**REQUEST FOR APPLICATIONS (RFA)**

**Government of the District of Columbia**

**Executive Office of the Mayor (EOM)**

**Safer, Stronger DC Office of Neighborhood**

**Safety and Engagement (ONSE)**

**Fiscal Year 2022**

**Woodland/BVT Community Engagement Grant**

**The District of Columbia, Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) charges the following organizations with implementing the strategies and interventions identified to create and foster safer neighborhoods through a sustained reduction in violent crime: Only The  Foundation, Minor Major Moves, Saving Our Selves (S.O.S), and Indy B.’s.**

**Announcement Date: 05/06/2022**

**RFP Release Date: 04/15/2022**

**Application Submission Deadline: 05/13/2022**

**Executive Summary:**

The District of Columbia, Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) is sole-sourcing funding for the Woodland /Buena Vista Terrace Community Engagement Grant to engage four (4) community-based organizations, partners, and stakeholders to create and foster safer neighborhoods through a comprehensive approach to public safety efforts with community engagement and prevention efforts.

**Funding Opportunity Title:** Woodland /Buena Vista Terrace Community Engagement Grant

**Funding Opportunity Number:**  ONSE-ARPA-2022-04A

**Due Date for Applications:** May 13, 2022

**Anticipated Total Available Funding:** $214,000

**Estimated Number of Awards:** Four (4) Awards

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

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

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# SECTION I GENERAL INFORMATION

## Introduction

The District of Columbia (District), Executive Office of the Mayor (EOM), Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE), charges the following organizations with implementing the strategies and interventions identified to create and foster safer neighborhoods through a sustained reduction in violent crime: Only The Foundation, Minor Major Moves, Saving Our Selves (S.O.S), and Indy B.’s.

The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships engaged at the local level. The ONSE funding will be used to provide continued support in the ONSE Community-Based Crime Reduction (CBCR) program targeting the Woodland Terrace and Buena Vista Terrace (BVT) community cluster.

Applicants under this grant program are expected to expand the CBCR presence in the Woodland Terrace and Buena Vista Terrace (BVT) community cluster through the hire of a Violence Intervention Specialist and the implementation of Gang/Crew Violence Prevention servicesGrant Funding

Funding for this solicitation is supported by a grant award to the District, managed by OVSJG, from the Project Safe Neighborhoods, awarded by the U.S. Attorney's Office for the District of Columbia.

## Target Population

Target Population—persons residing or working in the communities of Woodland Terrace and Buena Vista Terrace, located in Ward 8/PSA 702.

## Award Period

The grant project period is expected to begin from the date of the PO Award and continue through September 30, 2021.

## Available Funds for Award

Up to $214,000.00 will be awarded to provide the Woodland/Buena Vista Terrace Community Cluster with coordinated support in the implementation of comprehensive place-based strategies to effectively reduce and prevent crime by connecting local supports to broader, more comprehensive neighborhood revitalization efforts as outlined in the Program Scope in Section II.

## Use of Funds

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the Office of Management and Budget (OMB) and the U.S. Department of Justice, Office of Justice Programs, Financial Guide<https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf>, the [OVSJG Grant Management Policies, and Procedures Manual](http://ovsjg.dc.gov/sites/default/files/dc/sites/ovsjg/page_content/attachments/OVSJG%20Grant%20Policies%20%20%26%20Procedures%20Manual.pdf) and the District of Columbia *City-Wide Grants Manual and Sourcebook.*

## Contact Person

For further information, please contact Mia A. Price, MSA, Grants Management Specialist at mia.price@dc.gov.

## Internet

To receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet ([ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963) notifications only) are advised to immediately email the following information to Mia A. Price, Grants Management Specialist at mia.price@dc.gov.

Name of applicant organization

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

All applicants must submit an electronic application via the electronic grants management system [ZoomGrants™](https://www.zoomgrants.com). You must create or have a registered user ID and password to apply in [ZoomGrants™](https://www.zoomgrants.com). To access the link to this application and or to create an account, please visit <https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963>. For [ZoomGrants™](https://www.zoomgrants.com) technical assistance, contact questions@zoomgrants.com or (866) 323-5404, 10 am– 7 pm MT.

## Deadline Date

The deadline for submissions of all applications is **Friday,** **May 13, 2021, at 11:59 p.m.** All applications shall be submitted in [ZoomGrants™](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963). No applications sent via mail or in hard copy will be accepted. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 5:00 p.m. on June 4, 2021.**

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# SECTION II PROGRAM SCOPE

## Overview

Based on funding availability, the Office of Neighborhood Safety and Engagement (ONSE) will support community-based organizations for the provision of community engagement services for the Woodland Terrace and the Buena Vista Terrace Community Cluster to support ONSEs Community Based Crime Reduction (CBCR) projects.

