



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

**FY 2016 Consolidated Request for Applications (RFA)
Victim Legal Network of DC**

IMPORTANT NOTICE

**Application Deadline: September 12, 2016
*Hard copies of the application will not be accepted**

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I. GENERAL INFORMATION

Introduction

The Executive Office of the Mayor, Office of Victim Services and Justice Grants (OVSJG), provides Federal and District funding to local initiatives that address the issues of violent crime, public safety and criminal justice. OVSJG is also responsible for monitoring sub-grantees for compliance with federal and district regulations working to build a comprehensive network of services for the citizens of the District of Columbia.

OVSJG is pleased to announce that it is seeking applications under its Victim Legal Network of DC Grant Program (“VLNDC”) to create a public website and member portal for the VLNDC. The public website will serve to inform the general public about the VLNDC, educate them on the rights of crime victims in the District of Columbia, and allow crime victims to submit a request for legal assistance. Meanwhile, the member portal will allow the organizational members to securely review and transmit case referrals, allow members to communicate amongst themselves, and collect data for reporting purposes.

Statement Of Need

Washington DC is one of a select number of jurisdictions across the United States that has been chosen by the Department of Justice’s Office for Victims of Crime (“OVC”) to establish a Victim Legal Network. The mission of the District’s Legal Network is to leverage the specialized knowledge and unite the resources of the District’s legal community in order to ensure that crime victims are empowered and have all their legal needs addressed. The VLNDC is in the process of finalizing its needs assessment process, where it is identifying the types of legal services currently being provided to crime victims and the gaps that presently exist. As the VLNDC moves into its implementation phase, and begins to provide coordinated legal services, OVSJG is interested in building both a public website and a member portal that can accomplish the following:

1. *Public Website*
 - a. Educate the general public on crime victim rights in the District of Columbia.
 - b. List the organizations participating in the network.
 - c. Have a menu option that allows crime victims to request services to the network.
 - d. The website should be ADA-compliant and readable in the languages covered in the District’s Language Access Act (English, Spanish, Amharic, Chinese, French, Korean, and Vietnamese).

- e. Website can only be changed by a maximum of 2 webmasters.
2. *Private Member Portal*
- a. The portal must be secure, and only accessible with username and password.
 - b. Includes organizational and contact information for all VLNDC member agencies.
 - c. Allow for one or two webmasters to control the portal and for members to enter information and request assistance as needed.
 - d. Is usable across Windows, Mac and mobile platforms.
 - e. Is able to receive requests for assistance from the website and convert them into a formal intake.
 - f. Has a secure messaging service that maintains messages between 90 and 115 days.
 - g. Permits members to attach encrypted PDF files to messages.
 - h. Possesses an automated function that alerts members when they receive a message or request for assistance.
 - i. Has a reporting function that permits the webmaster to obtain unduplicated service data, and provide information on the referrals received, processed and accepted. Portal's reporting function should also generate reports on the outcomes of a case.
 - j. Portal should allow for the creation of an email address for the webmaster.
 - k. Contains a secure drive through which members can upload documents to share with others, such as forms and instructions.

II. ADMINISTRATIVE REQUIREMENTS

Availability of Funds

The funding period is **October 1, 2016 through March 30, 2017**. All grant expenditures must occur within this time frame. Any costs incurred before the start or after the expiration of the project period are not reimbursable.

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

Application Deadline

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants via email to ovsjg@dc.gov and jaime.farrant@dc.gov **no later than 4:30 p.m., September 12, 2016**. Applications received manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically by the deadline.

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

Audit Requirement

All applicants are required to provide a copy of their most recent and complete set of audited financial statements upon request. 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.**

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license (if relevant for the applicant's business status) 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 applicants are required to be a 501(c)(3) entity.

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, or
- 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.

Office of Tax and Revenue (OTR) Requirement

All sub-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.

Award Notification

The Office of Victim Services follows the competitive process for awarding grants in accordance with the *City-Wide Grants Manual and Sourcebook* (www.opgs.dc.gov) and all applications will be considered under the Federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services and Justice Grants will notify all applicants of the final award decisions within ten (10) working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request and outline the necessary steps the applicant must complete to establish the grant award.

Grievance Process

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

The request shall be sent to the following address:

Office of Victim Services and Justice Grants
ATTN: FY 2016 Victim Legal Network Application Inquiry
441 4th Street, NW, Suite 727N
Washington, DC 20001
It may also be submitted via email to: ovsig@dc.gov

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

Please refer to OVSJG's website, <http://www.ovsig.dc.gov> for complete "Dispute Resolution Policy" guidelines.

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 results from this RFA. Grant funds will be awarded on a cost- reimbursement basis. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the sub-grantee's expenditure statements.

