

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE OF THE MAYOR  
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC  
SAFETY AND JUSTICE**



**FY2025 Safe Passage, Safe Blocks  
Request for Applications (RFA)**

**Release Date: June 7, 2024**

**IMPORTANT NOTICE**

**Applications are due Monday, July 8, 2024, at 11:59 p.m. ET in the electronic Grants Management System (eGMS) ZoomGrants™**

To access the application in ZoomGrants™, click on  
[FY25 Safe Passage, Safe Blocks Application](#)

For ZoomGrants™ technical assistance contact [questions@ZoomGrants.com](mailto:questions@ZoomGrants.com) or  
(866) 323-5404, 10 a.m.– 7 p.m. ET.

Hard copies or email copies of the application will not be accepted.

**A pre-bidders conference will be held Friday, June 21, 2024;** webinar details will  
be posted on the DMPSJ website at [dmps.jdc.gov](http://dmps.jdc.gov).

FY 2025 SAFE PASSAGE, SAFE BLOCKS REQUEST FOR APPLICATIONS (RFA)

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**Request for Application Title: FY2025**

Safe Passage, Safe Blocks Request for Applications (RFA)

Solicitation Release Date: Friday, June 7, 2024

Due Date for Application: Monday, July 8, 2024, at 11:59 p.m. ET  
([ZoomGrants Application Link](#))

**Overview**

The Office of the Deputy Mayor for Public Safety (DMPSJ) provides direction, guidance, support, and coordination to the District's public safety agencies, to develop and lead interagency public safety initiatives, and to improve the quality of life in the District's neighborhoods.

The Office of Victim Services and Justice Grants (OVSJG) provides federal and District funding to local initiatives that address the issues of violent crime, public safety, and criminal justice. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive Office of the Mayor on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

**Executive Summary**

DMPSJ in partnership with OVSJG announces the availability of FY 2025 grant funds for strategies designed to improve student safety along school commute routes and during identified school-related events within identified Safe Passage, Safe Blocks priority areas.

Safe Passage, Safe Blocks (SPSB) utilizes a community-based crime reduction model to improve student safety in Safe Blocks priority areas through surveillance and violence interruption services. Safe Passage Ambassadors are trained to identify, intervene, deescalate, and report violence against students.

Core required implementation components include:

- Monitoring of student commute routes within the assigned Safe Blocks priority areas.
- Working collaboratively with schools, relevant District agency staff, other SPSB teams, and the surrounding community to identify, intervene, diffuse, and report community violence.
- Supporting attendance by encouraging students to attend class daily and on time.
- Positively engaging with students, families, businesses, civic associations, institutional facilities, and community members within the priority area to build support for the SPSB program.
- Developing and maintaining networks of neighborhood contacts and relationships to enable detection of potentially violent conflicts so that program staff may intervene to de-escalate and mediate to prevent violence.
- Ensuring staff suitability and participation in all training and technical assistance.
- Collecting and analyzing program data to identify trends and ensure proper program implementation.

## **Section 1. Application Overview**

### **1.1 Submission Requirements**

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to the identified high priority areas across the District. Each proposal submitted must propose to serve at a minimum of one (1) Safe Passage Priority Area described below in Section 2.1.4. Each Safe Passage Priority area includes identified routes high trafficked by youth and families. DMPSJ reserves the right to award funds under any available funding source, regardless of the applicants designated selection(s).

### **1.2 Availability of Funds**

The funding period is October 1, 2024, through September 30, 2025 (FY 2025). The number of awards and award amounts shall be based on the availability of funds as determined by the final, approved District and DMPSJ budget for FY25.

All grant expenditures must occur within the award funding period. Any costs that are incurred either before the start of the project period or after the end of the project period are not allowable. Current grantees may reapply; however, funding will be contingent upon grantee's demonstrated performance.

DMPSJ also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the grant, grant agreement, or Memorandum of Understanding, if awarded, are contingent on the continued Federal or District funding, sub-grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

### **1.3 Application Deadline**

The electronic application properly executed by the Authorized Official must be submitted to DMPSJ no later than **Monday, July 8, 2024, at 11:59 p.m. ET**. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline [HERE](#).

For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that ZoomGrants support desk is staffed from 8 a.m. to 5 p.m. Mountain time, Monday through Friday, and is not staffed on federal holidays. Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

### **1.4 Submission Timeline**

For all important dates regarding this RFA, please visit the DMPSJ website regularly for timeline updates including pre-bidders webinar, application review, decision dates, and additional important dates.

### **1.5 Eligibility Requirements**

Any public or private, community-based non-profit agency, organization, or institution that has a District business license and provides services or goods within the District is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

## **1.6 Inquires/Contact information**

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to [safepassage@dc.gov](mailto:safepassage@dc.gov). The email should contain the following details in the subject line: FY 2025 SPSB RFA Application Inquiry.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by e-mail. **All questions must be received by 5:00 p.m. ET on June 28, 2024.**

Answers to questions that cannot be answered by referring to sections of the RFA will be posted on DMPSJ website. Any modifications to the RFA will also be posted on the DMPSJ website and the [District Grants Clearinghouse](#). Oral explanations or instructions given prior to the award of grants will not be binding.

## **Section 2. Funding Opportunity Descriptions**

### **2.1 Safe Passage, Safe Blocks Initiative Overview**

Safe Passage, Safe Blocks (SPSB) supports students as they travel to and from school and in the community. Safe Passage programming includes conflict resolution, mediation services, and community relationship building to keep students safe and improve student attendance. Safe Passage Ambassadors are trained trusted adults from community-based organizations who are assigned to pre-determined routes and work to build relationships with school staff, students, families, and community members.

#### **2.1.2 Organizational Financial Review**

The District supports fiscally responsible organizations. The applicant must be able to show a strong history of managing federal funds or demonstrate the internal financial protocols to manage local reimbursement funds.

The applicant must include copies of:

- Current Balance Sheet and Profit Loss (Income) Statement
- Two years of the IRS Form 990 & all schedules, if required for filing
- Board approved organization budget
- Program Budget
- Two years of audit reports conducted by an independent CPA and completed within the last 24 months or a letter of engagement to have the audit completed within the next 12 months.

Grantees must have financial management protocols to comply with federal regulations (2 CFR 200.302(b)). Grantees must also have cash management procedures and written allowability procedures.

#### **2.1.3 Allowable Cost and Activities**

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, student engagement activities, program evaluation, staff time and expenses related to procuring background checks, staff time related to data entry, reporting, accounting costs when related to program expenses, and cleaning supplies. The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimis indirect rate is 10%.

Grant funds may not be used for any of the following activities: Serving students from other jurisdictions; any program other than the one described in the application; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards;

fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (unless approved by the DMPSJ Safe Passage Program Advisor) tuition, awards, and scholarships; re-granting (also known as sub-granting); subcontracting (unless approved by the DMPSJ Safe Passage Program Advisor); and payment, sales tax or other exempted taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia’s Criminal Background Check policy. Grant funds may not be used with other District of Columbia government grants to serve the same students in the same program at the same locations.

#### 2.1.4 Target Priority Neighborhoods and Routes

All applicants must describe the target priority area(s) within that neighborhood that they intend to serve. Specifically, this RFA seeks qualified applicants to implement the outlined components of the Safe Passage, Safe Blocks initiative in the following identified high priority areas and routes:

In the 2024-25 school year, the Safe Passage, Safe Blocks initiative will cover 12 priority areas and includes pre-determined routes that will be monitored by Safe Passage Ambassadors.

Priority Area	Route Details
<b>Anacostia: 34 Ambassadors &amp; 17 Routes Covered</b>	Route begins at MLK Jr. Ave. SE & Sheridan Rd. SE. Continue to Bowen Rd. SE & Sheridan Rd. SE. Turn around and repeat route.
	Route begins at Sumner Rd. SE & Wade Rd. SE. Continue to 2615 MLK Jr. Ave. SE. Turn around and repeat route.
	Route begins at MLK Jr. Ave. SE & Stanton Rd. SE. Continue to 2507 MLK Jr. Ave. SE. Turn around and repeat route.
	Route begins at Talbert St. SE & MLK Jr. Ave. SE. Continue to 2228 MLK Jr. Ave. SE. Turn around and repeat route.
	Route begins at Shannon Pl. SE & Talbert St. SE. Continue to Shannon Pl. SE & Howard Rd. SE. Turn around and repeat route.
	Route begins at Shannon Pl. SE & Talbert St. SE. Continue to Talbert St. SE. & MLK Jr. Ave. SE. Turn around and repeat route.
	Route begins at MLK Jr. Ave. SE. & Howard Rd. SE. Continue to Howard Rd. SE & Shannon Pl. SE. Turn around and repeat route.
	Route begins at 1101 Howard Rd. SE. Continue to rear of 1123 Howard Rd. SE. Turn around and repeat route.
	Route begins at R St. SE & 16 <sup>th</sup> St. SE. Continue to Minnesota Ave. SE & 16 <sup>th</sup> St. SE. Turn around repeat route.
	Route begins at 16 <sup>th</sup> St. SE & Q St. SE. Continue to 17 <sup>th</sup> St. SE & Q St. SE. Turn around and repeat route.
	Route begins at Minnesota Ave. SE & 18 <sup>th</sup> St. SE. Continue to 1721 Minnesota Ave. SE. Turn around and walks to 18 <sup>th</sup> St. SE & S St. SE. Turn around and repeat route.
	Route begins at 18 <sup>th</sup> St. SE & Q St. SE. Continue to R St. SE & 17 <sup>th</sup> Pl. SE. Team turns to Q St. SE & 17 <sup>th</sup> Pl. SE. Turn around and repeat route.
	Route begins at R St. SE & 17 <sup>th</sup> St. SE. Continue to Minnesota Ave. SE & 17 <sup>th</sup> St. SE. Team turns and walks to Minnesota Ave. SE & S St. SE
	Route begins at Q St. SE & 18 <sup>th</sup> St. SE. Continue down 18 <sup>th</sup> St. SE until R St. SE. Turn around and repeat route.
	Route begins at 15 <sup>th</sup> St. SE & Marion Barry Ave. SE. Continue to Marion Barry Ave. SE & Minnesota Ave. SE. Turn around and repeat route.

