



**Office of Victim Services
and Justice Grants**

FY 2025 Justice Grants Consolidated Request for Applications

**Pre-Bidder Conference
May 13, 2024**

- Automated Closed Captions
- Mute
- Chat and Q&A Features
- Question Follow-Up
- Technical Assistance/Help
 - Send private chat
 - Email Suzie.Dhere@dc.gov



WebEx Orientation

Presenters

Jennifer Porter

Director, Office of Victim Services and Justice Grants

Tawana Stewart

Deputy Director, Justice Grants

Anissa Walker

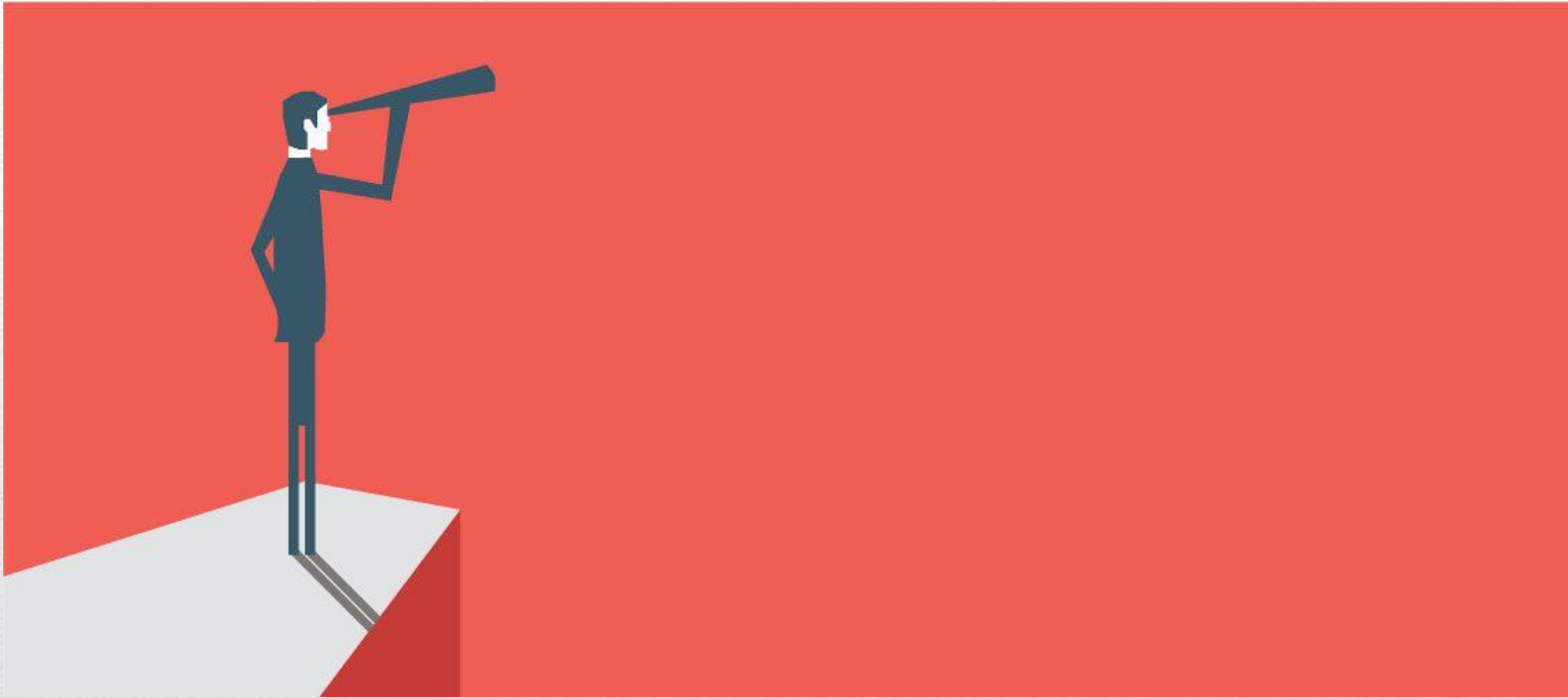
Grants Management Specialist

Linda Irizarry

Grants Management Specialist

Suzie Dhere

Training Specialist



Agency Overview



Mission

The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

Safer Stronger DC

Make DC the safest big city in America

End homelessness

Reduce domestic and sexual violence, and improve outcomes for survivors



Promoting partnerships

Building capacity

Enhancing trauma informed responses

Goals

Grant awards will be consistent with the Mayor's priorities and federal funding purposes and requirements.

