
RFA ADDENDUM #1
Date of Addendum: **May 13,2024**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFA) is modified as set forth in this Addendum. The original RFA Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFA. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

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Page	Section	Description of Change
16	4.1 Application Instructions	Removed ARPA Flex Funding language Project Narrative (50%) I. <u>Project Description</u> - 30,000 character limit 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.

END OF ADDENDUM

**GOVERNMENT 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/gprop.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>.

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Request for Application Title: FY2025 Justice Grants Consolidated Request for Applications (RFA)

Solicitation Release Date: May 6, 2024

Due Date for Application: May 31, 2024

Overview

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

The Office of Victim Services and Justice Grants (OVSJG) is pleased to announce that it is seeking applications for competitive funding to support juvenile and criminal justice related services.

The juvenile justice funds will support grants to provide any of the following services:

- Delinquency prevention
- Restorative justice
- Youth Rehabilitation Amendment Act (YRA) support
- Juvenile reentry
- Technology enhancements that increase opportunities to engage with supports for system-involved and at-risk youth

The criminal justice funds will support grants to provide any of the following services:

- Reentry services and/or supports for incarcerated and returning citizens
- Direct client assistance (flex funding) to meet the individual needs of 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 crimes; 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)

The juvenile and criminal justice programs are supported by the following funding sources:

- Locally Appropriated Funds (LOCAL)
- Bureau of Justice Assistance - Byrne Justice Assistance Grants (JAG)
- Bureau of Justice Assistance - Project Safe Neighborhood (PSN)
- Office of Juvenile Justice Delinquency and Prevention – Title II

Section 1. Application Overview

1.1 Submission Requirements

Each proposal submitted should indicate the program purpose area(s) the applicant seeks to be funded under in accordance with the purpose areas defined in Section 2 of the RFA. Applicants may submit more than one application. A complete application should be submitted for each initiative or project for which funds are being requested. However, OVSJG 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**. 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 end 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 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 the Office of Victim Services and Justice Grants no later than **Friday, May 31, 2024 at 11:59pm 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 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 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays. Applicants are strongly encouraged to begin the application submission process **at least 72 hours in advance of the Friday, May 31, 2024** deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle. **OVSJG will not accept nor consider unsolicited proposals for funding consideration.**

1.4 Submission Timeline

For all important dates regarding this RFA please see OVSJG's regularly updated timeline [here](#). This timeline includes dates for pre-bidders webinar, application deadlines and review dates, decision dates, and additional important dates. These dates are subject to change.

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 Ovsjg.RFAquestions@dc.gov. The email should contain the following details in the subject line: **FY 2025 Justice Grants Consolidated 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 5:00pm ET on May 24, 2024.**

Answers to questions that cannot be answered by referring to sections of the RFA will be posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>. Any modifications to the RFA will also be posted on the OVSJG 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 Juvenile Justice Funds

The District of Columbia is committed to developing a juvenile justice system that not only affords juveniles the essential services and opportunities that will foster positive development and better identify and connect juveniles and their families with appropriate community supports that will thwart formal entry or further penetration into the juvenile justice system. Accordingly, OVSJG seeks to fund programs that create community-based systems of care for youth and their families in the District, as well as programs that enhance the administration of the District's juvenile justice system.

Specifically, this RFA seeks qualified applicants to deliver and implement projects within the following areas: delinquency prevention programming, restorative justice interventions, Youth Rehabilitation Amendment Act education and support for incarcerated youth and victims of crime, and juvenile reentry supports.

Applicants must be able to demonstrate how their work addresses juvenile delinquency prevention and accomplishes one or more of the following juvenile justice related priority area activities:

2.1.1 Delinquency Prevention

Prevent juvenile justice system entrance and penetration through strategies that provide alternatives to arrest, detention, prosecution, or court involvement.

1. Create or expand diversion or deflection programs for juveniles at risk of entering the juvenile justice system or provide alternative responses to formal or traditional system involvement.
2. Increase access to prevention supports through technology enhancements for community-based organizations serving at-risk or system-involved youth, including enhancing the capacity of existing outreach mechanisms, like hotlines or phone lines, through development and use of technology that allows for virtual chat or text options.