	Route begins at 14 <sup>th</sup> St. SE & V St. SE. Continue to V St. SE & 16 <sup>th</sup> St. SE. Turn around repeat route.
	Route begins at 15 <sup>th</sup> St. SE & U St. SE. Continue to W St. SE & 15 <sup>th</sup> St. SE. Turn around repeat route.
<b>Brookland: 8 Ambassadors &amp; 4 Routes Covered</b>	Route begins at Quincy St. NE & 10th St. NE intersection. Continue to 10th St. NE & Taylor St. NE. Turn around and repeat route.
	Route begins at Perry St. NE & 10th St. NE intersection. Continue to Bunker Hill Rd. NE. Turn around repeat route.
	Route begins at Perry St. NE & Michigan Ave. NE intersection. Continue to Monroe St. NE & 10th St. NE. Turn around and repeat route.
	Route begins at Monroe St. NE & Michigan Ave. NE. Continue to 9th St. NE & Monroe St. NE. Turn around and repeat route.
<b>Columbia Heights*: 18 Ambassadors &amp; 9 Routes Covered</b>	Route begins at 13 <sup>th</sup> St. NW & Clifton St. NW. Continue to 14 <sup>th</sup> St. NW & Clifton St. NW. Turn around and repeat route.
	Route begins at 13 <sup>th</sup> St. NW & Clifton St. NW. Continue to 13 <sup>th</sup> St. NW & Florida Ave. NW. Turn around and repeat route.
	Route begins at 12 <sup>th</sup> St. NW & Clifton St. NW to 12 <sup>th</sup> St. NW & Florida Ave. NW. Turn around and repeat route.
	Route begins at 13 <sup>th</sup> St. NW & Florida Ave. NW to 13 <sup>th</sup> St. NW & V St. NW. Turn around and repeat route.
	Route begins at Park Rd. NW & 14 <sup>th</sup> St. NW. Continue to 14 <sup>th</sup> St. NW & Columbia Rd. NW. Turn around and repeat route.
	Route begins at 16 <sup>th</sup> and Irving Street. Continue to 14 <sup>th</sup> St. NW & Irving St. NW Turn around and repeat route.
	Route begins at Kenyon St. NW & Sherman Ave. NW to Sherman Ave. NW to Columbia Rd. NW. Turn around and repeat route.
	Route begins at Kenyon St. NW & Georgia Ave. NW to Georgia Ave. NW & Columbia Rd. NW. Turn around and repeat route.
	Route begins at 16 <sup>th</sup> St. NW & Irving St. NW. Continue to Mt. Pleasant St. NW & Kenyon St. NW. Turn around and repeat route.
<b>Congress Heights: 54 Ambassadors &amp; 27 Routes Covered</b>	Route begins at 13 <sup>th</sup> St. SE & Alabama Ave. SE. Continue to 13 <sup>th</sup> St. SE & Savannah St. SE. Turn around and repeat route.
	Route begins at Alabama Ave. SE & Congress St. SE. Continue midway down Congress St. SE turn around. Turn right at Alabama Ave. SE. Continue to midway and turn around repeat route.
	Route begins at Congress St. SE & Savannah St. SE. Continue midway up Congress St. SE. turn around and turn right at intersection. Continue to midway on Savannah St. SE and turn around repeat route.
	Route begins at Bruce Pl. SE & Tobias Dr. SE. Continue on Tobias Dr. SE to Henson Dr. SE. Turn around repeat route.
	Route begins at 15 <sup>th</sup> Pl. SE & Tobias Dr. SE. Continue on Tobias Dr. SE to Stanton Rd. SE intersection. Turn around repeat route.
	Route begins at Stanton & Bruce Pl. SE. Continue down Stanton Rd. SE to Tobias Dr. SE intersection. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> & Trenton Pl. SE. Continue on Trenton Pl. SE. Turn around at end of 100 block and repeat route.
	Route begins at 5 <sup>th</sup> & Trenton Pl. SE. Continue on 5 <sup>th</sup> St. SE until reaching Savannah St. SE intersection. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> & Trenton Pl. SE. Continue up 4 <sup>th</sup> St. SE until reaching Savannah St. intersection. Turn around repeat route.

	Route begins at 2 <sup>nd</sup> St. & Savannah St. SE. Continue on Savannah St. SE until reaching 4 <sup>th</sup> St. SE intersection. Turn around repeat route.
	Route begins at 4 <sup>th</sup> & Savannah St. SE. Continue on Savannah St. SE until 6 <sup>th</sup> St. SE intersection. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> and MLK Jr. Ave. SE. Continue down 4 <sup>th</sup> St. SE to Savannah St. SE intersection and turn around to repeat route.
	Route begins at 4 <sup>th</sup> and MLK Jr. Ave. SE. Continue to Alabama Ave. SE & 6 <sup>th</sup> St. SE. Turn around repeat route.
	Route begins at Liffs Market. Continue to Alabama & 7 <sup>th</sup> St. SE. Turn around and repeat route.
	Route begins at Alabama & 6 <sup>th</sup> Street. Continue down 3200 block of 6 <sup>th</sup> St. Turn around at intersection. Turn around and repeat route.
	Route begins in rear of MLK Elementary School. Walk from rear exit to 6 <sup>th</sup> and Savannah St. SE intersection. Turn around and repeat route.
	Route begins at 6 <sup>th</sup> & Mississippi Ave. SE. Continue to 7 <sup>th</sup> & Mississippi Ave. SE. Turn around and repeat route.
	Route begins at 6 <sup>th</sup> & Mississippi Ave. SE. Continue to rear of school to Oxon Run Park entrance. Turn around and repeat route.
	Route begins at 6 <sup>th</sup> & Mississippi Ave. SE. Continue to 4 <sup>th</sup> & Mississippi Ave. SE and turn around to repeat route.
	Route begins at 6 <sup>th</sup> & Mississippi Ave. SE. Continue up 6 <sup>th</sup> St. SE. midway. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> & Mississippi Ave. SE. Continue up 4 <sup>th</sup> St. SE and turns around midway. Turn left at the intersection and continue on Mississippi Ave. SE to the midway point. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> & Mississippi Ave. SE. Continue down 4 <sup>th</sup> St. SE to midway point and turn around. Turn around and repeat route.
	Route begins at MLK Jr. Ave. SE & Highview Pl. SE. Continue 3300 block of MLK Jr. Ave. midway. Turn around and repeat route.
	Route begins at MLK Jr. Ave. SE & 4 <sup>th</sup> St. SE. Continue on 3300 block of MLK Jr. Ave. SE halfway. Opposite side of street from CCP1.
	Route begins at 8 <sup>th</sup> & Xenia St. SE. Continue 800 block of Xenia St. SE. Turn right at end of block and repeat route.
	Route begins at 8 <sup>th</sup> & Xenia St. SE. Continue on Xenia St. and turn right on alley entrance. Walk halfway and turn around turning left on Xenia St. SE and repeat route.
	Route begins at Yuma & 8 <sup>th</sup> St. SE intersection. Walk to half of 700 block of Yuma St. and turn around. Turn right at intersection and walk to alleyway on 8 <sup>th</sup> St. SE. Turn around and repeat route.
<b>Eastern: 10 Ambassadors &amp; 5 Routes</b>	Route begins at 17 <sup>th</sup> St. NE & E. Capitol St. SE. Continue to 17 <sup>th</sup> St. NE & Constitution Ave. NE. Turn around and repeat route.
	Route begins at E. Capitol St. NE & 17 <sup>th</sup> St. NE to A St. NE & 18 <sup>th</sup> St. NE. Turn around and repeat route.
	Route begins at 19 <sup>th</sup> St. NE & E. Capitol St. NE to A St. NE & 19 <sup>th</sup> ST. NE. Turn around and repeat route.
	Route begins at 19 <sup>th</sup> St. NE & A St. NE to 19 <sup>th</sup> St. NE & Constitution Ave. NE. Turn around and repeat route.
	Route begins at 19 <sup>th</sup> & E. Capitol to 19 <sup>th</sup> ST. NE & Independence Ave. NE. Turn around and repeat route.
<b>Fort Totten: 8 Ambassadors &amp;</b>	Route begins at Riggs Rd. NE & 1st Pl. NE intersection. Continue to Fort Totten metro entrance. Turn around and repeat route.

<b>4 Routes Covered</b>	Route begins at Riggs Rd. NE & S. Dakota Ave. NE intersection. Continue to Riggs Rd. NE & Madison St. NE. Turn around and continue to 5505 S. Dakota Ave. NE. Turn around and repeat route.
	Route begins at Galloway St. NE & S. Dakota Ave. NE intersection. Continue to S. Dakota Ave. NE & Kennedy St. NE. Turn around and repeat route.
	Route begins at Galloway St. NE & S. Dakota Ave. NE. Continue to 5210 3rd St. NE. Turn around and repeat route.
<b>L'Enfant: 2 Ambassadors &amp; 1 Route Covered</b>	Route begins at intersection of D St. SW & 7th St. SW. Continue to Frontage Rd. SW & 7th St. SW. Turn around and repeat route.
<b>Minnesota Ave: 40 Ambassadors &amp; 20 Routes Covered</b>	Route begins at 49 <sup>th</sup> Pl. NE & Central Ave. NE. Continue to 46 <sup>th</sup> St. NE & Central Ave. NE. Turn around and repeat route.
	Route begins at Brooks St. NE & 49 <sup>th</sup> St. NE to Brooks St. NE & 50 <sup>th</sup> St. NE. Turn around and repeat route.
	Route begins at Brooks St. NE & Sycamore Rd. NE to Sycamore Rd. NE & E. Capitol St. NE. Turn around and repeat route.
	Route begins at 50 <sup>th</sup> St. NE & E. Capitol St. NE to 49 <sup>th</sup> St. NE & E. Capitol St. NE. Turn around and repeat route.
	Route begins at B St. SE & Minnesota Ave. SE. Continue to C St. SE & Minnesota Ave. SE. Turn around and repeat route.
	Route begins at Dix St. SE & Minnesota Ave. SE. Continue to Ames St. SE & Minnesota Ave. SE. Turn around and repeat route.
	Route begins at 51 <sup>st</sup> St. NE & Nannie Helen Burroughs Ave. NE. Continue to Division Ave. NE & Nannie Helen Burrough Ave. NE. Turn to Division Ave. NE & Foote St. NE. Turn around and repeat route.
	Route begins at 55 <sup>th</sup> St. NE & Nannie Helen Burroughs Ave. NE. Continue to Nannie Helen Burrough Ave. NE & Division Ave. NE. Turn around and repeat route.
	Route begins at 48 <sup>th</sup> St. NE & Nannie Helen Burroughs Ave. NE. Continue to 49 <sup>th</sup> Pl. NE & Nannie Helen Burroughs Ave. NE. Turn around and repeat route.
	Route begins at Hayes St. NE & Kenilworth Terr. NE. Continue to Burnham Pl. NE & Kenilworth Terr. NE. Continue to Minnesota Ave. Metro Station footbridge. Turn around and repeat route.
	Route begins at Hayes & Anacostia Ave. SE. Continue to Hayes & Harmony Ct. NE. Turn around and repeat route.
	Route begins at 45 <sup>th</sup> St. NE & Lee St. NE. Continue to Minnesota Ave. NE & Nash St. NE. Turn around and repeat route.
	Route begins at 46 <sup>th</sup> St. NE & Sheriff Rd. NE. Continue to 49 <sup>th</sup> St. NE & Sheriff Rd. NE. Turn around and repeat route.
	Route begins at 58 <sup>th</sup> St. NE & E. Capitol St. NE. Continue to E. Capitol St. NE & 61 <sup>st</sup> St. NE. Turn around and repeat route.
	Route begins at 55 <sup>th</sup> St. NE & E. Capitol St. NE. Continue to 52 <sup>nd</sup> St. NE & E. Capitol St. NE. Turn around and repeat route.
	Route begins at Benning Rd. NE & 26 <sup>th</sup> St. NE. Continue to 21 <sup>st</sup> . NE & Benning Rd. NE. Turn around and repeat route.
	Route begins at 2146 H St. NE. Continue to H St. NE & 21 <sup>st</sup> St. NE. Continue to 21 <sup>st</sup> St. NE & Benning Rd. NE. Turn around and repeat route.
	Route begins at 19 <sup>th</sup> St. NE & C St. NE. Continue to 17 <sup>th</sup> St. NE & C St. NE. Turn around and repeat route.