OVSJG prioritizes funding that falls within a continuum of services, i.e. each grant applicant has a responsibility to work with other funded programs to best serve the needs of the client.

Funded programs will have objective, concrete, measurable outcomes; include formal procedures for evaluating progress towards those outcomes; and exhibit a commitment to continuously improve the program.

Funding Principles

OVSJG will concentrate funding on agencies and organizations that are responsible administrators of awarded funds and comply fully with:

- OVSJG programmatic and financial requirements
- Local and federal laws and requirements

OVSJG will seek to ensure that every funded initiative achieves outcomes that improve the District's justice system and/or strengthens the continuum of care for justice-involved and at-risk individuals by creating increased opportunities to lead successful lives.

Funding Principles



Request For Applications

Changes to the FY 2025 Consolidated JG RFA

- ARPA Reentry Flex Funding Expiration
- Project Work Plan vs. Theory of Change/Work Plan
- Mandatory General Requirements – Financial Audit

OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS



**FY2025 Justice Grants Consolidated
Request for Applications (RFA)**

IMPORTANT NOTICE

Application Release: May 6, 2024

Application Deadline: 11:59pm ET, May 31, 2024

Applications must be submitted via OVSJG's electronic Grants
Management System (eGMS) [ZoomGrants™](#)

*Hard copies of the application will not be accepted

To access [ZoomGrants™](#) click on
<https://www.zoomgrants.com/qprop.asp?donorid=2121&rfpid=5281>

A pre-bidder webinar will be held on May 13, 2024. Webinar registration and access
details will be posted on the OVSJG website at [https://ovsjg.dc.gov/page/funding-
opportunities-current](https://ovsjg.dc.gov/page/funding-opportunities-current).

FY 2025 JUSTICE GRANTS CONSOLIDATED REQUEST FOR APPLICATIONS (RFA)

TABLE OF CONTENTS

Overview.....	4
Executive Summary.....	4
Section 1. Application Overview.....	5
1.1 Submission Requirements.....	5
1.2 Availability of Funds.....	5
1.3 Application Deadline.....	5
1.4 Submission Timeline.....	5
1.5 Eligibility Requirements.....	5
1.6 Inquires/Contact information.....	6
Section 2. Funding Opportunity Descriptions.....	6
2.1 Juvenile Justice Funds.....	6
2.1.1 Delinquency Prevention.....	6
2.1.2 Restorative Justice.....	7
2.1.3 Youth Rehabilitation Amendment Act (YRA).....	7
2.1.4 Juvenile Reentry.....	7
2.1.5 Special Education Legal Services for Youth Charged As Adults.....	7
2.1.6 Data, Performance Measures, Outcomes, and Impact.....	8
2.2 Criminal Justice Funds.....	9
2.2.1 Reentry.....	9
2.2.2 Project Safe Neighborhoods (PSN).....	10
2.2.3 Incarceration Reduction Amendment Act (IRAA)/Second Chance Amendment Act Implementation and Support.....	11
2.2.4 Criminal Justice Program Data, Performance Measures, Outcomes, and Impact.....	11
Section 3. General Grantee Requirements.....	13
3.1 Monitoring.....	13
3.2 Risk Assessment Classification.....	13
3.3 Corrective Action and Termination of Funding.....	13
3.4 Privacy and Confidentiality.....	13
3.5 Data Collection Requirements and Information.....	14
3.6 Reporting Requirement.....	15
Section 4. Application Preparation and Submission Information.....	15

Electronic Application

Apply using ZoomGrants™

- First time user register at www.zoomgrants.com
- Technical Assistance: Questions@zoomgrants.com/(866)323-5404 10am - 7pm MT

Email questions to ovsjg.RFAquestions@dc.gov subject reference “FY25 Justice Grants Consolidated RFA Application Inquiry” by **5pm, May 24, 2024**

- Questions that cannot be answered by referring to the RFA will be answered as they are received and posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>