Restrictions on the Use of Funds

In addition to any specific funding restrictions described in this RFA, all sub-grantees must expend grant funds in accordance with the cost principles delineated by the Office of Management and Budget (OMB) and the U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*. **Additionally, all District-based organizations and**

government agencies are not permitted to request more than 1% of their total budget for costs of travel.

Funding to Faith-based Organizations

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

Civil Rights Requirements

Successful applicants must be able to demonstrate compliance with federal and District Civil Rights requirements. If applicant is selected for a grant award, sub-grantees 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 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 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

Non-discrimination in hiring and/or delivery of services and discrimination reporting

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, sub-grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, sub-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 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(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); 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 (equal protection of the laws for faith-based and community organizations).

Insurance Requirement

All sub-grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on all required documentation at the time of award.

Additional Requirements

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

Contingency Clauses

- 1) OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or

District government. Funding for sub-grantees is contingent on continued funding from the grantor.

- 2) This RFA does not commit OVSJG to award grants or sub-grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
- 3) OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
- 4) OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- 5) OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- 6) OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- 7) If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Monitoring

The Grant Program Manager will monitor program services and financial administration pursuant to the terms of the grant agreement and may make onsite visits to the sub-grantee's service facilities.

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

Inquiries

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by C.O.B (5pm) September 2, 2016.** Questions and answers that result in an amendment to the RFA will be posted on the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <http://www.opgs.dc.gov>. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to ovsig@dc.gov, Attn: FY 2016 VLN Grant Application Inquiry. Oral explanations or instructions given prior to the award of grants will not be binding.

III. APPLICATION REVIEW CRITERIA

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

Application Scoring

Applications will be reviewed based on the following criteria.

1. TECHNICAL CAPABILITIES

OVSJG will evaluate applications based on their:

a) Understanding of the Problem - The quote will be evaluated to determine the extent to which it demonstrates a clear understanding of all features involved in solving the problems and meeting the requirements presented in the solicitation, and the extent to which uncertainties are identified and resolutions proposed. The quote will be evaluated strictly in accordance with its written content. A quote which merely restates the requirement or states that the requirement will be met, without providing supporting rationale, is not sufficient. In particular, successful applicants will address how their proposed solution:

- i. Easy to use by the general public and member organizations.
- ii. Ensures that the information in the member portal is secure.
- iii. Has reasonable maintenance costs.

iv. Can receive adequate technical support and at reasonable costs.

b) Feasibility of Solution - The quote will be evaluated to determine whether the proposed methods and approach to meeting the solicitation's requirements give OVSJG a high level of confidence of successful completion within the required schedule. The evaluation will also consider the realism of the allocated hours, labor categories, and materials being proposed.

c) Completeness - The quote will be evaluated to determine whether the applicant's methods and approach have adequately and completely considered, defined, and satisfied the requirements specified in the contract and/or solicitation. The quote will be evaluated to determine the extent to which each requirement has been addressed. Risk relative to the proposed Technical/Management Approach is evaluated as part of the Technical Evaluation to ascertain the degree of risk associated with the Vendor's proposed approach and the likelihood of success of the proposed approach.

d) Key Personnel – The quote will be evaluated to determine whether the Vendor's proposed key personnel are relevant for this project and have the knowledge, skills and experience to perform the tasks required under this solicitation.

2. **PAST PERFORMANCE EVALUATION**

The Past Performance Approach will be evaluated based on the narrative and other Government sources for quality, timeliness, and relevance (i.e., experience in providing services similar in size, scope, and complexity). OVSJG will also consider information on applicant's past performance on projects for the agency or the District.

3. **PRICE EVALUATION**

OVSJG shall evaluate the costs proposed to determine whether or not the proposal is fair and reasonable and provides the best value for the District.

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 Combined Request for Applications (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 recommendations of the review panel are advisory only. 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 applicant to fund and the amount to be funded.

IV. PROPOSAL INSTRUCTIONS

All applicants are required to apply by 4:30 PM ET on September 12, 2016.

Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their 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 Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

Application Sections

Contractors having the skills and capabilities necessary to perform the stated requirements should submit a response of no more than 15 pages in length, single spaced, 12 point font minimum that addresses the information in this section. Please also include the Applicant Profile cover page (not included in page limit) with your application.

Applicants should provide clear and unambiguous evidence to substantiate their capability to fulfill these requirements.

A. Company Profile

B. Experience

1. Please provide a list of contracts that your company has performed within the last three (3) years that are of comparable complexity and scope:
 - a. Describe your Self-Performed* effort (as either a Prime or Sub-Contractor).
 - b. Please be specific and provide a complete reference that includes at a minimum the project name, contract award amount, start and completion dates and the project owner's contact information.
 - c. Additionally, please provide the Contract Type: Firm Fixed-Price, Time and Material, etc.