	Route begins at 4048 Minnesota Ave. NE. Continue to Minnesota Ave. NE & Benning Rd. NE. Turn around and repeat route.
	Route begins at Benning Rd. NE & Minnesota Ave. NE. Continue to Minnesota Ave. NE & Dix St. NE. Turn around and repeat route.
<b>NOMA*: 14 Ambassadors &amp; 7 Routes Covered</b>	Route begins at intersection of R St. NE & Eckington Pl. NE. Continue to New York Ave. NE & Eckington Pl. NE. Turn around and repeat route.
	Route begins at 1305 2nd St. NE. Continue to 200 M St. NE. Turn around and repeat route.
	Route begins at N St. NW & New Jersey Ave. NW. Continue to New Jersey Ave. NW & P St. NW. Turn around and repeat route.
	Route begins at P St. NW & N. Capitol St. NW. Continue to N St. NW & N. Capitol St. NW. Turn around and repeat route.
	Route begins at N St. NE & N. Capitol St. NE. Continue to N St. NE & 1 <sup>st</sup> St. NE. Turn around and repeat route.
	Route begins at Brentwood Pkwy NE & Penn St. NE. Continue to Penn St. NE & New York Ave. NE. Turn around repeats route.
	Route begins at Penn St. NE & 6 <sup>th</sup> St. NE. Continue to 6 <sup>th</sup> St. NE & Florida Ave. NE. Turn around and repeat route.
<b>Petworth/Brightwood: 22 Ambassadors &amp; 11 Routes Covered</b>	Route begins at Allison St. NW & Kansas Ave. NW. Continue to Kansas Ave. NW & 9 <sup>th</sup> St. NW. Turn around and repeat route.
	Route begins at Buchanan St. NW & Kansas Ave. NW. Continue to Webster St. NW & 8 <sup>th</sup> St. NW. Turn around and repeat route.
	Route begins at Varnum St. NW & 7 <sup>th</sup> St. NW. Continue to 9 <sup>th</sup> St. NW & Varnum St. NW. Turn around and repeat route.
	Route begins at Georgia Ave. NW & Quebec Pl. NW. Continue to Georgia Ave. & Quincy Pl. NW. Turn around and repeat route.
	Route begins at Georgia Ave. NW & Park Rd. NW. Continue to Georgia Ave. NW & Quebec Pl. NW. Turn around and repeat route.
	Route begins at 13 <sup>th</sup> St. NW & Upshur St. NW. Continue to Kansas Ave. NW & Upshur St. NW. Turn around and repeat route.
	Route begins at Upshur St. NW & Kansas Ave. NW. Continue to Georgia Ave. NW & Shepherd St. NW. Turn around and repeat route.
	Route begins at Allison St. NW & Iowa Ave. NW. Continue to Iowa Ave. NW & Georgia Ave. NW. Turn around and repeat route.
	Route begins at Varnum St. NW & Kansas Ave. NW. Continue to Kansas Ave. NW & Taylor St. NW. Turn around and repeat route.
	Route begins at 4 <sup>th</sup> St. NW & Van Buren St. NW. Continue to 5 <sup>th</sup> St. NW & Van Buren St. NW. Turn to 5 <sup>th</sup> St. NW & Underwood St. NW. Turn around and repeat route.
	Route begins at 5 <sup>th</sup> St. NW & Sheridan St. NW. Continue to 3 <sup>rd</sup> St. NW & Sheridan St. NW. Turn to 3 <sup>rd</sup> St. NW & Tuckerman St. NW. Turn around and repeat route.
<b>Potomac Ave.: 8 Ambassadors &amp; 4 Routes Covered</b>	Route begins at Pennsylvania Ave. SE & 7th St. SE. Continue to 7th St. SE & E St. NE. Turn around and repeat route.
	Route begins at 11th St. SE & Pennsylvania Ave. SE. Continue to 12th St. SE & G St. SE. Continue to 11th St. SE & G St. SE and repeat route.
	Route begins at Potomac Ave. SE & Pennsylvania Ave. SE intersection. Continue to 13th St. SE & G St. SE. Turn around and continue to 1401 Pennsylvania Ave. SE. Cross intersection to continue to 1442 Pennsylvania Ave. SE. Turn around and repeat route.

	Route begins at Potomac Ave. SE & 14th St. SE. Continue to E St. SE & 14th St. SE. Turn around and repeat route.
<b>Tenleytown*: 10 Ambassadors &amp; 5 Routes Covered</b>	Routes begins at Brandywine St. NW & Wisconsin Ave. NW. Continue to Wisconsin Ave. NW & Albemarle St. NW. Turn around and repeat route.
	Routes begins at 40 <sup>th</sup> St. NW & Brandywine St. NW. Continue to 40 <sup>th</sup> St. NW & Albemarle St. NW. Turn around and repeat route.
	Routes begins at 41 <sup>st</sup> St. NW & Chesapeake St. NW. Continue to Jackson-Reed parking lot area. Turn around and repeat route.
	Routes begins at Nebraska Ave. NW & Albemarle St. NW. Continue to Wisconsin Ave. NW & Albemarle St. NW. Turn around and repeat route.
	Routes begins at Ft Dr. NW & Nebraska Ave. NW. Continue to Potomac Heritage National Scenic Trail entrance. Turn around to repeat route.

\*Next to a priority designates a known need for bilingual staff.

Note: **For this RFA, applications should be limited to serving the priority areas identified on this list, but the list is subject to change.** Proposals for a priority area must include the service of all routes designated within the priority area.

DMPSJ urges applicants to restrict their applications to the number of priority areas that they can realistically serve.

Subcontracting for the delivery of any of the core implementation requirements is prohibited.

### 2.1.5 Program Model Component Details

<b>Program Components</b>	<b>Expectations for Implementation</b>
<b>Eyes-on Monitoring and Supervision</b>	The central goal of this initiative is to create a safe atmosphere for students travelling to and from school by generating informal social control via watchful eyes of trusted adults. Safe Passage staff post outside of schools and along routes where students are traveling to and from school (e.g. between schools and nearby bus or metro stops), providing eyes-on supervision of students and unknown youth and adults in the area. Supervision is intended to create a deterrent effect on violence during school commutes. DMPSJ develops interactive maps that design the routes for each school site.
<b>Student Engagement</b>	DMPSJ seeks to partner with organizations hiring skilled individuals who can successfully engage with students and forge social bonds as a trusted adult. Hired individuals must engage in the school community, promote anti-violence social norms, such as mediation and conflict resolution, both inside and outside of the school, as well as promote and support on-time and regular school attendance. Grantees are encouraged to be creative in their engagement approach through lunchtime workshops, after school pop-ups, and hosting community outreach events. Grantees should plan to incorporate bi-lingual Safe Passage Ambassadors for the schools with asterisks in the priority neighborhood/school chart above.  Student engagement is the foundation of the District's Safe Passage, Safe Blocks program, and it is the core distinction between informal social control created by monitoring versus the formal social control created by police surveillance. Creating real bonds with students is the

	primary way that staff become the trusted adults that students look to for support.
<b>Roving Team</b>	<p>District youth are vulnerable to violence during their school commute because many do not have the security of a traditional school bus—picking up near home and dropping off directly at their school. Most District students travel across neighborhoods, using public transportation and walking to reach their schools.</p> <p>Grantees will be trained in violence prevention, de-escalation, mediation, and equipped with the skills and tools necessary to prevent and intervene to ensure the safety of students traveling to and from school.</p> <p>One roving team will be selected for this award. The Roving team will consist of Safe Passage personnel charged with providing intervention support to address active conflict or violence. The roving team members must be highly skilled and able to work in communities throughout the District, and travel to schools, priority commute routes, or events as needed. <i><b>Grantees are not required to employ a roving team.</b></i></p>
<b>Collaboration with key partners</b>	<p>Grantees will be required to meet and share relevant information with DMPSJ staff daily. Grantees will be required to have regular communication with schools and allied partners within their priority area(s) (e.g., Metropolitan Police Department (MPD), Washington Metropolitan Area Transit Authority (WMATA), the Office on Neighborhood Safety and Engagement (ONSE), the Department of Parks and Recreation (DPR) Roving Leaders, Department of Youth Rehabilitation Services (DYRS) Credible Messengers, and other relevant agency partners school administrators, libraries or recreation centers, and local businesses).</p> <p>To support collaboration and coordination, Grantees may be required to meet with or share information with other District or federal agency staff (e.g., MPD, WMATA, etc.) or other SPSB teams on a regular basis.</p>
<b>Staffing/Clearance</b>	<p>Grantees will be required to pay for their staff clearance/background checks available through a DMPSJ approved vendor. Grantees are responsible for ensuring appropriate staffing, scheduling, and monitoring of hired personnel. Critically, all hired personnel shall complete a suitability and clearance process. Safe Passages personnel are not permitted to provide unsupervised programming or services until they have completed and cleared the suitability and clearance process. Staffing minimums per route are listed in section 2.1.4. The need for bilingual staff in priority areas with known needs is designated in the priority area(s) and school list below.</p> <p>Staff will be expected to support priority areas throughout the school year. Designated routes and posts may be adjusted during the year and summer months.</p>
<b>Data Collection</b>	Grantees are expected to submit regular program-level data reports. Reporting tools and templates shall be provided by DMPSJ. Grantees

	are also required to attend training and technical assistance opportunities as prescribed by DMPSJ or OVSJG.
<b>Training</b>	All staff must complete the following training courses designated by DMPSJ (e.g., but not limited to, bystander training, de-escalation training, conflict mediation, restorative justice practices, and youth development). In addition, grantees must have staff participate in all training required by schools within the Safe Passage Priority Areas. The applicant must designate at least one staff member to attend the monthly Safe Passage community meetings.

### 2.1.6 Staffing Requirements

Safe Passage program success relies heavily on the quality of the program staff, specifically those interacting with students during their commute every day. Program staff who are stationed along school commute routes are referred to as Safe Passage Ambassadors. Program staff who provide interventions and mediations in response to critical incidents and utilize community contacts to support Safe Passage work are referred to as Safe Passage Outreach Ambassadors; Safe Passage Outreach Ambassadors make up the Safe Passage Roving Teams. All Safe Passage Ambassadors must have a deep desire to keep students safe, roots or community ties to the priority area(s), and an ability to meet the necessary clearance requirements.

The Safe Passage program is a year-round program that operates during the school year and during the summer; applications must include programming and staffing plans that serve students and communities during the summer.

