

**REQUEST FOR APPLICATIONS (RFA)**

**Government of the District of Columbia  
Executive Office of the Mayor (EOM)  
Safer, Stronger DC Office of Neighborhood  
Safety and Engagement (ONSE)  
ONSE Leadership Academy (OLA)  
Governor's Emergency Education Fund (GEER)**

**Fiscal Year 2021**

**ONSE Leadership Academy (OLA) Community Safe Passage Grant  
The District of Columbia, Executive Office of the Mayor (EOM), Safer, Stronger DC Office  
of Neighborhood Safety and Engagement (ONSE) invites the submission of applications for  
funding through the Office of the State Superintendent (OSSE) by means of the Governor's  
Emergency Education Fund (GEER) to engage community stakeholders and community  
partners as well as engage students in improving community efforts to communities  
surrounding Anacostia High School, HD Woodson Senior High School, and Paul Public  
Charter School.**

**Announcement Date: 01/07/2021**

**RFP Release Date: 01/15/2021**

**Application Submission Deadline: 02/19/2021**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

**Executive Summary:**

The District of Columbia (District), Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE), is accepting applications for Fiscal Year (FY) 2021 to engage community stakeholders and community partners as well as engage students in improving community efforts to communities surrounding Anacostia High School, HD Woodson Senior High School, and Paul Public Charter School.

**Funding Opportunity Title:** ONSE Governor’s Emergency Education (GEER) Grant

**Funding Opportunity Number:** ONSE-GEER-2021-02A

**Due Date for Applications:** February 19, 2021

**Anticipated Total Available Funding:** \$505,097

**Estimated Number of Awards:** Up to 3 awards

**Length of Project Period:** April 2021 to September 30, 2022

**Eligible Applicants:** Public agencies; private nonprofit organizations; faith- and community-based organizations; and colleges or universities. All applicants must have locations in the District of Columbia.

## **TABLE OF CONTENTS**

<b>SECTION I</b>	<b>GENERAL INFORMATION.....</b>	<b>9</b>
Introduction .....		9
Grant Funding .....		9
Target Population .....		9
Eligible Organizations/Entities .....		9
Award Period.....		9
Available Funds for Award.....		9
Use of Funds.....		10
Contact Person.....		10
Internet.....		10
Deadline Date.....		10
<b>SECTION II</b>	<b>PROGRAM SCOPE.....</b>	<b>11</b>
Overview .....		11
General Responsibilities .....		11
Service Delivery Objectives .....		12
Program Requirements .....		13
Confidentiality of Records.....		14
Reporting Requirements.....		14
Security Certifications.....		15
Certifications and Assurances .....		15
<b>SECTION III</b>	<b>GENERAL PROVISIONS.....</b>	<b>16</b>
Payment Provisions.....		16
Insurance .....		16
Audits .....		16
Nondiscrimination in the Delivery of Services .....		16
Performance Standards and Quality Assurance .....		17
Records.....		17
Evaluation .....		17
Monitoring .....		18
Compliance with Tax Obligations.....		18
<b>SECTION IV</b>	<b>REVIEW AND SCORING OF APPLICATIONS .....</b>	<b>19</b>

Review Panel .....	19
Scoring Criteria.....	19
Criterion A:       Program Design and Evaluation (Total 60 Points).....	19
Criterion B: Organizational Capability and Relevant Experience (Total 10 Points) .....	19
Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points) .....	20
Criterion D: Overall Feasibility of the Project (Total 5 Points) .....	20
Decision on Awards.....	20
<b>SECTION V       APPLICATION FORMAT .....</b>	<b>21</b>
Description of Application Sections.....	21
Application Summary.....	21
Application Questions.....	21
Program Budget and Budget Narrative .....	21
Appendices .....	22
<b>SECTION VI       LIST OF ATTACHMENTS.....</b>	<b>23</b>

## **SECTION I**

## **GENERAL INFORMATION**

### **Introduction**

The District of Columbia (District), Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE), is soliciting detailed proposals to provide Safe Passage and Community Violence Prevention services to communities surrounding Anacostia High School, HD Woodson Senior High School, and Paul Public Charter School.

