



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

FY 2016 Supplemental Request for Applications (RFA) Victim Services

IMPORTANT NOTICE

Application Deadline: July 15, 2016
OVSJG's electronic Grants Management System
(eGMS) ZoomGrants™

*Hard copies of the application will not be accepted

To access ZoomGrants™ click on <http://www.ovsjg.dc.gov>

I. GENERAL INFORMATION

Introduction

The Executive Office of the Mayor, 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 also responsible for monitoring sub-grantees for compliance with federal and district regulations working to build a comprehensive network of services for the citizens of the District of Columbia.

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking applications for funding to build the capacity of CURRENT victim services program grantees to build their capacity to identify, collect, report, and analyze data relevant to the agency or organization's service to crime victims.

Administrative Requirements

Availability of Funds

The funding period is **August 1, 2016 through September 30, 2016**. All grant expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable.

The Office of Victim Services and Justice Grants 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, if awarded, grant, grant agreement, or Memorandum of Understanding are contingent on the continued Federal or District funding, sub-grantee performance, and/or reduction, elimination, or reallocation of federal funds by the US Congress and/or the US Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

Application Deadline

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants **no later than 3:00 p.m., July 15, 2016**. Applications received 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. <http://ovsjg.dc.gov/page/request-applications-1>

Any proposal received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding.

Award Notification

The Office of Victim Services follows the competitive process for awarding grants in accordance with the *City-Wide Grants Manual and Sourcebook* (www.opgs.dc.gov) and all applications will

be considered under the Federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services and Justice Grants will notify all applicants of the final award decisions within 10 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.

Grievance Process

An applicant has ten (10) calendar days from the date the notification letter is sent to request in writing a more elaborate explanation of OVSJG's decision.

The request shall be sent to the following address:

Office of Victim Services and Justice Grants
ATTN: FY 2017 Grant Application Inquiry
441 4th Street, NW, Suite 727N
Washington, DC 20001

It may also be submitted via email to: ovsig@dc.gov

The applicant must include a copy of the *Applicant Profile* with any correspondence. Otherwise, the Request will not be considered.

Payments Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which results from this RFA. Grant funds will be awarded on a cost- reimbursement basis. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the sub-grantee's expenditure statements.

Restrictions on the Use of Funds

In addition to any specific funding restrictions described in this RFA, all sub-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 (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*.

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 sub-grantees should they receive an award. No eligible applicant or sub-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 OVSJG 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.

Additional Requirements

OVSJG reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the *City-Wide Grants Manual and Sourcebook*. OVSJG will provide written notice of any additional requirements at the time of the award.

Contingency Clauses

- 1) OVSJG 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 sub-grantees is contingent on continued funding from the grantor.
- 2) This RFA does not commit OVSJG to award grants or sub-grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
- 3) OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
- 4) OVSJG 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.
- 5) OVSJG 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.
- 6) OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- 7) 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.

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 sub-grantee's service facilities.

Monitoring efforts are designed to determine the sub-grantee's level of compliance with Federal and/or District requirements and identify specifically whether the sub-grantee's operational, financial and management systems and practices are adequate to account for program funds. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

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 sub-grantee monitoring to be performed and the frequency thereof. After grants are awarded, each sub-grantee will receive a risk classification based on past financial and programmatic reporting of the sub-grantee and documentation submitted with the application.

Reporting

All sub-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 sub-grantee in their application. The sub-grantee should also include any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by 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 October 15, 2016.

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

Inquiries

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by C.O.B (5pm) July 10, 2016.** Questions and answers that result in an amendment to the RFA will be posted on the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <http://www.opgs.dc.gov>. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to ovsjg@dc.gov Attn: FY 2016 Supplemental Grant Application Inquiry. Oral explanations or instructions given prior to the award of grants will not be binding.

Application Review Criteria

Applications will be reviewed and scored to determine which projects will be funded. The Office of Victim Services and Justice Grants will give consideration to: eligibility of costs and project activities contained in the application based on the specific Federal and District grant requirements; past performance of the applicant (including compliance with provisions of grant or subgrant agreements); overall priorities of the District; amount of funds available to meet the requests; and known community need.

Eligible Applicants

Eligible applicants are CURRENT victim services program grantees who are proposing a project that:

- Develops, builds, or expands an electronic or cloud-based data management system;
- Provides training, technical assistance, or continuing education to staff about data identification, collection, management, reporting, or analysis;
- Provides training, technical assistance, or continuing education to staff around the measurement of outcomes, including the development of pre- and post- tests, satisfaction surveys for clients, or tools to measure client progress;

Match Requirement

There is no match requirement.

VI. Proposal Instructions

All applicants are required to apply before July 15, 2016. Follow the ZoomGrants™ format.

Applicant Profile

Each applicant must include all information requested in the Applicant Profile. Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

Project Narrative

This section of the application should contain a general description of activities that justifies and describes the program to be implemented. The project description should include the following:

- Need for project;
- Eligible program activity;

Project Budget

The 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.

What an Application Must Include:

Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

General Requirements:

- Applicant Profile.
- Project Narrative.
- Project Budget.

APPLICANT PROFILE



Government of the District of Columbia
Executive Office of the Mayor

VICTIM SERVICES GRANT APPLICATION

Fiscal Year of Funding: 2016 Supplemental Capacity Building

Organization Name:

Address:

ZIP + 4:

Dun & Bradstreet # (DUNS):

Project Title:

Duration (Begin/End Dates): 8/1/2016-9/30/2017

PROJECT COST: \$

AUTHORIZED OFFICIAL:

Name:

Title:

Telephone:

Email:

PROJECT DIRECTOR:

Name:

Title:

Phone:

Email:

FINANCIAL OFFICER:

Name:

Title:

Phone:

Email:

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.

Signature of Authorized Official

Date

PROJECT BUDGET

This Project Budget worksheet must be used in the preparation of the budget and budget narrative. Applicants are required to submit all requested information according to the instructions below.

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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Total

Budget Narrative

B. FRINGE BENEFITS: Fringe benefits should be based on actual known costs or an established formula and **shall not exceed a rate of 30%**. 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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Total

Budget Narrative

C. TRAVEL/TRAINING: Provide the purpose of the local travel under the grant. **Requests for local travel will only be considered if the proposed use directly supports clients** and budget narrative must describe how the planned local travel is necessary for the success of the project

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Total

Budget Narrative

D. CONSULTANTS/CONTRACTS: A description of the services to be procured by contract and an estimate of the cost must be provided. An explanation of the requested contractual activity and its relationship to the proposed project activity must be included in the budget narrative. Applicants are encouraged to promote free and open competition in awarding contracts. **Consultant rate cannot exceed \$650 per day.**

<u>Name</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

F. EQUIPMENT: List the equipment that will be purchased under the grant and provide a description in the budget narrative explaining how the equipment is necessary for the success of the project. Include all known vendors.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative

G. OPERATING/INDIRECT COSTS: List items by type (i.e. rent, utilities, telephone, etc.) 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.

Selected applicants will be reimbursed for their approved expenses. However, if the applicant possesses a negotiated indirect cost rate, they can submit it in this section and request reimbursement for operating expenses at said rate. Alternatively, applicants can request reimbursement of operating expenses of 10% as a de minimis indirect cost rate, per 2 C.F.R. Part 200.331(4), as amended.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>

Budget Narrative