Application Deadline in ZoomGrants: May 31, 2024 **11:59 pm ET**

OVSJG anticipates notifying applicants by no later than August 30, 2024

Open Programs

☆ Private Security Camera Incentive Program
2/14/2016 - 12/31/2035

Dashboard

Program Setup

☆ FY2025 Justice Grants Consolidated RFA
5/6/2024 - 5/31/2024

Dashboard

Program Setup

Grants Management System

FY25 JUSTICE GRANTS PURPOSE AREAS

Juvenile Justice

- Delinquency Prevention
- Restorative Justice
- Youth Rehabilitation Amendment Act (YRA) Support
- Juvenile Reentry
- Special Education Legal Services for Youth Charged as Adults

Delinquency Prevention

- Prevent juvenile justice system entrance and penetration (arrest, detention, court-involvement).
- Expand diversion or alternative options for juveniles at risk of entering the juvenile justice system.
- Increase access to and improve engagement in prevention supports for system-involved and at-risk youth.

Restorative Justice

- Provide more humane and developmentally appropriate responses to at-risk or justice-involved youth.
- Implement strategies that address conflict and repair harm in community-based settings.
- Support or promote increased cross-system collaboration among juvenile justice and education systems.
- Reduce exclusionary discipline practices.

Juvenile Justice

Youth Rehabilitation Amendment Act (YRA)

- Educating youth on the sentencing and set aside provisions of the YRA.
- Provide educational materials and resources to youth eligible for YRA sentencing on the YRA.
- Providing resources and supports that support youth in understanding the incentives of the YRA and how their behavior and rehabilitation progress during time-served can support them in accessing the set-aside provisions of the law.
- Partnering with victim services organizations and advocates to develop and share educational materials and resources to victims of crime on the YRA, the sentencing process and the victim's role in it.

Juvenile Justice

Juvenile Reentry

- Assist and support justice-involved youth in successful reentry to their home communities after placement at an out-of-home treatment facility or completion of a period of detention or confinement.
- Reduce the collateral consequences of court involvement.
- Reduce recidivism/promote public safety.

Special Education Legal Services for Youth Charged as Adults

- Provide representation, legal services, and advocacy to older youth with special education needs who are involved in the District's juvenile and criminal legal systems.
- Provide stakeholders (e.g., the Superior Court, panel attorneys, eligible emerging adult clients, etc.) with training and education.

Juvenile Justice

- Applicants must be able to demonstrate how their work addresses juvenile delinquency prevention. This includes:
 - Demonstration of how youth are identified as at risk or system involved;
 - How the proposed project or activities will thwart formal entry or further penetration into the juvenile justice system; and
 - Identify how the work improve or enhances systems of care for justice-involved youth
- Proposals for direct services should demonstrate a thorough understanding of adolescent development.

Juvenile Justice

FY25 JUSTICE GRANTS PURPOSE AREAS

Criminal Justice

- Reentry services for incarcerated and returning citizens
- Project Safe Neighborhoods (PSN) activities, including implementing effective programs and strategies that enable PSN task forces to prevent, respond to, and reduce violent crime; identifying high crime areas; and fostering effective collaboration with affected communities.
- Incarceration Reduction Amendment Act (IRAA)/Second Look Amendment Act implementation and support (available only to current IRAA grantees)

Reentry

Eligible activities include, but are not limited to:

- A plan to support individuals pre- and/or post-release from correctional institutions.
- Provision of services to address mental health, trauma, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal justice system.
- A comprehensive case management process for providing community-based support services.
- Ability to target criminogenic needs that affect future anti-social or re-offending behaviors.

Criminal Justice

Reentry (cont.)

Eligible activities include, but are not limited to:

- Provision of adequate staff training to successfully implement services for individuals involved in criminal justice system.
- Provision of supportive strategies designed to reduce barriers to employment.
- Capturing key indicators of individual progress.
- Addressing access to health benefits for individuals involved in the criminal justice system.

Criminal Justice

Project Safe Neighborhoods (PSN)

Project proposals for PSN must demonstrate the four key design elements of successful violent crime reduction as outlined in the Project Safe Neighborhoods Blueprint for Success:

1. Community Engagement
2. Prevention and Intervention
3. Focused and Strategic Enforcement
4. Accountability

Proposals for PSN are being solicited from community-based organizations to provide violent crime interventions built upon the Department of Justice's newly articulated core principles: fostering trust and legitimacy in our communities; supporting community-based organizations that help prevent violence from occurring in the first place; setting focused and strategic enforcement priorities; and measuring the results of our efforts.

