**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)**

**Fiscal Year 2022**

**Entrepreneurship Grant**

**The District of Columbia, Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) is sole-sourcing funding to implement entrepreneurship services for ONSE priority communities to address the need for pro-social engagement and positively impact ongoing conflict and instances of violence occurring within ONSE priority communities.**

**Announcement Date: 06/08/2022**

**RFP Release Date: 06/15/2022**

**Application Submission Deadline: 06/24/2022**

**Executive Summary:**

The District of Columbia, Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) is sole-sourcing funding to implement entrepreneurship services for ONSE priority communities to address the need for pro-social engagement and positively impact ongoing conflict and instances of violence occurring within ONSE priority communities.

**Funding Opportunity Title:** Entrepreneurship Grant

**Funding Opportunity Number:**  ONSE-ARPA-2022-10A

**Due Date for Applications:** June 24, 2022

**Anticipated Total Available Funding:** $200,000

**Estimated Number of Awards:** One (1) Award

**Length of Project Period:** The date of the PO Award to September 30, 2022

**Eligible Applicants:** NB Diversity Enrichment Academy

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# SECTION I GENERAL INFORMATION

## Introduction

The Office of Neighborhood Safety and Engagement (ONSE) is seeking to implement entrepreneurship services to support existing Grantee in ONSE priority communities to address the need for pro-social engagement and positively impact ongoing conflict and instances of violence occurring within ONSE priority communities.

ONSE is aiming to develop a peace-building effort by offering key services to high-risk individuals who have agreed to peace building terms and expectations.

Using entrepreneurship as a violence intervention service is intended to significantly reduce violence in the District of Columbia by:

* establishing a strong presence in communities that have experienced high levels of violence
* building partnerships with community members, District agencies, community-based organizations, and businesses to prevent violence and increase community efficacy
* cultivating relationships with individuals and families most at risk of participating in or being victims of violence
* linking high risk individuals and families to self-sufficient entrepreneurship services that positively impact the individuals and communities involved

## Target Population

Target Population—persons residing or working in the District of Columbia ages 18 and up.

## Award Period

The grant project period is expected to begin from the date of the PO Award and continue through September 30, 2022.

## Available Funds for Award

Up to $200,000.00 will be awarded to provide District of Columbia communities address the need for pro-social engagement and positively impact ongoing conflict and instances of violence occurring within ONSE priority communities

ONSE aims to to develop a peace-building effort by offering key services to high-risk individuals who have agreed to peace building terms and expectations; see the Program Scope in Section II.

## Use of Funds

In addition to any specific funding restrictions described in this RFA, all Applicants 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 more information, contact Mia A. Price, MSA, Grants Management Specialist, at [mia.price@dc.gov](mailto:mia.price@dc.gov).

## Internet

To receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet ([ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974) 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™](https://www.zoomgrants.com). You must create or have a registered user ID and password to apply to [ZoomGrants™](https://www.zoomgrants.com). To access the link to this application and create an account, please visit <https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974>. For [ZoomGrants™](https://www.zoomgrants.com)' technical assistance, contact questions@zoomgrants.com or (866) 323-5404, 10 a.m.– 7 p.m. MT.

## Deadline Date

The deadline for applying is **Friday,** **June 24, 2022, at 11:59 p.m.** All applications shall be submitted in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974)™. No applications sent via mail or in hard copy will be accepted, and **NO SUBMISSIONS WILL BE ACCEPTED AFTER the deadline.**

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# SECTION II PROGRAM SCOPE

## Overview

The Office of Neighborhood Safety and Engagement (ONSE) is seeking to implement entrepreneurship services to support an Applicant in ONSE priority communities addressing the need for pro-social engagement and positively impact ongoing conflict and instances of violence occurring within ONSE priority communities.

ONSE is aiming to develop a peace-building effort by offering key services to high-risk individuals who have agreed to peace building terms and expectations.