3. Improve access to and engagement in community-based, positive youth development activities that prevent delinquency. This may include mentoring, educational supports and enrichment, mental and behavioral health supports, life skill development, arts and recreation, etc.

2.1.2 Restorative Justice

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

2.1.3 Youth Rehabilitation Amendment Act (YRA)

1. Educating youth on the sentencing and set aside provisions of the YRA.
2. Provide educational materials and resources to youth or young adults eligible for YRA sentencing.
3. Providing resources 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.
4. 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.

2.1.4 Juvenile Reentry

1. 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.
2. Reduce the collateral consequences of court involvement.
3. Reduce recidivism/promote public safety.

Proposals for direct services should be supported by evidence-informed strategies and practices, as well as demonstrate a thorough understanding of adolescent development.

2.1.5 Special Education Legal Services for Youth Charged As Adults

1. 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.
2. Provide stakeholders (e.g., the Superior Court, panel attorneys, eligible emerging adult clients, etc.) with training and education.
3. For the purposes of this funding opportunity, emerging adult defendant with a disability means a criminal defendant under 23 years of age, or the parent, as that term is defined in 20 USC Section 1401(23), of a criminal defendant under 18 years of age who is:
 - (a) Charged as an adult; and
 - (b) Qualifies as a child with a disability, as defined in 20 USC Section 1401(3)

Funding Requirements for Special Education Legal Services: Funding amount available still to be determined based on final FY2025 budget. Funding to be used for a legal services and advocacy organization serving older youth with special education needs who are involved in the District's juvenile and criminal legal systems. The funds shall be used to provide special education legal representation to emerging adult defendants with disabilities.

Target Population/Populations of Interest

All Juvenile Justice Funds applicants must define their specific target population. All applicants must identify how their proposal addresses needs of youth or emerging adults under 25 years of age. Applicants proposing to serve youth not under juvenile court jurisdiction must demonstrate how their program identifies youth as at risk of juvenile justice system or criminal justice system involvement.

2.1.6 Data, Performance Measures, Outcomes, and Impact

If selected for a grant award, applicants must provide program and fiscal data to OVSJG 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 and federal 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.

Examples of these data elements include:

- Number of referrals made to program
- Program start date for participants (enrollment)
- Dates of program attendance
- Number of participation hours by enrolled participants
- Number of activities/classes held and frequency of activities
- Number of referrals made by program to other support service or resource
- Number referrals that turned into actual service connections
- Type of activities or classes youth are engaged in
- Date of completion or disenrollment (with reason)
- Total number of youth served
- Number of individual development plans made for participants
- Percent of plan completed
- Development of MOUs/MOAs with partners
- Development of program materials
- Projects or learning modules completed by participants
- Case load ratios for staff
- Number of parents engaged
- Number of outreach events held

For selected grantees that receive funding under the **Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Formula Funds**, there are additional reporting requirements and special conditions attached. Specifically, grantees receiving Title II funds must report their progress annually in the OJJDP Performance Measure Tool (PMT), an electronic data collection tool used to track specific OJJDP grant priorities.

PMT Description and Priority Indicators and Outcomes Tracked

Through PMT collection, OJJDP requests reporting on an annual basis related to program outcomes. Responses are required only to indicators relevant to your program.

Some examples of outcomes reported in the PMT include:

- The number and percent of program youth who have exhibited a decrease in substance use during the reporting period, and 6-12 months after.
- The number of program youth who have exhibited an increase in school attendance during the reporting period, and 6-12 months after.
- Decrease in out of school suspensions or length of suspensions.
- The number and percent of youth who have exhibited a decrease in antisocial behavior during the reporting period, and 6-12 months after.
- Number and percent of program youth who exhibited an improvement in family relationships during the reporting period, and 6-12 months after.
- The number and percent of program youth who have exhibited no pregnancies during the reporting period, and 6-12 months after.
- Number and percentage of youth completing program requirements or completing program curriculum (“graduating”).
- Number of youth earning a credential.
- Number of youth achieving educational advancement (improved grades in classes or advancing to the next grade).
- Number of youth achieving a high school diploma or equivalent credential.
- Number and percentage of youth that do not become involved with the juvenile justice systems during the reporting period and 6-12 months after.