ONSE is authorized under the Neighborhood Engagement Achieves Results (NEAR) Act, D.C. Law 21-125 Neighborhood Engagement Achieves Results Amendment of 2016 (effective June 20, 2016). Under the NEAR Act, ONSE is tasked with identifying, recruiting, and engaging individuals determined to be at high risk of participating in or being a victim of violent criminal activity. ONSE is also expected to assist the Office of the State Superintendent (OSSE) in developing a program to deliver place-based violence prevention and support services to the identified target neighborhoods. OSSE is the state education agency for the District of Columbia charged with raising the quality of education for all DC residents.

### **Grant Funding**

Funding for this solicitation is supported by a grant award to the District, managed by OSSE, from the Governor's Emergency Education Relief (GEER) Fund, awarded by the U.S. Department of Education.

### **Target Population**

Target Population—persons residing or working in the communities surrounding Paul Public Charter School, Ward 4/PSA 42; HD Woodson Senior High School, Ward 7/PSA 608; and Anacostia High School, Ward 8/PSA 607 respectively.

### **Eligible Organizations/Entities**

Applications are requested from public agencies; private nonprofit organizations; faith-and community-based organizations; and colleges or universities must be located in and have demonstrated experience serving the target communities.

### **Award Period**

The grant project period is expected to begin on April 1, 2021, and continue through September 22, 2022.

### **Available Funds for Award**

Up to \$507,097 will be awarded to provide neighborhoods with coordinated support in the implementation of comprehensive place-based violence prevention and support services to the identified target neighborhoods as outlined in the Program Scope in Section II.

### **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 Office of Management and Budget (OMB) and the District of Columbia *City-Wide Grants Manual and Sourcebook*.

### **Contact Person**

For further information, please contact Mia A. Price, MSA, Grants Management Specialist at [mia.price@dc.gov](mailto:mia.price@dc.gov), with the subject line: 'GEER GRANT INQUIRY.'

**\*\*\*NO CALLS PLEASE\*\*\***

### **Internet**

To receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet (ZoomGrants notifications only) are advised to immediately email the following information to Mia A. Price, Grants Management Specialist at [mia.price@dc.gov](mailto:mia.price@dc.gov).

Name of applicant organization

- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

All applicants must submit an electronic application via the electronic grants management system ZoomGrants™. You must create or have a registered user ID and password to apply in ZoomGrants™. To access the link to this application and or to create an account, please visit <https://zoomgrants.com/gprop.asp?donorid=2330&limited=3341> (enter direct ZoomGrants link). For ZoomGrants™ technical assistance, contact [questions@zoomgrants.com](mailto:questions@zoomgrants.com) or (866)323-5404, 10 am– 7 pm MT.

### **Deadline Date**

The RFA will be issued on **Friday, January 15, 2021**. The deadline for submissions of all applications is **Friday, February 19, 2021, at 5:00 p.m.** All applications shall be submitted in ZoomGrants™. No applications sent via mail or in hard copy will be accepted. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00 p.m. on February 19, 2021.**

## **SECTION II**

## **PROGRAM SCOPE**

### **Overview**

Based on funding availability, the Office of Neighborhood Safety and Engagement (ONSE) will support community-based organizations that will be charged with implementing the strategies and interventions identified during the implementation phase. The funding will be used to provide Safe Passage and Community Violence Prevention services to communities surrounding Anacostia High School, HD Woodson Senior High School, and Paul Public Charter School.

Project staff will provide support and technical assistance to the sub-grantee(s) in preparing to launch the program. It will include facilitating or supporting relationships between the sub-grantee(s) and Anacostia High School, HD Woodson Senior High School, and Paul Public Charter School students and its adjoined communities. Further, assistance will be provided to support the development of outreach strategy and outreach materials that will enable the sub-grantee to identify and connect to potential program participants for the intended launch date.

The sub-grantee(s) will be awarded funding during FY 21 to implement Safe Passage and Community Violence Prevention services to communities surrounding Anacostia High School, HD Woodson Senior High School, and Paul Public Charter School. Through community canvassing and community connections, the Safe Passage Team will develop a network of safe places, safe partners, and safe neighborhoods for youth. This team will also work directly with OLA assigned youth through active group sessions that enable youth to discuss and develop strategies to address community violence and community empowerment.