Safe Passage Teams should include:

#### A. Safe Passage Ambassadors

Safe Passage Ambassadors are part-time staff, and their tour of duty shall at minimum cover 8 a.m. - 10 a.m. and 2:30 p.m. - 6:30 p.m. on school days. Safe Passage Ambassadors should be stationed in close proximity to each other for safety reasons; no Safe Passage Ambassador should be out of the eyesight of at least one of their Safe Passage co-workers. The role of Ambassador includes:

- Canvassing and monitoring the assigned routes to observe potential risks to students traveling to and from school (e.g., suspicious activity, idle truck(s)/van(s), groups/crowds engaging in arguments/negative behaviors, etc.) during the following times:
  - Two hours in the morning and three hours and a half hour in the afternoon, for a total daily coverage of five and half hours. Shift start and stop times are determined by the host campus school hours.
- Redirecting and clearing the area of students to places of safety in the event of immediate/impending danger.
- Sharing information about the District's curfew laws (when appropriate), safety tips, locations of Police/Fire stations, community resources, etc.
- Alerting Safe Passage Supervisors of any behaviors (e.g., bullying, fighting, threatening gestures/language, etc.) amongst students that could impact the safety of other youth/children and reporting such to relevant school's safety personnel and, if necessary, MPD.
- Remaining visible and present until students have safely entered or exited the school building/grounds/immediate area/route.
- Completes clearance process as required by DMPSJ and priority area schools.
- Attends daily end of day check-in with DMPSJ Program manager and reports any unusual incidents or concerning activity.

***\*\*See section 2.1.5. I for more information about minimum staffing requirements of Safe Passage Ambassadors needed for each route.***

### **B. Safe Passage Roving Team**

The Safe Passage Roving Team are skilled violence interrupters and mediators with a proven track record of conflict identification and resolution. The Safe Passage Roving Team Ambassador are full-time staff. Roving Team members should have staggered tours to ensure full coverage during school commute times (e.g., 8 a.m. – 4 p.m. or 10:30 a.m. to 6:30 p.m. shift) and when necessary, special events as identified by DMPSJ to grantee.

The role of Roving Team includes:

- Respond to schools or areas where additional safe passage support is needed.
- Supports priority areas to prevent, identify, or intervene in high-risk situations.
- Utilizes community contacts and build relationships with allied partners and community members to identify the source(s) of potential community violence, including the parties and locations.
- De-escalates and mediates active or potential conflicts to prevent or intervene in violence.
- Reports incidents or concerning activity to Safe Passage partners and school administration to prevent violence in and around school communities.
- Attends daily end of day check-in with DMPSJ Program manager and reports any unusual incidents or concerning activity.

### **C. Safe Passage Supervisor**

The role of the Supervisor includes:

- Oversees program implementation to ensure compliance with core requirements.
- Supervises Safe Passage Ambassadors and/or roving teams.
- Provides shift and location assignments and monitors to ensure daily coverage.
- Collects and review incident reports and relay important information to Safe Passage partners and school administration daily.
- Notifies host school of Ambassador absences, requests a backup from the roving team, and fills in for missing Ambassadors, if necessary.
- Deploys roving team effectively in response to incidents or communicated needs.
- Collaborates with Safe Passage Outreach Ambassadors to create outreach and intervention plans.
- Monitors and communicates any challenges, trends, or needs of the priority area(s) on a regular basis to Safe Passage partners and schools on a regular basis to ensure coordination and enhance community safety.
- Attends daily end of day check-ins with DMPSJ and reports any unusual incidents or concerning activity.

### **2.1.7 Data, Performance Measures, Outcomes, and Impact**

If selected for a grant award, applicants must provide program and fiscal data to DMPSJ to track program successes or challenges and the use of awarded funds. Applicants must agree to collect and track program efforts and may be required to enter information into local data management systems. In addition, data must be provided at the individual or participant level to assess whether the program is being implemented as intended.

## **Section 3. General Grantee Requirements**

The following sections provide an overview of general requirements and expectations for all applicants funded under this RFA. Successful applicants must adhere to OVSJG's general grantee requirements for compliance and to maintain funding for the award period.

### **3.1 Monitoring**

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

### **3.2 Risk Assessment Classification**

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. After grants are awarded, each grantee will receive a risk classification based on past financial and programmatic reporting of the grantee, documentation submitted with the application, and other factors as detailed in the [OVSJG Grants Management Policies and Procedures Manual](#). If DMPSJ determines that an award will be made to a high-risk organization, funding restrictions may be included. If DMPSJ decides to impose any funding restrictions, then DMPSJ will notify the organization in writing of the restriction, the reason(s), corrective actions, and the process for requesting reconsideration.

### **3.3 Corrective Action and Termination of Funding**

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of DMPSJ, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **3.4 Privacy and Confidentiality**

Except as otherwise provided by federal law, no recipient of DMPSJ funds shall use or reveal any research or statistical information furnished under DMPSJ by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the DMPSJ program funded. Such information and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding. Client records will be kept confidential and secure in accordance with the District and Federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

### **3.5 Data Collection Requirements and Information**

#### ***Evidence-based and Evidence-informed Program and Practices***

Applicants are highly encouraged to refer to recent population data, crime data, evidence-based programs in other jurisdictions, and service utilization and outcome reports from internal program history records to support their program design and project narrative. Refer to the Appendix section of this RFA for references.

#### ***Evaluation Data, Performance Measures, Outcome, and Impact***

If selected for a grant award, applicants must provide program and fiscal data to DMPSJ to track program successes or challenges and the use of awarded funds. Applicants must agree to collect and track program efforts and may be required to enter information into Federal and local data management systems. In addition, data must be provided at the individual or participant level to assess whether the program is being implemented as intended.

### ***Data Collection***

Applicants must be able to establish that they can track program related data. Most data elements are defined as activities, inputs, and outputs.

### ***Application-Specific Goals, Objectives, Activities, and Outcomes***

Applicants describe how they will align with identified goals, objectives, and activities in their project narrative and work plan. Grantees are required to report on progress towards goals and activities quarterly.

#### **Example of Goals, Objectives, and Activities Format:**

Goal 1: Reduce incidents of violence in priority areas

- Objective 1: Provide student engagement and monitoring to the X Community delivering prevention and intervention supports to students traveling to and from the priority schools in that priority area.
  - o Activity 1: Deploy 18 Safe Passage Ambassadors between the hours 8 a.m. - 10 a.m. and 2:30 p.m.- 6:30 p.m. on school days to ensure student safety and encourage timely attendance of students.
  - o Activity 2: Deploy a roving team to intervene and interrupt when conflict or violent incidents are reported or appear to be imminent.
- Objective 2: Provide resources and support that redirect students from at-risk behaviors and promote student attendance.
  - o Activity 1: Report incidents and safety concerns to Safe Passage Partners.
  - o Activity 2: Host one engagement event or activity per quarter that promote relationship building and resource building for students in priority area(s) and schools.
- Outcome 1: Students will report feeling safe in transit to and from school (CDC YRBS Measure)
- Outcome 2: Reduction in violent incidents reported within 1,000 feet of a school (MPD Crime Data Metric)

**Please be sure in your application to indicate how you will capture the activity and outcome measures and detail how record-keeping and incident reporting will occur.**

Please note that DMPSJ and/or OVSJG reserves the right to conduct a site visit at any point during the grant period and request back-up documentation of all data measures and performance outcomes. All grantees are required to demonstrate the ability to collect data to support all services performed and all outcomes achieved. DMPSJ also reserves the right to withhold reimbursement requests pending verification of all data provided. DMPSJ also reserves the right to immediately disqualify any application that does not include performance and outcome measurements established in this section.

### **3.6 Reporting Requirement**

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application. The grantee should also include any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by budget category and are submitted along with all receipts, invoices, or other documentation of expenditures. **Both financial and programmatic reports are due no later than the 15<sup>th</sup> day after the end of the reported quarter. Fourth quarter financial reports will be due by the 10<sup>th</sup> of October.**

Failure to submit complete programmatic reports by the required due date will result in withholding of reimbursements and a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.

Recipients of federal funding may have additional reporting requirements.

## **Section 4. Application Preparation and Submission Information**

### **4.1 Application Instructions**

Applicants are required to follow the format in [ZoomGrants™](#). Any missing items or deviations will render the application ineligible. The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the following [Link](#).

For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that ZoomGrants support desk is staffed from 8 a.m. to 5 p.m. Mountain time, Monday through Friday, and is not staffed on federal holidays.

Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

### **4.2 Description of Proposal Sections**

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

#### ***Applicant Profile***

Each applicant must include all information requested in the Applicant Profile. The title of the project should be different than the name of the funding source. The Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant. Each applicant is also required to select the type(s) of services for which the applicant is requesting funding. Applicants may select more than one type of service. However, applicants are required to detail a plan for collecting the required data for each type of service and detail the applicant's role in each continuum of service. Use the template provided in Appendix A.

#### ***Project Abstract (2.5%) – 150 character limit***

Each applicant must include a brief description of the project including key activities and priority area(s) to be served.

Examples:

- *Provide Safe Passage prevention and intervention support to the x priority area(s) and ensure student safety along pre-determined routes.*

#### ***Project Narrative (50%)***

##### **I. Project Description - 30,000-character limit**

This section of the application should contain a description of activities that justify and describe the program to be implemented. The project narrative should include the following:

- A. Identify the priority area(s) and schools to be served. Describe any history of serving the community or schools in the selected priority area(s).

- B. Provide a description of planned student engagement, monitoring approach, and related activities, as well as violence prevention or intervention strategies, including details on how these activities will ensure the safety of the target population.
- C. Utilize maps and staffing minimums provided in Appendix I and section 2.1.4 to describe the locations where Safe Passage Ambassadors would be positioned to create safer commute routes for students. If application proposes staffing beyond the prescribed minimum, describe the rationale for the number of staff to be assigned to each route or location.
- D. Outline a timeline for program startup and implementation (including any plans for necessary hiring).
- E. Explain how the project is consistent with and will further the applicant organization's mission.
- F. A description of the intended community impact with details on how the proposal will impact the outlined safety and violence reduction goals in the selected priority area(s).

**II. Evidence Based or Evidence Informed - 5,000 character limit**

Describe how the project reflects identified promising and/or best practices in serving the target population. Describe any data collection methods and/or evaluation results your organization collected for same or similar work, if applicable.

**III. Trauma Informed - 5,000 character limit**

- A. Describe how the project will ensure and monitor that project staff are using trauma-informed, and youth-appropriate strategies in service delivery.

**IV. Community Informed - 5,000 character limit**

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- A. Describe any established relationship with schools, businesses, libraries, recreation centers, or individuals in the selected priority area(s). If there are no existing relationships, describe how partnerships will be established.
- B. Describe ways the organization will regularly interact with the selected priority community or communities.
- C. Describe plans for communication and collecting feedback from stakeholders within the priority area(s), including from impacted school partners, families, and students.
- D. Describe how the staff will build and/or strengthen relationships and communication with partners including MPD, School Resource Officers (SRO), Metro Transit Police, the Office on Neighborhood Safety and Engagement (ONSE), the Department of Parks and Recreation (DPR) Roving Leaders, Department of Youth Rehabilitation Services (DYRS) Credible Messengers, and other relevant agency partners.