2.2 Criminal Justice Funds

The District of Columbia is committed to developing safer, stronger communities and supporting community initiatives that provide a fair shot to justice-involved individuals. OVSJG seeks to fund programs that create community-based systems of care for incarcerated individuals and individuals returning from correctional facilities to ensure they are connected to the supports and resources needed for successful reintegration into their home communities. Additional areas for funding include Project Safe Neighborhood (PSN) proposals to reduce violent crime through evidence-based interventions; implementation of Incarceration Reduction Amendment Act (IRAA) and Second Look Act; criminal justice and reentry pre-and post-release services and supports such as housing, workforce development, mental health, and family reunification.

Strong applications will be able to demonstrate how their work addresses one or more of the following criminal justice areas.

2.2.1 Reentry

Eligible activities include, but are not limited to:

- Planning 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.
- Comprehensive case management for providing community-based support services.
- Ability to target criminogenic needs that affect future anti-social or re-offending behaviors.
- Provision of adequate staff training to successfully implement services for individuals involved in the 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.
- Access to low-barrier reentry housing to prevent homelessness with a continuum of services and supports.

Applicants must demonstrate their ability to meet the needs of returning citizens through their identified program, as well as through collaboration with the many local systems they may appear or interact with, including: courts, law enforcement agencies, educational or employment services, mental health agencies, welfare services, housing authority, and health care agencies, as appropriate.

Note: Personnel assigned to any proposed project, including applicant’s staff and volunteers, must agree to complete mandated trainings required by District or federal agencies to gain access to secured facilities to be able to engage persons who are incarcerated.

Selected grantees may be required to report outcomes to the Bureau of Justice Assistance, or other reporting management systems, as required by OVSJG.

Award recipients that received \$750,000.00 or more in federal or District funds over a year are required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Requirements”), dated December 26, 2013 and codified at 2 C.F.R. Part 200, as amended. The Uniform Requirements are available at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniformadministrativerequirements-cost-principles-and-audit-requirements-for-federal-awards>. Costs associated with conducting a single audit are allowable.

2.2.2 Project Safe Neighborhoods (PSN)

Project Safe Neighborhoods is a nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors, and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them.

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
- measuring the results of our efforts.

The fundamental goal of this work is to reduce violent crime in the places we call home, not to increase the number of arrests or prosecutions as if they were ends in themselves.

Neighborhoods or geographic areas proposed to be served must be supported with violent crime data to justify the location.

All funding decisions for PSN are subject to review and final approval by the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to ensure compliance with federal requirements for PSN awards.

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

OVSJG is seeking applications for funding to provide services and supports necessary to effectuate implementation of the Incarceration Reduction Amendment Act (IRAA), codified as Title III of the Comprehensive Youth Justice Amendment Act (D.C. Law 21-238) and the Second Look Amendment Act, codified as Title VI of the Omnibus Public Safety and Justice Amendment Act of 2020. IRAA established a process for review of a defendant’s sentence and created opportunities for judicial discretion (eliminating mandatory minimum sentences for juveniles) and the possibility for reduced prison terms imposed on defendants convicted of an adult offense prior to their 18th birthday. The Second Look Amendment Act provides for modification of an imposed term of imprisonment for violations of law committed before 25 years of age. Grant funds shall support facilitation of these efforts, as well as related reentry services for those receiving reduced sentencing.

Funding for IRAA/Second Look Act grants will be available as follows:

- 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.
- 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.