Applicants under this grant program are expected to assist victims of violence or violent crime, perpetrators of violent crime; build on the Safer, Stronger DC, a comprehensive and citywide public safety agenda to prevent violence in the District of Columbia; and create/enhance the delivery of support services to the identified target neighborhoods. Trained staff and case managers are expected to identify and work with individuals or families to help designated communities determine and reach their goals.

### **General Responsibilities**

Applicants should propose strategies that support the community's stabilization and directly address the identified needs of the community by bringing additional violence interruption and prevention support, delivering additional case management support and service connection opportunities to these neighborhoods, and implementing place-based trauma recovery support to individuals and families impacted by high levels of crime or violence, poverty, and historical trauma. Moreover, these strategies should include restorative practices that bring community members together to address and repair harms in hopes of breaking the cycles of violence and trauma that continue to threaten the safety and wellbeing of individuals and families living in these communities.

Applicants will work with ONSE staff to create and maintain partnerships with community leaders through outreach, as an action team for the target communities, address community concerns, share community needs information, and provide opportunities for collaboration. Outreach is critical to the success of the proposed activities for the target communities.

Lastly, applicants must identify community leaders to engage, as well as identifying neutral/safe and accessible nearby locations that community members can gather for events or service delivery.

### **Service Delivery Objectives**

The provision of this funding opportunity shall be administered to support the following programmatic objectives (responses must be documented in ZoomGrants):

- a) **Organizational Capacity and Relevant Experience**
  - i. Provide a profile of the organization.
  - ii. Describe the organization’s relevant experience for the last 2 years, detailing quantitative outcomes for comparable services to youth within this period. Explain the organization’s capacity to manage financial risk.
  - iii. Indicate how the organization is prepared to work in communities and work with at-risk youth.
- b) **Program Components**
  - i. **Community Canvassing:** Describe in detail the strategies your team will use to canvass surrounding communities.
    1. What communities will you cover?
    2. What times of day will you canvas communities?
    3. What safety plans have you identified for travel?
    4. How will your team report out about canvassing?
  - ii. **Weekly virtual and in-person groups for youth:** Describe in detail a series of weekly meetings for youth including in-person and virtual options
    1. What days and times will group be held?
    2. What are your plans for virtual group vs. in-person group?
    3. What content will you cover in group?
    4. What role will youth play with group?
  - iii. **List of community contacts:** Describe in detail strategies your team will use to identify and connect with community contacts who can support prevention or intervention efforts
    1. Who will engage these individuals and how?
    2. What is your method of reporting for contacts?
    3. What types of individuals will be considered as “community contacts”?
  - iv. **List of community stakeholders; monthly log of contacts:** Describe in detail strategies your team will use to engage community partners to support prevention and intervention efforts and maintain regular monthly contacts with partners
    1. Who will engage these individuals and how?
    2. What is your method of reporting for contacts?
    3. What types of individuals will be considered as “community stakeholders”?
  - v. **Youth Retreat:** Describe in detail the model your team will use to implement a peace-making retreat for youth



1. What will be included in the retreat?
2. What curriculum will be covered?
- vi. Staff Training: Describe in detail, the training your team will undergo to support their ability to implement prevention and intervention efforts
  1. What types of training will staff receive?
  2. How will training impact the quality of work?
- vii. Youth Incentives: Describe in detail the process your team will use to provide incentives and rewards for youth engagement
  1. What types of behaviors will warrant reward or incentive?
  2. How will you track distribution of incentives?