**V. Organization, Experience, and Qualifications of Applicant - 5,000 character limit**

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- A. Name and describe the key staff who will manage and deliver the program. Describe their ability to manage the teams and individual staff required for the program.
- B. Describe how the organization intends to hire staff who are reflective and representative of the selected priority area(s) to be served.
- C. Describe a plan for staff retention throughout the project period.
- D. Describe how staff hours are tracked in compliance with federal regulations and compliant with District employment laws.
- E. Describe any internal organizational training or supports that will be provided to staff.
- F. Describe existing staff's ability to provide student engagement, supervision and monitoring, de-escalation, conflict mediation, and related services designed to reduce violent incidents.
- G. Provide information and evidence about the qualifications, experience, expertise, and

- capability of the applicant to address the needs of the targeted population.
- H. Describe any past and present specific experience in successfully operating a similar or same program as requested in the RFA.
- I. If applicable, explain past programmatic and administrative experience with grants.
- J. Describe the applicant's financial and accounting systems used to properly administer and track grant award funds.

Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

#### **VI. Data and Evaluation - 5,000 character limit**

Evaluation section **must include** a detailed plan of how the applicant intends to collect, analyze, and report the data and outcome measures related to the proposed program or services and should include how the applicant intends to keep records of services provided and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals, objectives, and evaluation plan.

- A. Include the standard data measures and performance outcomes, as well as the application specific outcomes.
- B. Include a narrative explanation of any additional performance measures that will be collected.

#### ***Theory of Change/Project Work Plan (15%)*** (submit an attachment)

Please list all project goals, objectives, activities, and outcomes in the Theory of Change/Work Plan (See Appendix B). The Workplan must include specific activities for each quarter of the award. The template provided includes standard goals and objectives, but inputs, activities, outputs and short-term outcomes should be completed by the applicant and reflect the proposal narrative and proposed budget. All applicants providing direct services must include a project objective indicating that they will notify clients about the potential benefits provided by the Crime Victim Compensation Program. Additionally, an estimation of data measures and performance outcomes should be included.

#### ***Budget (30%)*** (submit an attachment)

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

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

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

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

Pursuant to the Nonprofit Fair Compensation Act, DC Act 23-565, when grants are funded with District locally appropriated funds, a nonprofit organization may alternatively elect an indirect rate: (1) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past two years; or (2) As calculated with a percentage rate and base amount,

determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

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

Note: federal rules always control for grants with federal funding sources. If awarded federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.

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

Applicants that are hosting training courses for professional staff as a part of their work plan are encouraged to include the costs of securing interpreter services in their budgets. Applicants who need additional support to estimate the costs of interpreter services for budget purposes, may send an email to [Ovsjg.RFAquestions@dc.gov](mailto:Ovsjg.RFAquestions@dc.gov).

***Letters of Support and Memoranda of Understanding (MOU) (2.5%)*** (submit an attachment)

All applicants must include at least two (2) letters of support. These letters should be current and representative of a multi-disciplinary support base within the priority area(s) selected.

If the application proposes partnership(s) with other providers to meet the goals and objectives of the proposal, a Memorandum of Understanding (MOU) is required outlining the relationship between the applicant and the identified partners, including the roles and responsibilities of each. This may be submitted as a single MOU between all partners or individual MOUs with each partner. Letters of Support and Memoranda of Understanding must be submitted in "Attachments/Required Documents" tab.

#### **4.3 Application Submission Checklist**

Applicants that do not submit all General Requirements into ZoomGrants before the deadline will not be reviewed. Email submission will not be accepted.

**General Requirements: What an Application Must Include Checklist**

- Applicant Profile
- Abstract
- Project Narrative
  - Project Description
  - Evidence Based or Evidence Informed
  - Trauma Informed
  - Community Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
- Theory of Change/Project Work Plan
- Budget
- Letters of Support/Memoranda of Understanding (MOU)
- Audited Financial Statements of the organization's most recent Fiscal Year. \*  
\*\*\*Failure to submit financials may lead to an automatic rejection of the application.
- Disclosure of Legal Proceedings
- Two years of the IRS Form 990 & all schedules, if required for filing

- Board approved organization budget

#### **Additional Administrative Requirements (All Applicants)**

- IRS 501 (c) (3) Determination Letter (if applicable)
- Current DC Business License
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Current DC Clean Hands Certificate
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

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

#### **4.4 Tips for Proposal Preparation**

DMPSJ recognizes the level of time and effort that applicants must put into developing proposals for submission. To tailor the application process to be as efficient and expeditious as possible, each applicant must adhere to the following:

- The Application Profile must be signed by the Authorized Official
- Title of the project should be different than the name of the funding source
- Round all budget figures to the nearest dollar
- Follow the format outlined in proposal instructions when developing your proposal
- Use the “What an Application Must Include Checklist” to guide the completion of your grant application packet

### **Section 5. Application Review Information**

#### **5.1 DMPSJ Screening Process**

**This is a competitive solicitation. DMPSJ does not guarantee funding, funding amounts, nor funding source based on previous awards.** Applications will be reviewed and scored by external reviewers and/or internal reviewers to determine which projects will be funded. External reviewers and/or internal reviewers will assign scores based on the required elements listed in proposal instructions.

DMPSJ will consider the eligibility of costs and project activities contained in the application based on District and federal grant requirements; past performance of the applicant (including compliance with provisions of grant agreements, if applicable); overall priorities of the District and amount of funds available to meet the requests and known community need.

#### **5.2 Review Process and Decision on Awards**

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

final decision on awards rests solely with the DMPSJ Deputy Mayor. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the DMPSJ Deputy Mayor shall decide which applicants to fund, amounts to be funded, and funding source. Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.

### **5.3 Award Notification**

DMPSJ follows the competitive process for awarding grants in accordance with the [OVSJG Grant Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

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

### **5.4 Decision Review Process**

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

Office of the Deputy Mayor for Public Safety and Justice  
ATTN: SPSB Grant RFA Application Inquiry  
1350 Pennsylvania Ave, NW  
Washington, DC 20004  
It may also be submitted via email to: [safepassage@dc.gov](mailto:safepassage@dc.gov)

Please refer to the [OVSJG Grant Management Policies and Procedures Manual](#) for the complete review policy.

### **5.5 Contingency Clauses**

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

- DMPSJ reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
- This RFA does not commit DMPSJ to award grants. DMPSJ reserves the right to accept or reject any or all applications. The agency will notify the applicant Authorized Official of the rejected proposals. DMPSJ may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal or District regulation or requirement.
- DMPSJ reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- DMPSJ shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- DMPSJ may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- DMPSJ may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.

- If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Section 6. Programmatic and Administrative Requirements**

### **6.1 Oversight**

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

### **6.2 Financial Management and Systems of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) 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. The “[Part 200 Uniform Requirements](#)” means the DOJ regulation at [2 C.F.R. Part 2800](#), which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

#### **6.2.1 Financial Capability**

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

- Organization’s accounting system provides accurate and current financial reporting information.
- Organization’s accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by DMPSJ.
- Organization’s accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
- Organization’s time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective.
- Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

### **6.3 Restrictions on Use of Funds**

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the [City-Wide Grants Manual and Sourcebook](#), the Office of Management and Budget (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements \(2 CFR 200\)](#), and, if applicable based on funding source, the U.S. Department of Justice, Office of Justice Programs Financial Guide, [www.ojp.usdoj.gov/financialguide](http://www.ojp.usdoj.gov/financialguide).

### **6.4 Non-Supplanting**

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available.

### **6.5 Payment Provisions**

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. Grant funds will be awarded on a cost reimbursement basis. At any time before final payment and three (3) years thereafter, the government of the District of Columbia may conduct an audit of the grantee’s expenditure statements.

## **6.6 Applicant's Financial Statements**

All applicants are required to provide a copy of their most recent and complete set of financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from 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 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. DMPSJ also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

## **6.7 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.

## **6.8 Disclosure of Legal Proceedings**

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

1. Been indicted or had charges brought against them (if still pending) and/or been convicted of:
  - a. Any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or
  - b. Any crime or offense involving financial misconduct or fraud.
2. Been the subject of legal proceedings arising directly from the provision of services by the organization.

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

## **6.9 Office of Tax and Revenue (OTR) Requirement**

All grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR.

## **6.10 Insurance Requirement**

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.

### **6.11 Funding to Faith-Based Organizations**

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

### **6.12 Civil Rights Requirement**

Successful applicants must be able to demonstrate compliance with District and federal civil rights requirements. If an applicant is selected for a grant award, grantee will be required to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the **District of Columbia Language Access Act**. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program. For more information on the District of Columbia Language Access Act [visit this site](#).

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing "Equal Treatment for Faith based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice(DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

### **6.13 Non-discrimination in Hiring and Delivery of Services and Discrimination Reporting**

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify DMPSJ within 48 hours of all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (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 Orgs.).

## **Appendices**

- **Appendix A:** Application Submission Checklist
- **Appendix B:** Applicant Profile
- **Appendix C:** Theory of Change/Project Workplan Template
- **Appendix D:** Budget Template
- **Appendix E:** Data and Outcome Measures
- **Appendix F:** Standard Assurances
- **Appendix G:** Statement of Certification
- **Appendix H:** Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug- Free Workplace Requirements
- **Appendix I:** Maps by Priority Area

## **APPENDIX A: Application Submission Checklist**

### **What an Application Must Include Checklist**

*Applicants that do not submit all General Requirements into ZoomGrants before the deadline, will not be reviewed. Email submission will not be accepted.*

#### **General Requirements:**

- Applicant Profile
- Abstract
- Project Narrative
  - Project Description
  - Evidence Based or Evidence Informed
  - Trauma Informed
  - Community Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
- Theory of Change/Project Work Plan
- Budget
- Letters of Support/Memoranda of Understanding (MOU)
- Audited Financial Statements of the organization’s most recent Fiscal Year.\*  
\*\*\*Failure to submit financials may lead to an automatic rejection of the application.
- Disclosure of Legal Proceedings

#### **Additional Administrative Requirements (All Applicants)**

- IRS 501 (c) (3) Determination Letter (if applicable)
- Current DC Business License
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace

- Standard Assurances
- DC Clean Hands Certificate
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

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

## **APPENDIX B: Applicant Profile**

<b>APPLICANT PROFILE</b>	
Fiscal Year of Funding: 2025	
Organization Name:	
Address:	
ZIP + 4:	
Unique Entity Identifier # (EUI)(Formerly DUNS#):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: \$	
<b>AUTHORIZED OFFICIAL:</b>	
Name:	
Title:	
Telephone:	
Email:	
<b>PROJECT DIRECTOR:</b>	<b>FINANCIAL OFFICER:</b>
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<i>Application is made for a grant under the above-mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services. I certify that this application, if awarded, will conform to the conditions set forth by the Office of the Deputy Mayor for Public Safety and Justice.</i>	

<i>Printed Name of Authorized Official</i>	
<i>Signature of Authorized Official</i>	<i>Date</i>

## **APPENDIX C: Theory of Change/Project Work Plan**

**Instructions:** Applicants ***must*** use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. ***DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.***

### ***EXAMPLE***

Project Goal 1	Reduce incidents of violence in (x) priority area(s)							
Project Objective 1	Provide student engagement and monitoring to (x area) by delivering prevention and intervention supports to students traveling to and from priority schools in the priority area(s).							
Project Objective 2	Provide resources and supports that redirect students from at-risk behaviors and promote student attendance							
Inputs (Budget Items)	Activity	Outputs Q1	Outputs Q2	Outputs Q3	Outputs Q4	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
<b><i>Personnel/Fringe:</i></b> X PTE Sage Passage Ambassadors 1 FTE Program Manager	1. Provide engagement and monitoring along school routes	Staff x routes for x schools	Staff x routes for x schools	Staff x routes for x schools	Staff x routes for x schools	By October 15, 2024, 100% of safe routes in the priority area will have regular staff coverage to support safe transport of youth.	Decrease in violent incident reports within 1000 feet of schools (MPD Data)	Youth report increased feelings of safety traveling to and from school (YRBS Report)
<b><i>Operating:</i></b> Supplies Telecommunications								
	2. Participate in ongoing training sessions relevant to scope of work.	Attend 2 training (conflict and de-escalation)	Attend 2 trainings (youth development and core competencies)	Attend 2 trainings (restorative justice and bystander training)	Attend 2 trainings and document impact			
		1 back to school event		1 community event	1 summer event			
	3. Host events and resource fairs		1 resource fair					
Impact	Overall decrease in the number of violent incidents and crime impacting students aged 12-21 in the target community.							