2.2.4 Criminal Justice Program Data, Performance Measures, Outcomes, and Impact

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

Participant Data

- Participant's referral to grantee's services
- Gather unique identifiers (e.g., reentry or juvenile identifiers, if and when applicable)
- Standard demographics of participants/referrals
- Date of first contact
- If agreed to participate, list date for agreement
- Date discharged from program
- Reason for discharge/release from institutions
- Dates family and needs assessments are completed - and the relevant scores or sub scores
- Dates of home visits, outcome and next steps
- Referrals to services - and whether client was linked to that service
- Demographics of participant and family
- Incarceration and/or justice involvement of participant
- Level of involvement of participant in your services (mental health, substance abuse, criminal involvement)
- Dates of each contact with participant and families (e.g., treatment dosage)
- Number and/or dates for re-offense since referral or participant engagement

Participant Engagement

- Of those referred, number engaged in the program-
- Total number who did not engage
- Of those not engaged, how many due to no response
- Of those not engaged, how many refused to participate
- Of those engaged, number who have completed program intake
- Number who have completed intake and received first visit within first seven days
- Number who signed program consent letter
- Number who have Individual Service Plan developed---
- Number who have completed a needs and strength assessment
- Average length of stay in program

Participant Outcomes

- Number of successful connections or referrals that resulted in services with partners or other District agencies
- Number and percent of program participants completing program requirements
- Number and percent of participants satisfied with program
- Individual goals met (e.g., stable housing acquired, gainful employment acquired, educational needs met, etc.)

Program Referrals

- Number of cases referred by referral source(s)
- Of total referral, how many were appropriate (i.e., fit the criteria)?
- Of appropriate cases, how many cases had an attempted contact within 48 hours of referral?

Program Performance

- Number of program slots available
- Number of staff funded by funds
- Number and percent of program staff trained
- Number of hours of program staff training provided
- Number of MOUs developed

- Number of planning activities conducted
- Number and percent of program staff with increased knowledge of program area (culture change)
- Number of program materials developed

Some selected grantees may be required to submit information and data collected into the federal data reporting system, generally referred to as Performance Measurement Tools (PMT).

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 OVSJG determines that an award will be made to a high-risk organization, funding restrictions may be included. If OVSJG decides to impose any funding restrictions, then OVSJG 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 OVSJG, 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 OVSJG funds shall use or reveal any research or statistical information furnished under OVSJG 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 OVSJG 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 OVSJG 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 in order 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 should identify 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 the recidivism rate among returning citizens of the District of Columbia.

- Objective 1: Provide comprehensive case management services to 100 reentering citizens.
 - o Activity 1: Conduct mental health and substance abuse assessments with program participants.
 - o Activity 2: Develop an Individual Service Plan (ISP) with each program participant.
- Outcome 1: Program participants will have a 60% lower recidivism rate, as measured against the percentage of non-program participants who are re-arrested, re-convicted, and/or re-incarcerated.

Please be sure in your application to (1) specify the type of service that you will be providing; (2) indicate how you will capture the required data measures; (3) indicate how you will capture the outcome measures required for the type of service that you will be providing; and (4) detail how record-keeping will occur.

Please note that 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.

OVSJG also reserves the right to withhold reimbursement requests pending verification of all data provided. OVSJG 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, as well as the data and outcome measures as proscribed in the relevant Performance Management Tool (PMT), if applicable. 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 15th day after the end of the reported quarter. Fourth quarter financial reports will be due by the 10th 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.

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants no later than **Friday, May 31, 2024 at 11:59pm 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 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 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays.

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; population targeted, and proposed number to be served

Examples:

- *Provide trauma-informed mental health services to 50 justice-involved individuals throughout the District.*
- *Conduct 24-30 trainings to criminal justice professionals on working with juveniles throughout DC.*
- *Engage at least 100 families and provide holistic services to reduce juvenile delinquency in Wards 7 & 8.*

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. 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 the achievement of intended outputs/outcome and 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.

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. Is the program model/approach supported with empirical research? Has your program been evaluated?

III. Trauma Informed - 5,000 character limit

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

IV. Community Informed - 5,000 character limit

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

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. Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.
- B. Past and present specific experience in successfully operating a program similar to that proposed in the application, or
- C. Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- D. If applicable, explain past programmatic and administrative experience with OVSJG grants.
- E. Description of the applicant's financial and accounting systems to properly administer and track 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.

VII. 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). Workplan must include specific activities for each quarter of the award. 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.