## **Program Requirements**

To qualify for the ONSE GEER Grant Applicants are required to provide the following access and services:

### **A. Facility**

1. A COVID-compliant facility with equipment and faculties suited for group activities (for at least 10 participants) for hands-on experiences that include the following:
  - a. Technology capabilities for individuals and groups
  - b. Large screen or projector
  - c. High-speed internet connection and Wi-Fi access
  - d. Whiteboard or Flip Chart with markers
  - e. Access to laser printers
  - f. Metro Access
  - g. Provide transportation to and from group-related activities when needed

### **B. Related Services**

1. The Applicant will develop a Community Canvassing plan for each community to include:
  - a. List of communities surrounding each school
  - b. Times and routes of school and community canvassing
  - c. List of Community Contacts (Individuals who are rooted and influential in communities)
  - d. List of Community Partners (Businesses, agencies, organizations, and other entities who are rooted and/or influential in the community)
  - e. Monthly log of community contacts
2. The Applicant will provide weekly interactive groups that will:
  - a. Focus on community safety and community issues that impact safety as well as strategies youth can employ to increase community safety.
  - b. Incorporate effective communication, problem-solving, conflict resolution, de-escalation skills.
  - c. Provide hands-on experience and activities such as participation in or facilitation of community projects and community events.

- d. Partner with local companies, corporations, businesses, and community-based organizations to develop community empowerment activities.
- e. Address social media engagement and behaviors within social media that impact safety; identify behaviors and strategies that increase social media safety or prevent social media risks.
- f. Teach youth a model that addresses peace-keeping philosophies
- g. Help youth understand their role, impact, and obligations to the community.

### **Confidentiality of Records**

Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.

### **Reporting Requirements**

*The Applicant shall be required to complete and submit the following reports.*

**Monthly Reports:** Applicants should be prepared to report information to ONSE in a manner conducive to the database management system to be utilized for this grant and provide a monthly report to the Grants Management Specialist by the 7th day after the end of each month of services provided, regarding the progress towards completion of project activities or grant requirements. At a minimum, data collection items will include the following information:

- monthly financial expense reporting (template will be provided);
- draft copies of all educational and any other materials created for use in implementing this grant, for approval by ONSE before preparation in final form and dissemination;
- the number of women, men, and adolescents reached in the information, education, and outreach activities (e.g., workshops, seminars, courses, fairs, public events, etc.);
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any outstanding issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas the ONSE

**Final Report:** The Applicant shall submit to the ONSE Grants Management Specialist, a final report no later than the 30<sup>th</sup> day after the expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

**Unusual Incident Reports:** The Applicant shall report significant incidents via email to the Grants Management Specialist within 24 hours of the event, and in writing within five (5) days after occurrence. An unusual incident is an event that affects staff (Administrative Agency's employees or Applicant's staff) or customers and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden severe problems in the physical facility; complaints from families of clients; requests for information from the press,

attorneys, or government officials outside of ONSE staff involved with the grant; and client behavior requiring the attention of staff not usually involved in their care.

### **Security Certifications**

Since the Applicant will come into contact with students or residents under 18 years of age, the applicant must provide certifications that if funded, as Applicants(s) it shall conduct routine pre-employment criminal record background checks of all the Applicants(s)' staff that will provide services under this/these contact(s) as permitted by D.C. Official Code §§ 4-1501.01, *et seq.*, and any other applicable District law. Except for professionals licensed in accordance with D.C.

Official Code §§3-1201.01, *et seq.*, the Applicant(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the Applicant(s) employees will be reported to ONSE/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

### **Certifications and Assurances**

All Applicants must complete and return the Certifications and Assurances (Attachment G) with the application submission.

## SECTION III

## GENERAL PROVISIONS<sup>1</sup>

### Payment Provisions

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested (**note: an ONSE Expense Summary Report template will be provided to the Sub-grantee(s)**). Payment requests shall be based on invoices with supporting source documentation, as may be required by the ONSE Grants Management Specialist.

All applicants must be current with all payments and/or taxes owed to the District of Columbia to receive a Clean Hands Certificate. All applicants seeking payment for services must a registered vendor with the District, if you are not a registered vendor, visit to register your company/organization <https://vendorportal.dc.gov/Account/Login>. **NOTE: Applicants may not be able to become a ONSE sub-grantee if this step is not complete prior to grant award.**

### Insurance

The Sub-grantee, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

### Audits

All Sub-grantee's are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. The most current and complete set of audited financial statements must be dated within one calendar year from the date of the application. Sub-grantee's **that received in the past fiscal year more than \$750,000.00 in funding from state and federal entities must also include their Single Audit Report**. If audited financial statements have never been prepared due to the size or newness of an organization, the Sub-grantee's must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. ONSE also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

The District may also have the Sub-grantee's expenditure statements, and source documentation audited on any occasion during the grant period prior to the final payment as well as three (3) years thereafter.

### Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352; 42 U.S.C. §§ 2000a, *et seq.* (1964)) no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal funds.

---

<sup>1</sup> It is to note that upon grant award, the 'Applicant' becomes the 'Sub-grantee.'

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intra-family offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the community, served or encountered, or likely to be served or encountered.

### **Performance Standards and Quality Assurance**

The Sub-grantee shall monitor and evaluate activities associated with completing this project. At a minimum, the quality assurance program shall include a review of the timely completion of tasks and progress made toward achieving the goals of the project.

The Sub-grantee shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.

The Sub-grantee shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include but are not limited to, site visits, client surveys, or other data collection activities.

The Sub-grantee shall involve the target populations in customer satisfaction surveys to the extent possible and shall address issues and suggestions raised by the target populations when feasible.

### **Records**

The Sub-grantee shall keep accurate records of the program and the ongoing progress of the program activities. The Sub-grantee shall provide the Grants Management Specialist, and other authorized representatives of ONSE and the District government, such access to programs and financial records as may be necessary for monitoring purposes. Records should be kept in a secure file controlled by the Sub-grantee's senior staff to ensure confidentiality and security. The Sub-grantee shall retain all records for at least three (3) years following the final close-out of the grant.

### **Evaluation**

The Sub-grantee shall describe the plan that will be used to evaluate the effectiveness of the project, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The Sub-grantee shall describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective, and quantifiable. The Sub-grantee shall explain the methodology that will be used to determine if the needs of the project designed are being met.

Specifically, the Sub-grantee shall identify and describe the methodology plan for:

- a. collecting and analyzing client data;
- b. interpretation of the data and relating the findings to program outcomes;
- c. maintain the integrity of the data

The Grants Management Specialist shall be authorized to assess the Sub-grantee's performance with respect to accomplishing the purpose of the grant. Specifically, the Sub-grantee's performance shall be assessed to determine the quality of the services delivered and the Sub-grantee's ability to deliver services according to the deadlines established in the Agreement.

### **Monitoring**

With responsibility for monitoring and evaluating funded projects, representatives of ONSSE will make periodic scheduled and unscheduled visits to project sites. During such visits, the Sub-grantee is required to provide such access to its facilities, records, clients, and staff as may be necessary for monitoring purposes.

### **Compliance with Tax Obligations**

Prior to the execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to the execution of the grant agreement.

## SECTION IV REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. ONSE shall make the final funding determinations.

### Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### *Criterion A: Program Design and Evaluation (Total 60 Points)*

1. Describe the proposed activities and work plan that will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly responds to the Service Delivery Objectives as defined under the Program Scope. The proposal must describe the methods to be used to reach the selected target population. The proposal must describe the approach or model used to address **community and youth needs. (40 points)**
3. The proposal clearly delineates the following: (1) target population (s) to be assisted through the model project to include the number to be served during the grant period; (2) the number and type of supportive services that are to be delivered; (3) specifies, via evidence of prior experience, the type of proposed activities, and (4) the strategies used to move reduce crime and improve public safety in the target neighborhoods. **(10 points)**

#### *Criterion B: Organizational Capability and Relevant Experience (Total 10 Points)*

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population. Experience should demonstrate: The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target neighborhoods, and the capacity to successfully meet the responsibilities associated with this grant.
  - Prior experience and knowledge in serving the following high school's: Anacostia, HD Woodson Senior, and Paul Public Charter; and those residing and working within the surrounding communities; **(5 points)**