## **APPENDIX D: Budget Template**

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

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

### **A. PERSONNEL:**

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

#### **EXAMPLE:**

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

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

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

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

**TOTAL PERSONNEL: \$54,250**

**B. FRINGE BENEFITS:**

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

**EXAMPLE:**

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

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

**TOTAL FRINGE BENEFITS: \$10,430**

**C. TRAVEL/TRAINING:**

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

**EXAMPLE:**

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

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

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

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

**TOTAL TRAVEL: \$2,790**

**D. CONSULTANTS/CONTRACTS:**

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

**EXAMPLE:**

<u>Consultant Name</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Dr. Leslie Smith	Trauma training	\$500/day x 2 days	\$1,000

Mileage: 88 miles x \$0.585/mile \$ 51

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

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

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

**TOTAL CONSULTANTS/CONTRACTS: \$5,851**

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

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

#### **E. SUPPLIES:**

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

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

#### **EXAMPLE:**

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

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

**TOTAL SUPPLIES: \$1,500**

#### **F. EQUIPMENT:**

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy may

be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy) Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

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

#### **G. DIRECT CLIENT SUPPORT (FLEX FUNDS):**

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

##### **EXAMPLE:**

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

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

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

#### **H. OPERATING COSTS**

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

##### **EXAMPLE:**

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

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

**TOTAL OPERATING: \$2,790**

#### **I. INDIRECT COSTS**

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

Alternatively, applicants can request reimbursement of the "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC). When using this method, cost must be consistently charged as either indirect

or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with approval.

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

### BUDGET SUMMARY

<b>Budget</b>	<b>DMPSJ Grant Funds Requested</b>
<b>A. Personnel</b>	
<b>B. Fringe Benefits</b>	
<b>C. Travel</b>	
<b>D. Contracts/ Consultants</b>	
<b>E. Supplies</b>	
<b>F. Equipment</b>	
<b>G. Direct Client Support (Flex Funds)</b>	
<b>H. Operating</b>	
<b>TOTAL DIRECT COST</b>	
<b>I. Indirect Costs</b>	
<b>TOTAL PROJECT COST</b>	

## **APPENDIX F: Standard Assurances**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA THE OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

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 [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://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.
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, it will comply with the requirements of –
  - a. 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. 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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Authorized Official

Date

## **APPENDIX G: Statement of Certification**

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 Victim Services and Justice Grants, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
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;
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.

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Applicant Name

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Address

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Application Number and/or Project Name

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Typed Name and Title of Authorized Representative

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Authorized Representative Signature

Date

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

### **1. LOBBYING**

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

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

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

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

- A. The applicant certifies that it and its principals:
  - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.
  - 2. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify 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 Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

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

1. 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;
2. Establishing an on-going drug free awareness program to inform employees about—
  - i. The dangers of drug abuse in the workplace;
  - ii. The grantee's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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);
4. 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;
5. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, NW, Washington, DC 20004. Notice shall include the identification number(s) of each affected grant.

6. 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.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

Place of Performance:

Street Address and Zip code

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

#### **DRUG-FREE WORKPLACE (SUB-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: Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, N.W., Washington, DC 20004.

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

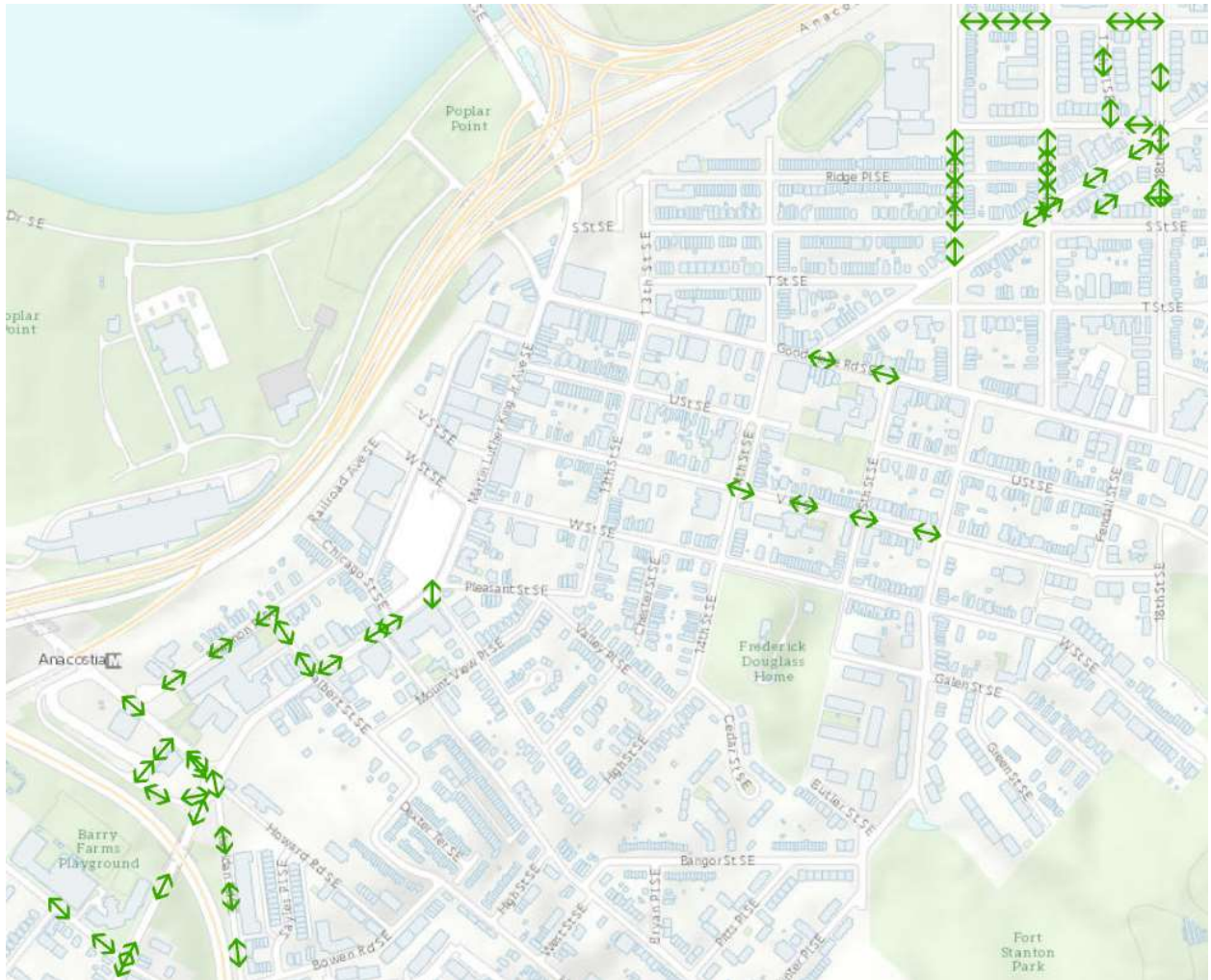
Applicant Name

Address

Application Number and/or Project Name	
Applicant IRS/Vendor Number	
Typed Name and Title of Authorized Representative	
<b>Authorized Representative Signature</b>	<b>Date</b>