Criminal Justice

Incarceration Reduction Amendment Act (IRAA)/Second Chance Amendment Act Implementation and Support

- A grant for a social work school and returning citizen “peer navigator” partnership to provide reentry support to returning citizens sentenced as teenagers and young adults and released after decades of incarceration.
- A grant for a criminal, young adult, or juvenile justice policy-focused non-profit organization to support implementation, coordination, and analysis of the Incarceration Reduction Amendment Act of 2016 (“IRAA”).
- A grant for a law school clinic to represent and provide legal coordination for individuals seeking to petition for sentence review pursuant to IRAA.

Criminal Justice

Incarceration Reduction Amendment Act (IRAA)/Second Chance Amendment Act Implementation and Support

- A grant to provide advocacy and legal support for individuals serving extreme sentences and seeking sentence review.
- A grant to support District youth incarcerated as adults through creative writing and peer support for reentry services for sentence review petitioners and recipients.

Criminal Justice

- Ensure that the project/program you are submitting for falls under one of the identified program areas
 - If your program or the service you provide is not eligible for OVSJG funding, explore other funding opportunities which can be found at the District's [Grant Clearinghouse](#) and sign up for the District's [Funding Alert](#).
- Ensure that your funding request costs are reasonable, allowable and allocable.

Funding Requests





Application Sections

Applicant Profile

Must be signed by the organization authorized official

APPENDIX B: Applicant Profile

APPLICANT PROFILE	
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: \$	
AUTHORIZED OFFICIAL:	
Name:	
Title:	
Telephone:	
Email:	
PROJECT DIRECTOR:	FINANCIAL OFFICER:
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 Victim Services and Justice Grants.</i>	
Printed Name of Authorized Official:	
Signature of Authorized Official	Date

Project Abstract (Max 150 characters)

Project Description (Max 30,000 characters)

Evidence Informed or Evidence Based (Max 5,000 characters)

Trauma Informed (Max 5,000 characters)

Community Informed (Max 5,000 characters)

Organizational Experience and Qualifications (Max 5,000 characters)

Data and Evaluation (Max 5,000 characters)

Project Work Plan (attachment)

Budget

Each applicant must include a brief description of the project including key activities; target population, and proposed number to be served.

Examples:

- *Provide transitional housing and case management support to 50 returning citizens in Wards 7 & 8.*
- *Conduct 20 trainings to the Metropolitan Police Department on working with youth victims of human trafficking.*
- *Engage 100 students in restorative justice mediations as an alternative to suspension or arrest of youth in five schools.*

Project Abstract

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. A description of the need for the project, including supporting data. Local data is preferable.
- B. Target population and geographic area to be served.
- C. A description of the specific proposed activities, including details on how these activities will meet the needs of the target population.
- D. Provide a detailed description of the service area(s) to be addressed and how services will be provided in the project.
- E. Goals, objectives, and timeline of startup and implementation activities with associated project deliverables.
- F. A clear explanation of how activities will support achievement of intended outputs/outcomes.
 - a. Include a clear description of the process of measuring the outcomes indicated.
- G. How the program/project is consistent with and will further the applicant organization's mission.
- H. A description of the intended community impact with details on how the proposal will impact the outlined policy and priority areas outlined in this RFA.
- I. Applications for ARPA Flex Funding must describe the needs assessment tool used and the process utilized to determine client needs. Include a description of how requested funds are utilized to meet assessed client needs

Trauma Informed

Describe how the proposed services are trauma-informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.

Community Informed

Describe how your organization meaningfully involves internal and external community stakeholders in your program design and proposal development.

Qualifications, Experience, Expertise

- Evidence that applicant can address the needs of target population
- Organization's capacity to achieve identified outcomes
- Past and present experience operating a similar project

Support and Partnerships

- MOUs/letters of support
- Evidence of collaboration with partners
- Connection to other service providers in continuum

Evaluation and Data Collection Plan

- Detailed plan of how applicant will collect and report data measures
- Describes how data will inform and enhance service delivery

APPENDIX C: 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 rows. Do not add or make changes to section headings.