VIII. Budget (30%) (submit an attachment)

The OVSJG 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 be 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 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 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, Attn: FY2025 Justice Grants Consolidated RFA Grant Application Inquiry, by **May 31, 2024 at 5:00pm ET**.

- IX. *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, demonstrate the need, the intended use and expected results from the use of grant funds.

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

What an Application Must Include Checklist

Applicants that do not submit all Mandatory General Requirements into ZoomGrants by the deadline of **May 31, 2024 at 11:59PM, ET** will not be reviewed. Unsolicited grant proposals will not be accepted nor considered for funding consideration received past the submission deadline.

Mandatory 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
- 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 current audited financial statements may lead to an automatic rejection of the application. Current OVSJG grantees must be in compliance with this requirement at the time of grant application. However, if the organization is deemed eligible and awarded grant funds under this or any RFA released by OVSJG future grant funds will be withheld until full compliance with this requirement.***
- 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>.

4.4 Tips for Proposal Preparation

OVSJG recognizes the level of time and effort that applicants must put into developing proposals for submission. In order to tailor the application process to be as efficient and expeditious as possible we request that each applicant 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 OVSJG Screening Process

This is a competitive solicitation. OVSJG 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.

The Office of Victim Services and Justice Grants 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

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review 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 Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG 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

The Office of Victim Services and Justice Grants 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.

The Office of Victim Services and Justice Grants 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 OVSJG's decision. The request should be sent to the following address:

Office of Victim Services and Justice Grants
ATTN: FY2025 Justice Grants Consolidated Grant
RFA Application Inquiry
441 4th Street, NW, Suite 727N
Washington, DC 20001
It may also be submitted via email to: ovsjg.RFAjusticegrants@dc.gov

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

5.5 Contingency Clauses

OVSJG 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](#). OVSJG will provide written notice of any additional requirements at the time of the award.

- 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 grantees is contingent on continued funding from the grantor.
- This RFA does not commit OVSJG to award grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify the applicant Authorized Official 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.

- OVSJG reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- 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.
- 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.
- OVSJG 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.

- A. Organization's accounting system provides accurate and current financial reporting information.
- B. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OVSJG.
- C. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
- D. Organization's time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective.
- E. 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.

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. OVSJG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report. ******Failure to submit current audited financial statements may lead to an automatic rejection of the application. Current OVSJG grantees must be in compliance with this requirement at the time of grant application. However, if the organization is deemed eligible and awarded grant funds under this or any RFA released by OVSJG future grant funds will be withheld until full compliance with this requirement.***

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 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.

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.

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 OVSJG within 48 hours of any and 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:** Project Workplan Template
- **Appendix D:** Budget Template
- **Appendix E:** Standard Assurances
- **Appendix F:** Statement of Certification Add program specific documents if necessary
- **Appendix G:** Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug- Free Workplace Requirements

APPENDIX A: Application Submission Checklist

What an Application Must Include Checklist

Applicants that do not submit all Mandatory General Requirements into ZoomGrants by the deadline of **May 31, 2024 at 11:59PM, ET** will not be reviewed. Unsolicited grant proposals will not be accepted nor considered for funding consideration received past the submission deadline.

Mandatory 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
- 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 current audited financial statements may lead to an automatic rejection of the application. Current OVSJG grantees must be in compliance with this requirement at the time of grant application. However, if the organization is deemed eligible and awarded grant funds under this or any RFA released by OVSJG future grant funds will be withheld until full compliance with this requirement.*
- 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

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

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:	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Outcomes:				

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

APPENDIX D: Budget Template

INSTRUCTIONS: For each category of expenditures, please provide the 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 OVSJG 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 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/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 Mileage: 88 miles x \$0.585/mile	\$1,000 \$ 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 useage.

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 OVSJG 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

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

1. Religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
2. 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.
3. 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.
4. 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.

Authorized Official

Date

APPENDIX E: 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.

Applicant Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

APPENDIX F: 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 to 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 Victim Services and Justice Grants, 441 4th St. NW, Suite 727N, Washington, DC 20001.

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 Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC 20001.

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	
Authorized Representative Signature	Date