## APPENDIX I: Maps by Priority Area

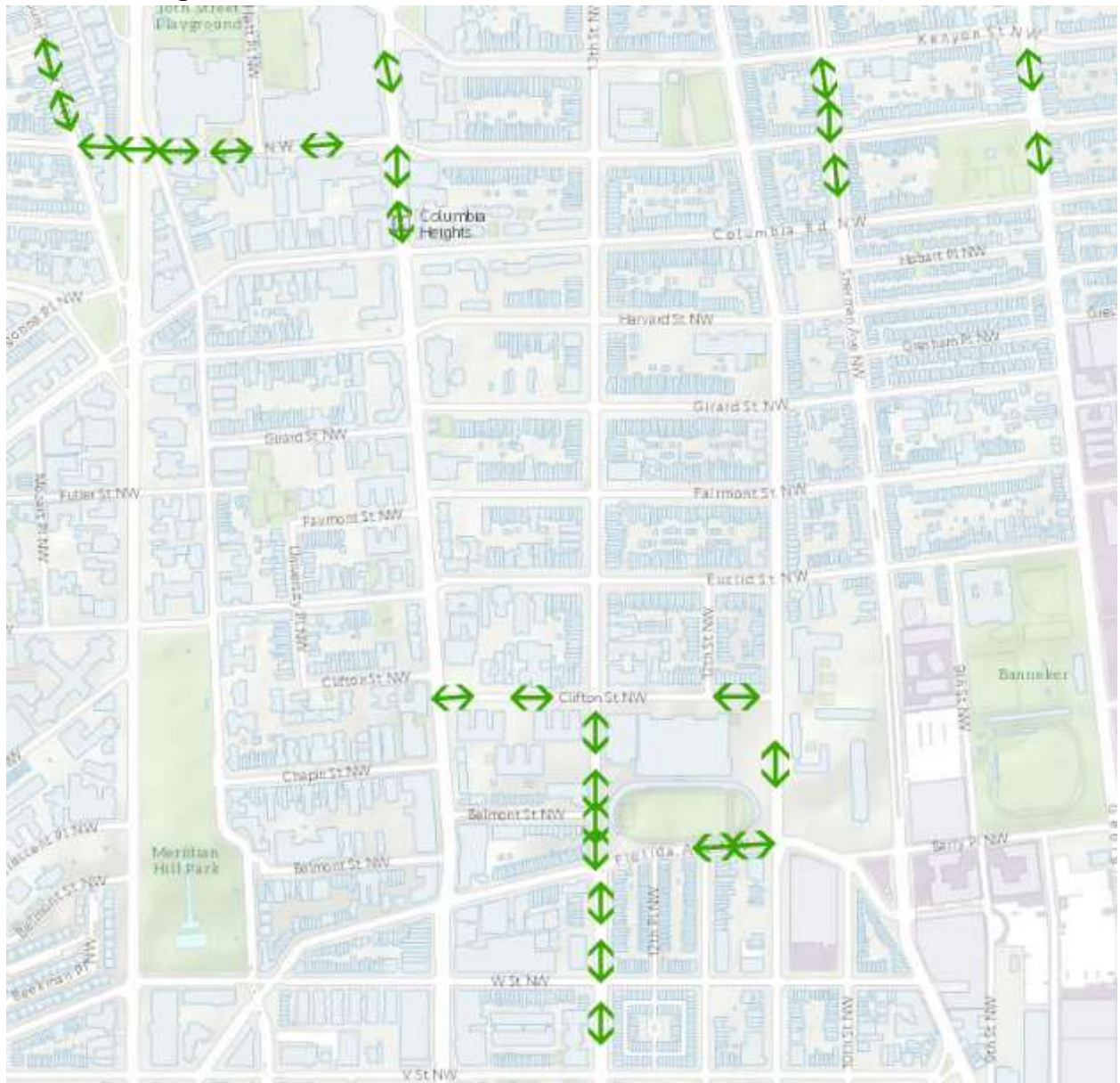
### Anacostia



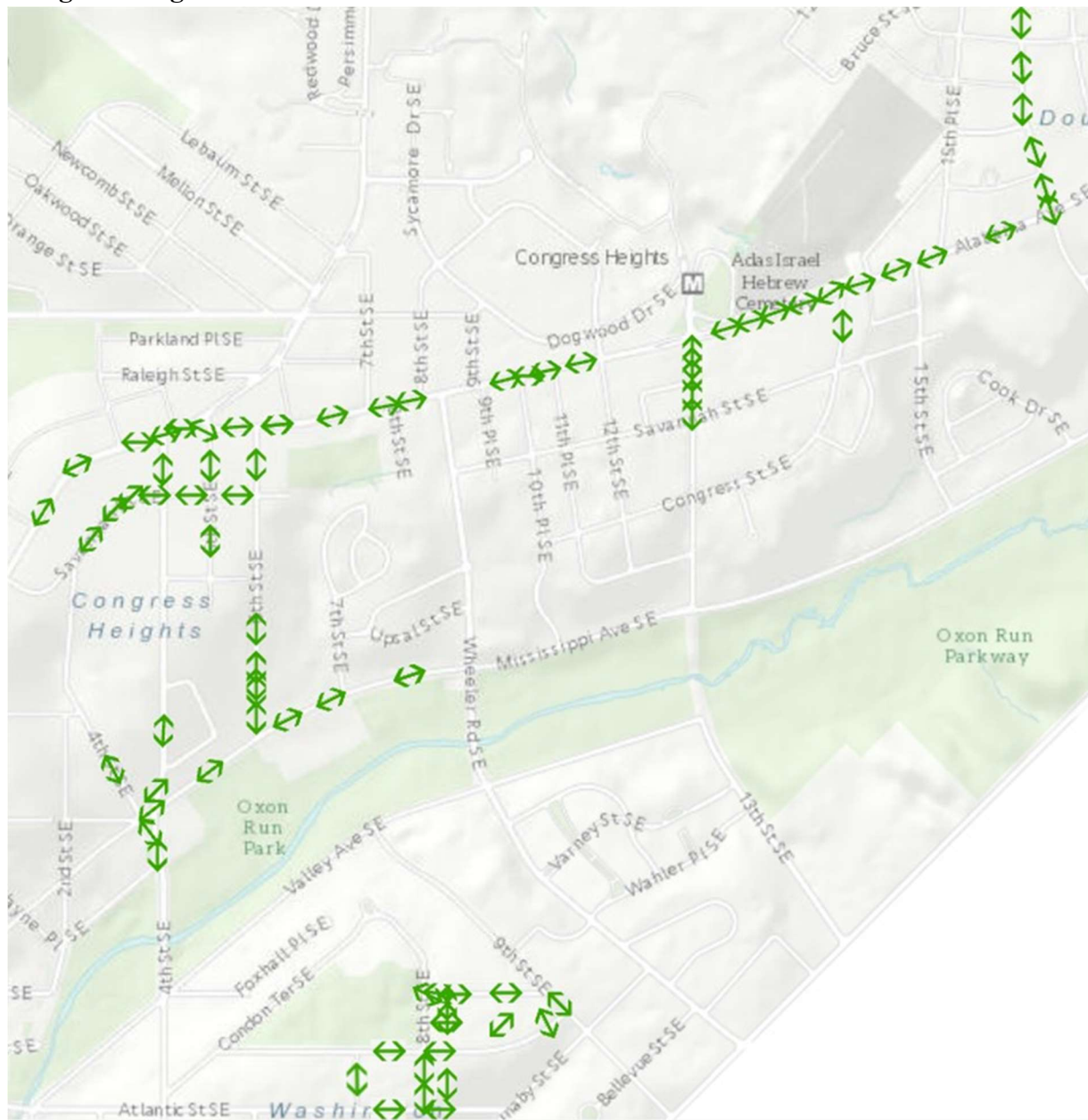
## Brookland



## Columbia Heights



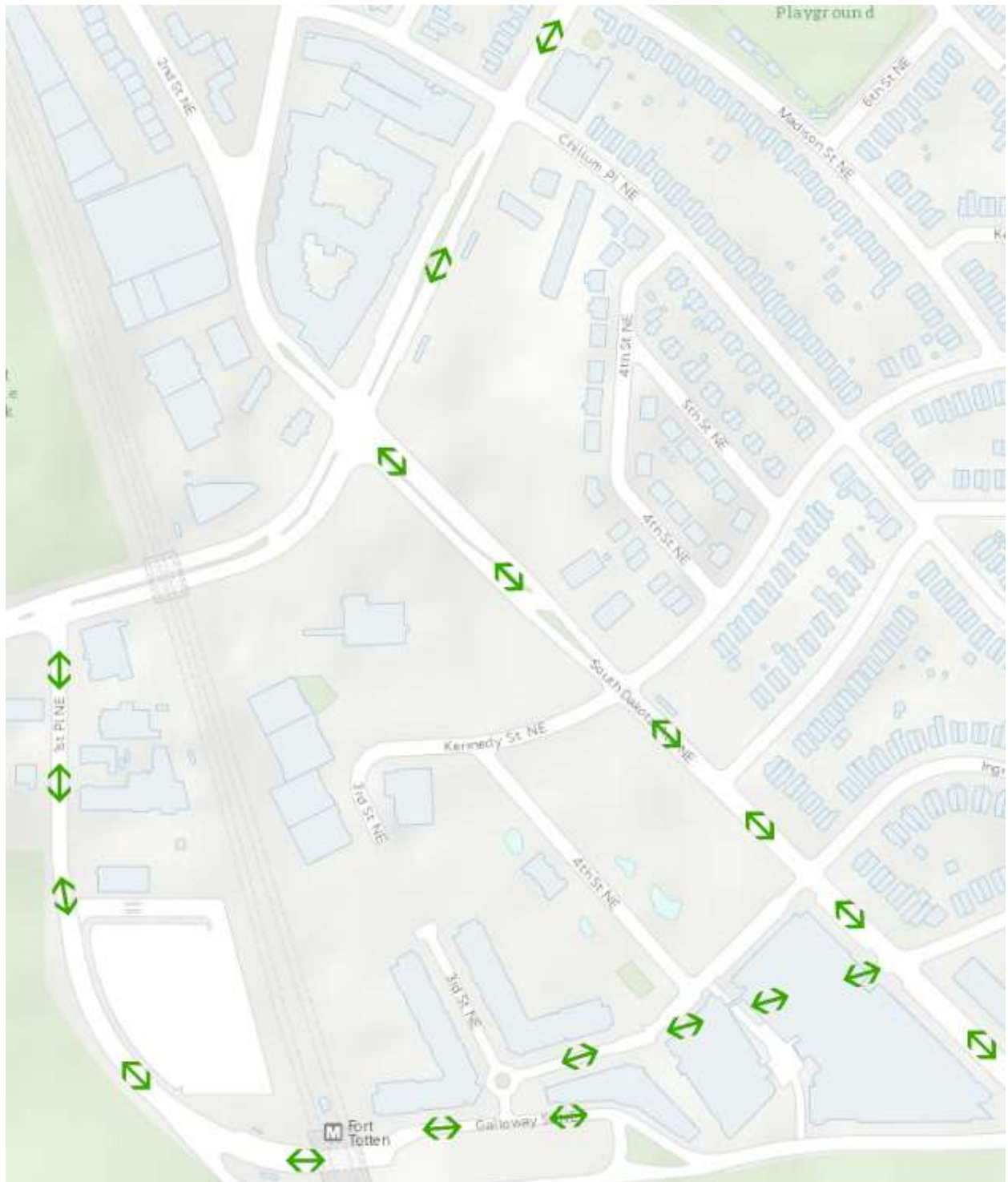
## Congress Heights



## Eastern



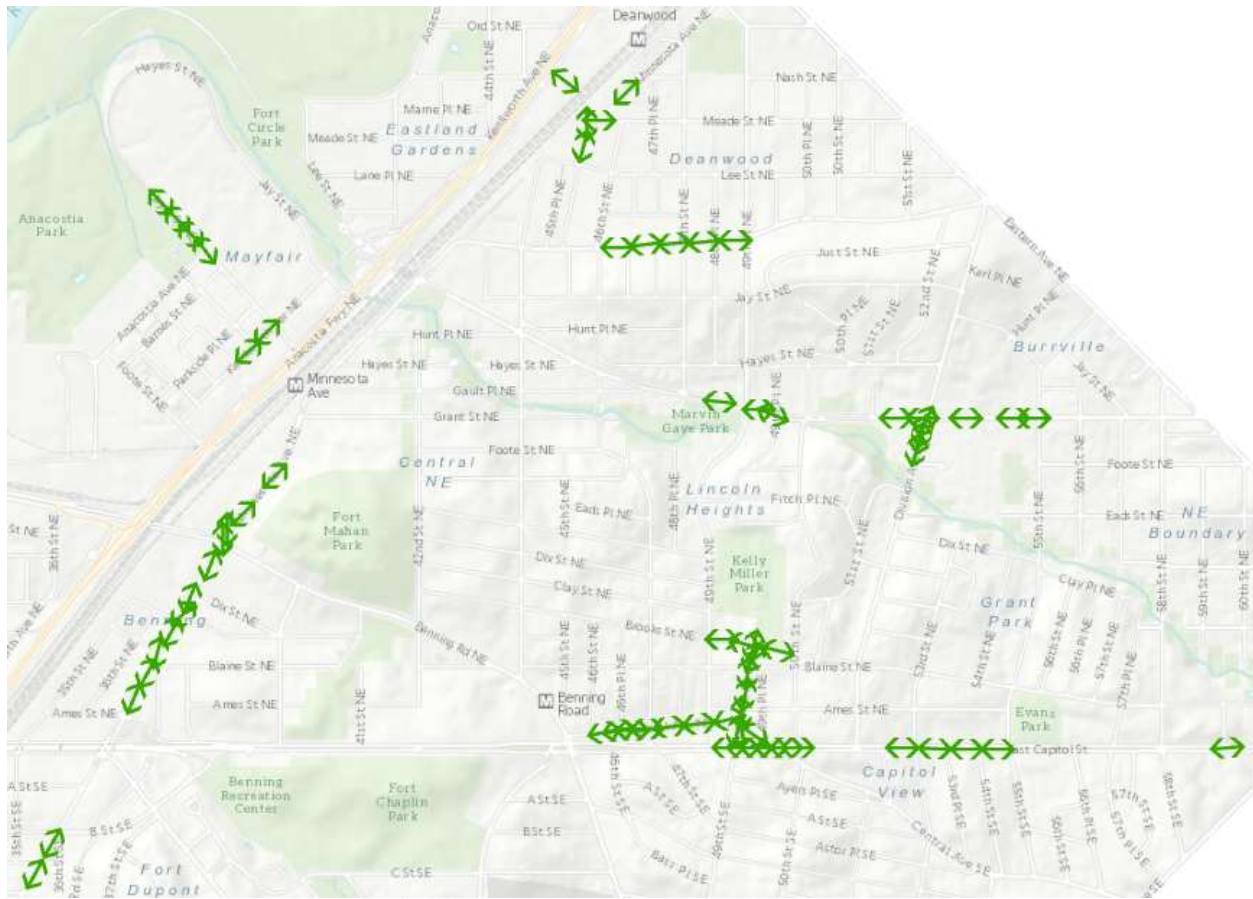
