Indirect costs are those incurred by the grantee for a common purpose. Indirect costs are based on the 15% de-minimis rate or approved by the applicant's cognizant federal agency.

APPLICATION SCORING

Scoring

The application must provide sufficient information for ONSSE to determine the merit of the application. Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application’s score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

Each proposal will be reviewed by three or more reviewers. If the reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded. Any application that scores 50% or less than the overall points available will not be eligible for funding.

The ONSSE may provide additional preferences and priorities to make final award decisions. Based on the information supplied in the proposal, additional points will be awarded consistently and objectively.

Criteria	Points
Experience/ Qualifications	15
Project Description/Evaluation	25
Past Performance	20
Budget and Resource Allocation	20
Sustainability and Scalability	20

Experience and Qualifications (15)

- Work experience (10): Years of experience in grants management, specific experience with federal and local funding. Demonstrated success in managing similar projects.
- Collaborative Skills (5): Experience in working with diverse stakeholders, including government, other non-profits, and contractors.

Project Description (25 points)

- Clarity of Objectives (10 points): Clearly defined goals and objectives that align with the program's mission to reduce gun violence.
- Target Population (10 points): Identification of the specific needs of the 18-35 age group and how the program addresses these needs.

- Evaluation Plan (5 points): A well-structured evaluation plan with evaluation methods, monitoring, and type of evaluation measures.

Past Performance (20 points)

- Track record (20 points): Examples of how past work has positively impacted communities or target populations. Data metrics demonstrating the effectiveness of managed grants. Evidence of compliance with grant regulations and reporting requirements. Evidence of collaborative efforts or partnerships that enhance the program's effectiveness, including roles and contributions of up to 5 partners.

Budget and Resource Allocation (20 points)

- Budget Clarity (10 points): A well-structured budget that aligns with program activities and clearly outlines costs, including personnel, materials, and overhead.
- Resource Allocation (10 points): Justification of budget items and how resources will be effectively utilized to achieve program goals.

Sustainability and Scalability (20 points)

- Sustainability Plan (10 points): Strategies for ensuring the program's continued operation beyond the initial funding period, including funding diversification and community commitment.
- Scalability Potential (10 points): Potential for expanding the program to reach a larger audience or replicate in other communities.

FINANCIAL STATEMENTS

Applicants are required to provide a copy of their most recent financial statements. Statements must be dated within one calendar year from the date of the application. Applicants that receive more than \$750,000 in funding from state and federal entities must include their Single Audit Report. If audited financial statements or reviews are not available, the applicant must provide its most recent complete year's unaudited financial statements.

Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The response must:

1. Describe how financial transactions are handled and recorded;
2. Provide the names and titles of personnel involved in handling money;
3. Identify how many signatures the financial institution(s) requires on the organization's checks and withdrawal slips; and
4. Address other limits on staff and board members' handling of the organization's money.

ALLOWABLE USE OF FUNDS

Funds must be used for the purpose and goals of the project. Costs must be allocable, reasonable, and necessary. Grant funds related to work performed will be provided on a **cost-reimbursement basis**. Allowable costs are those that the ONSE shall determine as valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget. The ONSE reserves the right to suspend, deny, or limit advance payment requests. Applicants should negotiate the costs of providers to ensure that proposed costs are reasonable, necessary, and competitive. All fees from providers are expected to be market-based.

Allowable uses of funds include costs to support staff salaries/fringe and hired contractors, occupancy, travel, program supplies, equipment, and indirect costs.

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

- Alcoholic beverages or food
- No travel outside of the District of Columbia
- Debt, including payment of taxes
- Fundraising or lobbying costs
- Fines and penalties
- Personal use
- Staff bonuses
- Expenses which are reimbursed by a different federal or local grant
- Cash incentives or gift cards
- Land purchases
- Most major equipment, such as vehicles
- Interest paid on loans

INDIRECT COST CALCULATION

An applicant may include its indirect costs in its budget calculation (*see* the Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, effective March 16, 2021, D.C. Code § 2-222.01 *et seq.*). This may be done using a cost rate.

In the budget, an applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government; or
2. One of the following methods:
 - a. 15% of the grant's direct costs;
 - b. The same indirect rate that it has used with any District agency in the past two (2) years; or
 - c. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines.

REPORTING REQUIREMENTS

Programmatic Reporting

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

If a due date falls on a weekend or District holiday, the report is due the next business day. The information collected will determine financial reimbursement for the services provided during the period.

At any time before final payment and three years thereafter, the Grantee will provide data requests to ONSE in a timely manner. Data requests may include information related to grant expenditures, information about the sub-grantees, data collected, and performance metrics.

Report Type	Reporting Period	Due Date
Programmatic and Financial Reports	9	10 th of each month

Expenditure	Supporting Documentation
Internal Costs – Personnel, Fringe, Supplies, Equipment, Travel	Cancelled checks, receipts, payroll report or general ledger report accompanied by invoice.
External Costs – Contractors, Direct Operating Costs, Flex Funds/Other.	

If any documentation is missing or unclear, the reimbursement may be delayed or withheld.