**[Insert Agency Name]
Project Workplan**

Project Goal:				
Objective:				
Activities:	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Outcomes:				

Project Goal:				
Objective:				
Activities:	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Outcomes:				

Project Work Plan

Goals and Objectives

- Standard data measures and performance outcomes
- Measurable and specific
- Clearly outlines project activities
- Outcomes clearly stated and process of measuring outcomes

Example of Goals, Objectives and Activities Format

Goal 1: Decrease 30-day alcohol use by youth aged 12 to 20 in the target community.

- **Objective 1:** By June 30, 2023, 75% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
 - **Activity 1:** Convene a youth work group to design marketing campaign

All applicants must use the Budget Template to prepare their budget

- Budgets must be submitted as attachments – Excel and Word Templates in ZoomGrants
- Budgets must include calculations and justifications

Budget amounts must also be submitted in ZoomGrants Budget tab

Budget

Building a Budget webinar
available at
www.ovsjg.dc.gov>Grants
and Funding>Training and
Technical Assistance

[https://ovsjg.dc.gov/page/
training-and-technical-
assistance](https://ovsjg.dc.gov/page/training-and-technical-assistance)

A. PERSONNEL: List each position by title and name of employee. Show the annual salary rate, percentage of time to be 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 x 50%	\$30,000

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.

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.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Transporting clients to/from court	50 trips x 6.4 miles x \$0.535	\$ 171
Attendance at VAN meetings	6 meetings x \$4.30 Metro RT	\$ 26
Staff training	Airfare: \$500 x 2 staff	\$1,000
Conference on Crimes Against Women	Lodging: \$150 x 3 nights x 2 staff	\$ 900
Dallas, TX	Per diem: \$56 x 4 days x 2 staff	\$ 448
	Ground: \$50 x 2 staff	\$ 100

Budget Building Resource



Project Abstract (2.5%)

Project Narrative (50%)

- Project Description
- Evidence Based or Evidence Informed
- Trauma Informed
- Community Informed
- Organization, Experience, and Qualifications
- Data and Evaluation Plan
- Corrective Action Plan (if applicable)

Project Work Plan (15%)

Budget (30%)

Letters of Support and Memoranda of Understanding (2.5%)

Proposal Scoring

Mandatory General Requirements

- Applicant Profile
- Abstract
- Project Narrative
 - Project Description
 - Evidence Based/Informed
 - Trauma Informed
 - Community Informed
 - Organization, Experience, and Qualifications
 - Data and Evaluation Plan
- Project Work Plan
- Budget
- Letters of Support/MOUs
- Audited Financial Statements
- Disclosure of Legal Proceedings

Additional Requirements

- IRS 501(c)(3)
- Business license
- Clean Hands Certificate
- Statement of Certification
- Certification regarding lobbying, debarment, suspension and drug-free workplace
- Standard Assurances
- Board of Directors roster
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

Applicant Checklist

- Make sure Applicant Profile is complete and signed by the Authorized Official
- Respond to all questions in the RFA
- Use provided templates (e.g., Budget, Project Workplan)
- Adhere to character limits in each section – do not submit attachments of content in excess of character limits
- Round budget figures to nearest dollar
- Proofread your application before submitting
- Use the *Application Submission Checklist* to guide the completion of your grant application packet
- Ask questions early and submit them to ovsjg.RFAquestions@dc.gov
- Begin submission in ZoomGrants at least **72 hours prior to the deadline**
- Ask ZoomGrants Tech Support for help - 866-323-5404 or <https://www.zoomgrants.com/about-us/request-technical-help/>

TIPS for Proposal Preparation

OVSJG Justice Grants Division

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- [OVSJG Grants Management Policies and Procedures](#)
- [OVSJG Grants Management Resources Page](#)
- Federal Uniform Grant Guidance (applicable to federal awards) – [2 CFR 200](#)
- [OVSJG Training and Technical Assistance Resources](#)

Resources



Tawana Stewart
Deputy Director



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Erica Nelson
Grants Management
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Anissa Walker
Grants Management
Specialist

Justice Grants Team



Email questions to ovsjg.RFAquestions@dc.gov subject reference “FY2025 Justice Grants Consolidated RFA Application Inquiry” by **5pm, May 24, 2024**

- Questions that cannot be answered by referring to the RFA will be answered as they are received as posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>

Application Deadline in ZoomGrants:
May 31, 2024, at 11:59 pm ET

Reminders