Using entrepreneurship as a violence intervention service is intended to significantly reduce violence in the District of Columbia by:

* establishing a strong presence in communities that have experienced high levels of violence
* building partnerships with community members, District agencies, community-based organizations, and businesses to prevent violence and increase community efficacy
* cultivating relationships with individuals and families most at risk of participating in or being victims of violence
* linking high risk individuals and families to self-sufficient entrepreneurship services that positively impact the individuals and communities involved

## General Responsibilities

The Applicant shall have the ability to dedicate the following staff to the Violence Intervention Program

**Program Coordinator** – at least one **(1)** coordinator primarily be responsible for identifying and implementing entrepreneurship efforts and/or programming, building positive relationships with members of priority communities and facilitating events and activities that address entrepreneurial needs of residents who are contributors to or impacted by violence. Additional responsibilities include developing partnerships with community organizations to implement entrepreneurship strategies, engaging high risk individuals and families, providing LLC support and seed funding to participants, entering data in the designated data system. The Program Coordinator must have significant experience working with complex communities affected by poverty, trauma, and violence and must have great knowledge of policies and protocols that govern violence interruption, restorative justice, and peacemaking activities.

In addition, the Applicant shall provision entrepreneurship services as follows:

* The Applicant shall conduct individual and group meetings with referred clients; session should occur twice per week.
* The Applicant shall document attendance for each session and submit attendance records via email to the Contract Administrator.
* The Applicant shall provide clients with business-related services that will enable clients to receive funds and payments from customers or contracting agencies.
* The Applicant shall assist groups with the development of preliminary business plans to include logo, purpose, budget, and next steps.
* The Applicant will enable clients to obtain EIN Numbers, DCRA Registration, LLC Registration, and any licenses or permits needed to solicit goods and services.
* The Applicant shall provide seed funding not to exceed $5,000 per LLC; seed funding will be used to procure business-related documents as well as supplies and materials for business ideas; seed funding will be provided in the form of goods or services; no program participants are to receive cash payments or direct monetary currency.
* Provide a weekly program summary reflecting attendance, number of individuals services, status of service received, status of business development, and amount of funding allotted.
* The Applicant shall purchase all required supplies & material for the initiation of the business plan.
* The Applicant shall assist groups with establishing a launch date and event to promote the business.
* The Applicant shall maintain all documentation and financial records for each group.
* ONSE must approve all business ideas prior to purchase of supplies or materials.
* The Contract shall not enter into any legal or business-related contracts with the community groups who will receive the entrepreneurship investments.

## Deliverables and Measures of Success

***Service Delivery Options:*** The provision of this funding opportunity shall be administered to support the following programmatic objectives:

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Quantity** | **Format/Method of Delivery** | **Due Date** |
| Invoice supporting proof of payment documents includes invoices, receipts, sign-in sheets, payroll ledgers, etc. | 1 per month | Hard and electronic copy invoice via [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974) and PASS to CA and CO | 10th of every month (for the month prior) |
| Entrepreneurship sign-in sheet/checklist | 1 per individual and/or group session | Electronically to ONSE Program Manager | 10th of every month |
| Program Summary | 1 per week | Electronic via email to ONSE Program Manager | Thursday by 5:00 pm |
| Incident Report | 1 per incident | Electronic copy to ONSE Program Manager | Within 48 hours of notification of an incident |

***Measures of Success:***

Success will be determined utilizing the following measurements:

* decrease in instances of violent crime for individuals served
* number of individuals or families at risk of participating in or being victims of violence who have engaged services
* number of individuals who have completed LLC process and received seed funding
* number of individuals who facilitate services under their LLC

## Reporting Requirements

The Applicant shall be required to complete and submit the following reports. The Applicant shall update weekly, monthly and quarterly reports as ONSE requires. The Applicant shall participate in weekly program reviews with the ONSE Program Manager and Analyst.

***Weekly Reports:*** Applicant shall submit Weekly Progress Reports every Thursday by COB in the ONSE data system. Weekly reports must reflect mediation efforts during the previous week, using a template provided by ONSE Program Manager and Analyst. At a minimum, the report will include the following data elements:

* amount of hours spent in each priority community;
* contact time with high-risk individuals; and
* details on how specifically the time was spent, including, but not limited to contact and substance of interactions with community members, meetings, events, and activities in which the Applicant hosted or participated.