MANAGEMENT AND SYSTEMS

Payment Provisions

Grant funds will be awarded on a cost-reimbursement basis. An audit may be conducted at any time before the final payment and three (3) years thereafter. ONSSE will reimburse the grantee for expenditures incurred to perform work under the grant. The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submissions to this RFA.

Advance Payments

In limited cases, the ONSSE may elect to make a one-time advance request (10% of the overall grant amount) at the beginning of the grant award for good cause, approved by the ONSSE at its sole discretion. Advance requests must be made at the time of the grant application submission. The advance request must be accompanied by an explanation. Advance requests cannot be requested after an award is approved. Advance requests are intended to assist with start-up costs and the request should cover expected expenses for the first 30 to 45 days of the award period. The ONSSE reserves the right to suspend, deny, or limit advance payments to high-risk award recipients or any grantee that is not in compliance with the reporting requirements.

Disbursement of Funds

To request a reimbursement, the grantee must submit invoices electronically through Zoomgrants for approval. Once the invoice is approved, the applicant must submit in District Integrated Financial System (DIFS).

Vendors are required to register as a DC Supplier in ARIBA within 30 days of the award determination. Payments are processed according to the District of Columbia Quick Payment Act of 1984, effective March 15, 1985 (D.C. Law 5-164, D.C. Code § 2-221.01- § 2-221.06).

Financial Management and System of Internal Controls

Award recipients and sub-recipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. § 200.302 and § 200.303, comply with standards for financial and program management.

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 that otherwise have been made available.

APPLICATION CHECKLIST

1.	Is the applying organization eligible for funding according to the eligibility requirements?	
2.	<p>Does the applicant have the <u>required</u> administrative documents:</p> <ul style="list-style-type: none"> ▪ IRS 501 (C) (3) Determination Letter – and have been operating for a minimum of three (3) years at the time of submission ▪ Current DC Business License ▪ Standard Assurances ▪ DC Clean Hands – DC Office of Tax and Revenue ▪ Tax Affidavit, if applicable ▪ Organization Chart ▪ Board of Directors ▪ Key Resumes and Job Descriptions ▪ Disclosure of Legal Proceedings ▪ Financial Audit - two years of audits conducted by an independent CPA completed within the last 24 months or a letter of engagement to have the audit completed within the next 12 months. ▪ DCRA DLCP Certificate of Good Standing ▪ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace 	
3.	Do the line items in the proposal budget consider the allowable and non-allowable costs?	
4.	Is a numeric budget and budget narrative included in the application?	
5.	Does the application include support letters?	
6.	Does the application package include the organization’s Policies and Procedures manual or another document that details a subcontracting plan? Applicants will be required to provide a copy of their subcontracting plan including the Policies and Procedures Manual and/or another document that details their subcontracting plan.	
7.	Did the applicant provide an EIN?	
8.	Is the applicant registered in Zoomgrants?	
9.	Did the applicant provide a workplan?	

REQUIRED DOCUMENTS

Each of the following documents must be filed as part of the application package. If the document is not in this filing, ONSE may classify the grant application as 'received' but not "filed". However, if a government agency (e.g. Office of Tax Revenue, District of Columbia Human Resources, Department of Licensing and Consumer Protection for example) must issue a required document, and the applicant has requested the document but not received it, ONSE may accept a copy of the applicant's written request to the agency for the purpose of deeming the Application "filed." All documents must be provided within five (5) business days after the award notification.

Internal Revenue Service Requirement

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

Disclosure of District Grants and Contracts

The applicant must complete and submit the Disclosure of District Grants and Contracts form in Zoomgrants. The applicant must provide information about any grants or contracts it has with any other District government agencies, either independent or subordinate agencies. ONSE reserves the right to contact the agencies listed in the form to confirm the details of the grant and/or contract, as well as request copies of the grant and/or contract from the applicant. Incomplete or nondisclosure of other District grants and/or contracts may result in disqualification. If the grantee plans to contract or subgrant to other organizations, the contractor(s) and/or subgrantee(s) must complete this form.

Certificate of Good Standing

Each applicant must submit a current Certificate of Good Standing from the Department of Licensing and Consumer Protection. ONSE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

Promises, Certifications, Assertions, and Assurances

The applicant must sign and submit the 'Promises, Certifications, Assertions, and Assurances' (PCA) form in Zoomgrants. Signing the PCA is a condition of eligibility for this grant. If the applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant. The PCA must be signed by the applicant or, if the applicant is an organization, by a duly authorized officer of the organization. The PCA also includes a sworn statement verifying that the applicant is not in arrears (i.e. is "current") on all obligations outstanding to the

District, including all District agencies. The applicant must be “current” as of the date of the application and the date of a grant award. ONSSE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

Tax Exemption Affirmation Letter

If the applicant claims it is a nonprofit organization, the applicant must prove its nonprofit status. The tax exemption affirmation letter, which is the IRS’ determination letter of nonprofit status, should be provided. If this letter is not available, then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group is a ‘supporting organization’ with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card if it exists (*see* IRS publication no. 1828, Tax Guide for Churches and Religious Organizations).