## Fort Totten



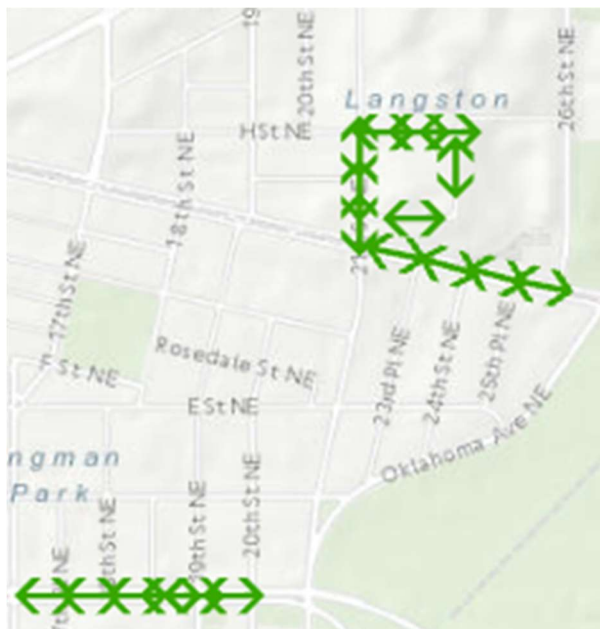
## L'Enfant



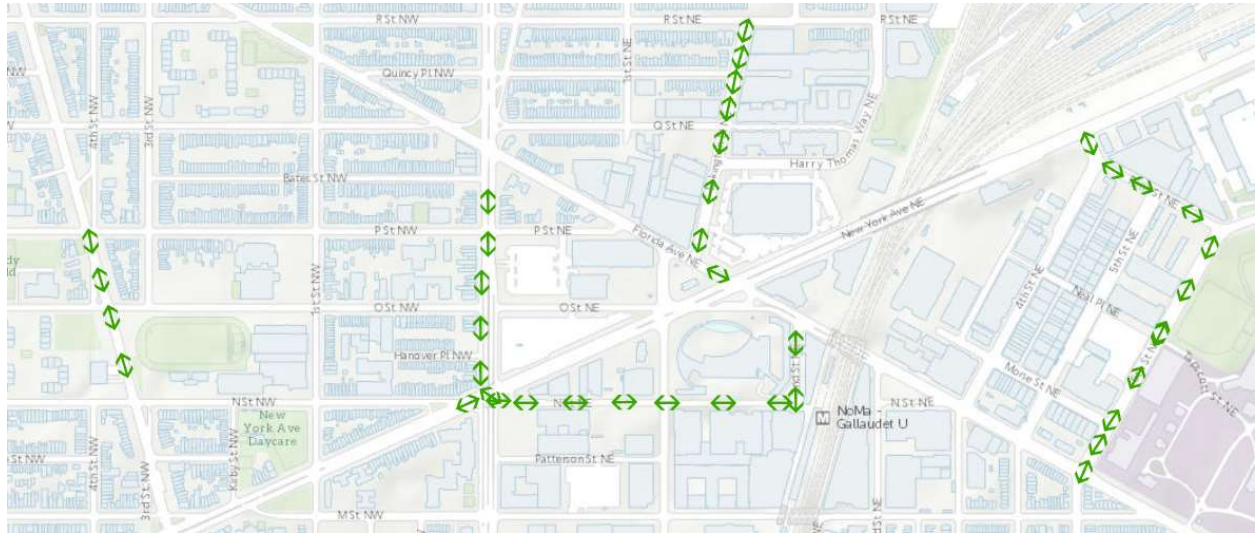
## Minnesota



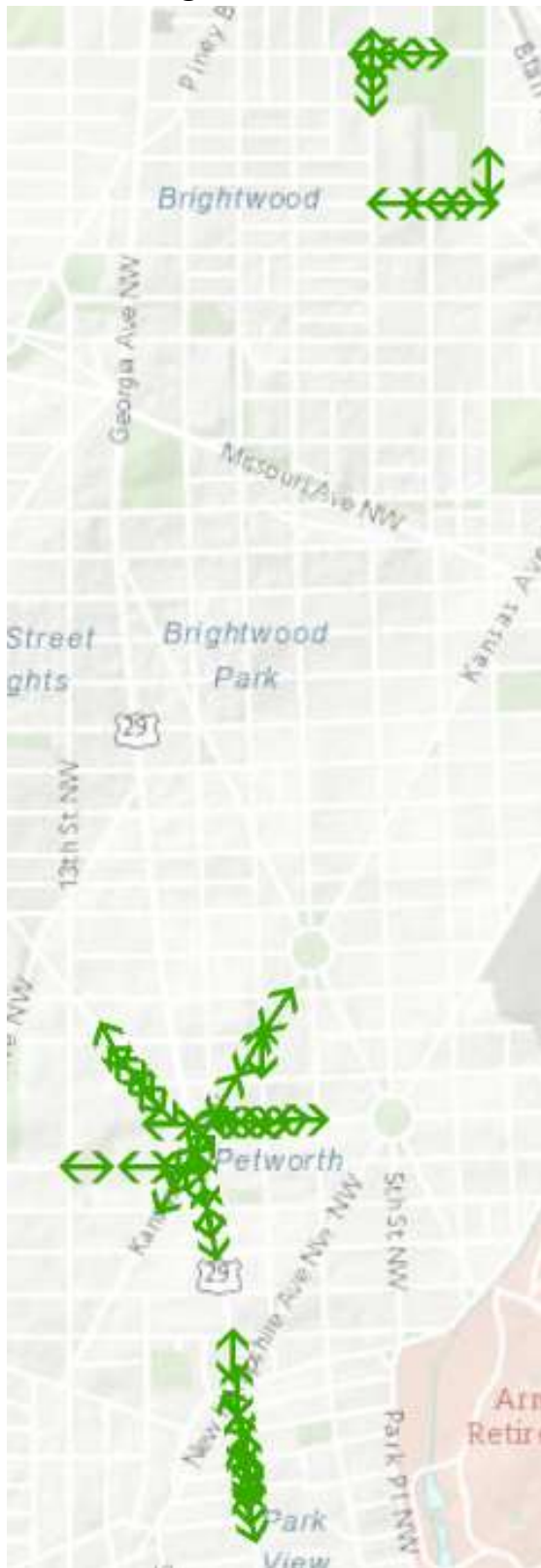
## Minnesota



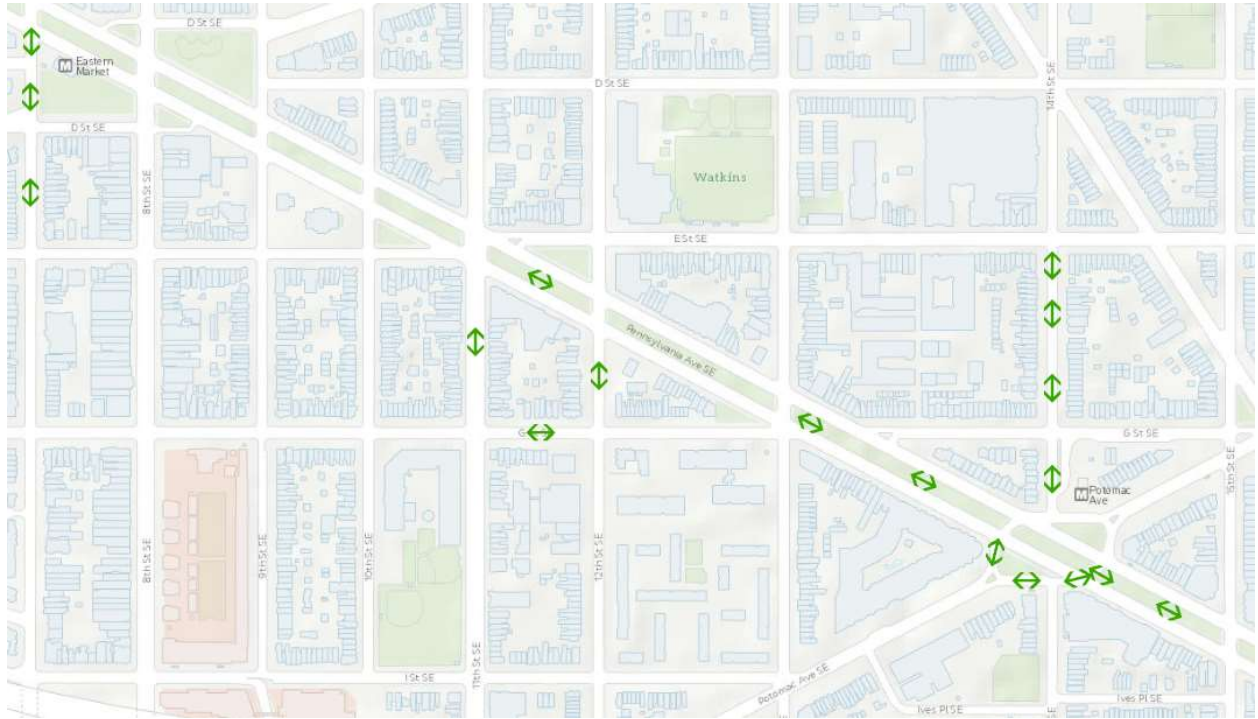
## NoMa



## Petworth/Brightwood



## Potomac



## Tenleytown