***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 10th 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, identifying any outstanding issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas in the ONSE.

***Final Report:*** The Applicant shall submit to the ONSE Grants Management Specialist a final report no later than the 30th 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. 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 DC Official Code §§ 4-1501.01, *et seq*., and any other applicable District law. Except for professionals licensed in accordance with DC.

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, determining the employee's suitability for employment.

## Certifications and Assurances

All Applicants must complete and return the Assurances and Certifications with the application submission.

# SECTION III ZOOMGRANTS APPLICATION FORMAT

The Applicant is required to apply in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974) in the format below, and each application must contain the following information:

* Description of Application Sections
* Application Summary
* Application Questions
* Program Budget and Budget Narrative
* Attachments

## Description of Application Sections

The purpose and content of each section are described below. Applicants should include all information needed to describe their objectives and plans for services adequately. Applications must reflect continuity among the goals and objectives, program design, work plan of activities, and 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 discussed in depth in other sections of the application.

In this section, the Applicant shall provide the following information: Amount Requested (Allow applicants to specify an Amount Requested?), Organizational and contact information, and EIN and unique entity identifier (UEI).

## Application Questions

The Applicant shall respond to five (5) questions describing your organization's service delivery and capacity. Questions 1-5 ask about the Applicant's ability to create and foster safer neighborhoods through a comprehensive approach to public safety efforts with community engagement and prevention efforts. See the "Application Questions" Section in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974).

## 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 2022. The "Budget" tab in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974) 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 A. The narrative should clearly state how the Applicant arrived at the budget figures. (Download template from [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974)).

## Attachments

In this section, the Applicant shall provide a detailed description of the services requested and provide proof of the Applicant's ability to provide services.

The attachments required are as follows:

Attachment A: Request for Application

* This document is for review, and therefore, no upload is required here.

Attachment B: Budget Narrative (Template is an Excel Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

* The Budget Narrative is an excel document that auto-calculates the total sum of the Applicant's financial request. The Budget narrative word document explains how to complete the excel narrative form.

Attachment C: Collaboration Commitment Form (Template is a PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment D: Key Staffing Plan (Template is a PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment E: Assurances and Certifications (Form PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment F: Confidentiality Statement (Form PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment G: District of Columbia Business License (Upload in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment H: DC Clean Hands Certificate (Upload in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

Attachment I: Proof of Insurance (Upload in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3974))

# SECTION IV GENERAL PROVISIONS

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 requested (note: an ONSE Expense Summary Report template will be provided to selected applicants). Payment requests shall be based on invoices with supporting source documentation, as may be required by the ONSE Grants Management Specialist.

Insurance

The Applicant, 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 applicants shall 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. Applicants that received more than $750,000.00 in funding from state and federal entities in the past fiscal year must also include their Single Audit Report. Suppose audited financial statements have never been prepared due to the size or newness of an organization. In that case, the Applicant 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 Applicant's expenditure statements and source documentation audited on any occasion during the grant period prior to the final payment and 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 USC §§ 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.

In accordance with the DC Human Rights Act of 1977, as amended (DC Law 2-38; DC 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 intrafamily offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which the Act also prohibits. Discrimination in violation of the Act will not be tolerated, and Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (DC Law 15-167; DC 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 Applicant 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 project's goals.

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

The Applicant shall participate in evaluating 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 Applicant shall involve the target populations in customer satisfaction surveys to the extent possible and address issues and suggestions raised by the target populations when feasible.

Records

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

Evaluation

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

Specifically, the Applicant 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 Applicant's performance with respect to accomplishing the purpose of the grant. Specifically, the Applicant's performance shall be assessed to determine the quality of the services delivered and the Applicant's ability to deliver services according to the deadlines established in the Agreement.

Monitoring

With responsibility for monitoring and evaluating funded projects, representatives of ONSE will make periodic scheduled and unscheduled visits to project sites. During such visits, the Applicant shall 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 comply 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 provide a Certificate of Good Standing prior to execution of the grant agreement.