Applicant’s Current Fiscal Year Budget

The applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Zoomgrants. Also, the applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

MONITORING AND COMPLIANCE

Specific monitoring and progress report schedules will be established and included in the grant agreement. ONSE staff may make a minimum of one scheduled and one unscheduled monitoring visit during the award period.

During such visits, the organization is required to provide access to facilities, records, curriculum materials, participants, and staff, as deemed necessary.

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to identify specifically whether the organization's operational, financial, and management systems and practices are adequate to account for grant funds.

RISK ASSESSMENT

If awarded, a risk assessment will be used to determine the level of monitoring to be performed and the frequency thereof. After the grant(s) are awarded, grantees will receive a risk classification based on past financial and programmatic reporting of the grantee and documentation submitted with the application, and other factors as detailed in the ONSE Grants Management Manual. Please review the website for more information.

TERMS AND CONDITIONS

ONSE reserves the right to accept or deny any or all applications if it is determined to be in ONSE's best interest to do so. ONSE shall notify the applicant if it rejects their application. ONSE reserves the right to suspend or terminate an RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

ONSE reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to amend, extend, or rescind this RFA. ONSE reserves the right to request additional information from any applicant.

ONSE shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

ONSE may conduct pre-award on-site visits to verify the information submitted in the application and determine whether the applicant's facilities are appropriate for the services intended.

ONSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

ONSE shall provide citations to the statutes and implementing regulations that authorize the

grant or sub-grant, all applicable federal and District regulations and payment provisions identifying how the grantee will be paid for performing under the grant agreement, reporting requirements, including programmatic, financial, and any special reports required by ONSE, and compliance conditions that must be met by the grantee.

If the terms and conditions of this RFA conflict with any applicable federal or local laws or regulations or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

ONSE reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by ONSE.

INSURANCE REQUIREMENTS

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

POST-AWARD

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the ONSE, prior to being implemented by way of a Grant Adjustment Notice. This template is located on Zoomgrants.

To remain eligible for this grant, all supplemental documentation must be submitted to the ONSE within five (5) business days of receipt of the award letter. If a grantee cannot provide these materials within five (5) business days they will be deemed ineligible.

1. ARIBA registration - Applicants must be registered as a DC Supplier in ARIBA within 30 days of the award determination. For more information, <https://ocp.dc.gov/vendor-registration>.
2. Automated Clearing House (ACH) Form – Approved grantees will receive disbursed funds via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved grantees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution. This form is in Zoomgrants.
3. If the grant award is over \$300,000, the grantee will be required to execute a First Source Employment Agreement with the Department of Employment Services governing certain obligations of grantees regarding job creation and employment generated as a result of the grant under the Workforce Intermediary Establishment and

Reform of the First Source Amendment Act of 2011, effective February 24, 2012 (D.C. Law 19-84, D.C. Official Code § 2-219.01 *et seq.*) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265, dated November 9, 1983.

4. All applicants are required to submit their Employer Identification Number (EIN).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

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

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing “Equal Treatment for Faith-based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See www.ojp.gov/about/ocr/equal_fbo.htm.
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties. 34

6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131- 34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood Organizations). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.

7. If a governmental entity:

a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally assisted programs; and

b. it will comply with requirements of 5 U.S.C.§§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official: _____

Date: _____

Project Title: _____

STATEMENT OF CERTIFICATION – APPENDIX B

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

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

established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.

11. That the applicant has a satisfactory record of integrity and business ethics; 36
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant Name: _____
Address: _____
Application Number and/or Project Name: _____
Typed Name and Title of Authorized Representative: _____
Authorized Representative: _____
Signature: _____ Date: _____

**Certification Regarding Lobbying; Debarment, Suspension and Other
Responsibility Matters; and Drug-Free Workplace Requirements –
APPENDIX C**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF NEIGHBORHOOD
SAFETY AND ENGAGEMENT

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

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

1. LOBBYING

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

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

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

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

a. The applicant certifies that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.

- i. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- ii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with the commission of any of the offenses enumerated in paragraph(1)(b) of this certification; an
- iii. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

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

3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR pt. 67, subpt. F. for sub-grantees, as defined at 28 CFR pt. 67 Sections 67.615 and 67.620—

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

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- a. Establishing an on-going drug free awareness program to inform employees about

- i. The dangers of drug abuse in the workplace;
- ii. The sub-grantee's policy of maintaining a drug-free workplace;
- iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
- iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: i. Abide by the terms of the statement; and ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Neighborhood Safety and Engagement, 100 42nd Street, N.E., Washington, DC 20019. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph(d)(2), with respect to any employee who is convicted:

- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and(f).

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

Place of Performance: _____
 Street Address and Zip Code: _____

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing within ten (10) calendar days of the conviction, to: the Office of Neighborhood Safety and Engagement, 100 42nd Street, N.E., Washington, DC 20019.

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

Applicant Name: _____

Address: _____

Project Name: _____

Applicant IRS/Vendor Number: _____

Typed Name and Title of Authorized Representative: _____

Date: _____