*In reviewing the elements of the paragraph above, ONSE will consider:*

- The knowledge and experience of the proposed project director and staff, including the day-to-day program manager, consultants, and contractors in planning and managing the proposed activities. The applicant and your team will be evaluated in terms of recent, relevant, and successful experience of staff in undertaking eligible program activities.
- If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of staff and services are demonstrated. **(5 Points)**
  - Applicant has identified and demonstrated an understanding of issues affecting the target population. Describe a plan that details the needs of the intended underserved populations to be served.
  - Letters of support from community-based organizations and/or advocacy groups are required.
  - The applicant presents a clear plan that demonstrates that the organization has qualified staff or intends to hire individuals with good communication skills and the ability to interact with community members of the target neighborhoods. You must identify the planning team members and other key stakeholders involved in your planning collaborative, such as those involved in violence prevention and intervention, case management support services, mental and behavioral health, education, workforce development, substance abuse, or other sectors. High scores will be based on your planning team's capacity to develop comprehensive planning strategies in meeting the basic and support service needs of individuals and families and their capacity to implement your proposed planning, evaluation, and service program activities (this can best be documented in the attached Workplan when detailing the 'planning phase.' The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for ONSE.

***Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)***

1. The applicant demonstrates that the proposed budget is reasonable, realistic, and will achieve project objectives. (5 Points)
2. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that support the organization. (5 Points)

***Criterion D: Overall Feasibility of the Project (Total 5 Points)***

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 points)**

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Office of Neighborhood Safety and Engagement. The final decision on awards rests with ONSE and designated reviewers. After reviewing the recommendations of the review panel and any other information considered relevant, ONSE shall decide which applicant(s) to award funds and the amounts to be funded.

**\*\*\*LATE APPLICATIONS WILL NOT BE ACCEPTED\*\*\***



## SECTION V APPLICATION FORMAT

Applicants are required to format the below information in Zoom Grants using the following link <https://zoomgrants.com/gprop.asp?donorid=2330&limited=3341>:

- Application Summary
- Application Question: The Program Scope section of the application.
- Program Budget and Budget Narrative
- Appendices (Attachments: A: Budget Narrative; B Collaboration Commitment Form or Letters of Support/MOU; C: District of Columbia Business License; D: D.C. Clean Hands Certificate; E: Staffing Plan/Key Personnel Resumes/Staffing Plan; F: Assurances and Certifications; G: Work Plan; and H Confidentiality Statement).

### Description of Application Sections

The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their objectives and plans for services. Applications must reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

#### Application Questions

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with outreach activities in this community. If no experience, describe how past linkages to the community will prove beneficial in this undertaking.

#### Program Budget and Budget Narrative

All applicants are required to complete the budget tab and upload the Budget Narrative Worksheet (template can be found under Attachments).

The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs for FY 2021. The “Budget” tab in ZoomGrants must be completed with the calculated cost for each item description.

The detailed budget narrative shall contain a justification for each category listed in the budget. A standard budget narrative template form is provided in Attachment B. The narrative should clearly state how the applicant arrived at the budget figures. (Download template from ZoomGrants).

## **Appendices**

This section shall be used to provide technical material, supporting documentation, and endorsements. Such items may include:

- Indication of organization status
  - Active D.C. Business license;
  - D.C. Clean Hands Certificate;
- Collaboration commitment form or Letters of Support/MOUS;
- Key Personnel resumes;
  - Organizational budget (as opposed to project budget);
  - Proposed organizational chart for the project;
  - Planned job descriptions (if applicable).

(See attachments list below and complete the templates/uploads as noted in ZoomGrants)

## **SECTION VI**

## **LIST OF ATTACHMENTS**

Attachment A: Budget Narrative (Template is a Word Document in Zoom Grants)

Attachment B: Collaboration Commitment Form or Letters of Support/MOU's

Attachment C: Staffing Plan (Template is a Word Document in Zoom Grants)

Attachment D: Assurances (Form PDF Document in Zoom Grants)

Attachment E: Certifications (Template is a Word Document in Zoom Grants)

Attachment F: Project Work Plan (Template in Word Document in Zoom Grants)

Attachment G: Confidentiality Statement (Form PDF Document in Zoom Grants)

Attachment H: District of Columbia Business License (Upload in ZoomGrants)

Attachment I: D.C. Clean Hands Certificate (Upload in ZoomGrants)