ONSE project staff will provide support and technical assistance to the sub-grantee(s) while preparing to launch the program. It will include facilitating or supporting relationships between the sub-grantee(s) and members of the Woodland Terrace and Buena Vista Terrace communities, and support for the development of outreach strategies and outreach materials that will enable the sub-grantee to identify and connect to potential program participants for the intended launch date.

The sub-grantee(s) will be awarded funding during FY 22 to implement community engagements services while fostering violence and crime reduction strategies, support health and human service connections, connect residents to trauma-informed mental health services, and support the delivery of community stabilization services.

Applicants under this grant program are expected to help build on Safer, Stronger DC, a comprehensive and citywide public safety agenda to prevent violence in the District of Columbia; and create/enhance the delivery of support services to the Woodland Terrace and Buena Vista Terrace Community Cluster.

## General Responsibilities

Applicants should currently have the capacity to support the select community’s stabilization efforts and use this funding to scale services for the Woodland Terrace and Buena Vista Terrace Community Cluster. The services should directly address the identified needs of the community and effectively demonstrate the ability to bring additional violence interruption and prevention support, and deliver additional supports and service connection opportunities, while implementing place-based trauma recovery support to individuals and families impacted by high levels of crime or violence, poverty, and historical trauma through the provision of services offered by ONSE and other District Agencies/orgainzations.

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

## Service Delivery Objectives

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

(1) Deliver place-based services (in target community) that include community outreach, delivering case management services and supports, and providing service connections to the individuals and families served.

a. Implement violence interruption efforts (violence interrupters) in hotspot crime areas.

(2) Deliver off-site services with individuals from the target community that include recreational exposure, pro-social activies, delivering case management services and supports, and providing service connections to the individuals and families served.

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

## Reporting Requirements

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

***Weekly Reports:*** Applicant shall submit Weekly Progress Reports every Thursday by COB in the ONSE data system. Weekly reports must reflect community engagement efforts in the Woodland/Buena Vista Terrace Community Cluster during the previous week, using a template provided by ONSE. At a minimum, the report will include the following data elements:

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

***Monthly Reports***: Applicants should be prepared to report information to ONSE in a manner conducive to the database management system to be utilized for this grant and provide a monthly report to the Grants Management Specialist by the 10th day after the end of each month of services provided, regarding the progress towards completion of project activities or grant requirements. At a minimum, data collection items will include the following information:

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

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

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

## Security Certifications

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

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

## Certifications and Assurances

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

# SECTION III APPLICATION FORMAT

Applicants are required to follow apply in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963) the format below and each application must contain the following information:

* Application Summary
* Application Questions
* Program Budget and Budget Narrative
* Attachments

## Description of Application Sections

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

## Application Summary

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

## Application Questions

This section of the application should contain the narrative that justifies and describes the project to be implemented. Applicants’ proposal submissions shall respond to five (5) questions describing service delivery and capacity of your organization. Questions 1-5 are Aplicant questions for the select four (4) community-based organizations, partners, and stakeholders to create and foster safer neighborhoods through a comprehensive approach to public safety efforts with community engagement and prevention efforts. See the “Application Questions” Section in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963).

## Program Budget and Budget Narrative

ALL APPLICANTS ARE REQUIRED TO COMPLETE the BUDGET TAB and upload the BUDGET NARRATIVE WORKSHEET (template can be found under Attachments).

The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs for FY 2022. The “Budget” tab in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963) must be completed with the calculated cost for each item description.

The detailed budget narrative shall contain a justification for each category listed in the budget. A standard budget narrative template form is provided in Attachment A. The narrative should clearly state how the applicant arrived at the budget figures. (Download template from [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963)).

# SECTION IV GENERAL PROVISIONS

Payment Provisions

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

Insurance

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

Audits

All applicants are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. The most current and complete set of audited financial statements must be dated within one calendar year from the date of the application. 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. ONSE also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

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

Nondiscrimination in the Delivery of Services

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

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

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

Performance Standards and Quality Assurance

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

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

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

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

Records

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

Evaluation

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

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

Specifically, the Applicant shall identify and describe the methodology plan for:

a. collecting and analyzing client data;

b. interpretation of the data and relating the findings to program outcomes;

c. maintain the integrity of the data

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

Monitoring

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

Compliance with Tax Obligations

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

# Section V LIST OF ATTACHMENTS

Attachment A: Request for Application

Attachment A1: Application Summary (as noted on page 13)

Attachment B: Budget Narrative (Template is a Word Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment C: Collaboration Commitment Form (Template is a PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment D: Key Staffing Plan (Template is a PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment E: Assurances and Certifications (Form PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment F: Confidentiality Statement (Form PDF Document in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment G: District of Columbia Business License (Upload in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment H: D.C. Clean Hands Certificate (Upload in [ZoomGrants](https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=3963))

Attachment I: Proof of Insurance

Other Uploads (i.e. documents, pdfs, etc.)

Graphic Uploads (i.e. pictures, PowerPoint Slides, etc.)