**Self-Performed means work performed by the applicant themselves, NOT work performed by another company for them for any of the project examples provided.*

B. Capabilities / Qualifications

1. Provide information on the company business size and socioeconomic status (i.e., Large Business, Small Business, Service-Disabled Veteran Owned Small Business, Women-Owned Small Business, Certified Business Enterprise, etc.) the number of years in business, and affiliate information: parent company, joint venture partners, potential teaming partners.
2. If applicable, specify any teaming arrangements and how those arrangements will impact the structure of services their company can provide. Please specify the percentage of work each company will perform.
3. Summary of qualifications and experience of individuals working on the project.
4. List experience working with non-profit or legal service organizations.

C. Proposed Solution and Workplan

1. Describe the web site and portal that you propose will best address the needs identified in this RFA.

D. Project Budget

E. Required Certifications and Forms

V. WHAT AN APPLICATION MUST INCLUDE

Application Checklist

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

General Requirements:

- Applicant Profile.
- Project Narrative.
- Project Budget.
- Project Work Plan.

Administrative Requirements:

- Audited Financial Statements of the organization's most recent Fiscal Year. Failure to submit them may lead to an automatic rejection of the application.
- IRS 501 (c)(3) Determination Letter or Business License.
- Disclosure of Legal Proceedings.
- Statement of Certification.
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace.
- Standard Assurances.
- Roster of Board of Directors.
- Key Resumes and Job Descriptions.
- Applicable Staff License or Certification Required to Perform Services.

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 Project should be different than the name of the funding source.
- Round all budget figures to the nearest dollar.
- Follow the format outlined in section V. *Proposal Instructions* when developing your proposal.
- Use the *What an Application Must Include* checklist to guide the completion of your grant application packet.

APPLICANT PROFILE



Government of the District of Columbia
Executive Office of the Mayor

**OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS
GRANT APPLICATION**

Funding Source (check one): ____ VLN

Type of Service:

Fiscal Year of Funding: **2016**

Organization Name:

Address:

ZIP + 4:

Dun & Bradstreet # (DUNS):

Project Title:

Duration (Begin/End Dates): 10/1/2016-3/30/2017

PROJECT COST: **\$**

AUTHORIZED OFFICIAL:

Name:

Title:

Telephone:

Email:

PROJECT DIRECTOR:

FINANCIAL OFFICER:

Name:

Name:

Title:

Title:

Phone:

Phone:

Email:

Email:

Application is made for a grant under the above mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services.

I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.

Signature of Authorized Official

Date

PROJECT BUDGET

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

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

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

B. FRINGE BENEFITS: Fringe benefits should be based on actual known costs or an established formula and **shall not exceed a rate of 30%**. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage of time devoted to the project. List name and actual cost of fringe expense for each employee.

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

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

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

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

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

Budget Narrative

E. SUPPLIES: List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors.

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

Budget Narrative

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

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

Budget Narrative

G. OPERATING/INDIRECT COSTS: List items by type (i.e. rent, utilities, telephone, etc.) that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors.

Selected applicants may be reimbursed for their approved expenses. However, if the applicant possesses a negotiated indirect cost rate, they can submit it in this section and request reimbursement for operating expenses at said rate. Alternatively, applicants can request

reimbursement of operating expenses of 10% as a de minimis indirect cost rate, per 2 C.F.R. Part 200.331(4), as amended.

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

PROJECT WORK PLAN

Project Goal

Objective:

1st Qtr

2nd Qtr

Activities:

Outcome:

Project Goal

Objective:

1st Qtr

2nd Qtr

Activities:

Outcome:

Please use additional pages as necessary

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

Statement of Certification

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. 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 award the covered transaction or grant.

- Applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 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 Office of Tax and Revenue (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;
- Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 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;
- 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;
- Applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

- 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;
- Applicant has a 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
- Applicant has a satisfactory record of integrity and business ethics;
- Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- Applicant is in compliance with the applicable District licensing and tax laws and regulations;
- Applicant complies with provisions of the Drug-Free Workplace Act; and
- Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- 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;
- If applicant is approved for a grant award, the sub-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 subgrant 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, I hereby certify that the applicant will comply with the above certifications.

Applicant Name
Address

Address	
Application Number and/or Project Name	
Applicant IRS/Vendor Number	
Typed Name and Title of Authorized Official	
Authorized Official Signature	Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

**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. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, “New Restrictions on Lobbying” and 28 CFR pt. 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 determines to 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 pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 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;

1. 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;

1. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, Contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients 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 pt. 67, for prospective participants in primary covered transactions, as defined at 28 CFR pt. 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

1. The applicant certifies that it and its principals:
 - 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>.
 - a. 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;
 - b. 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
 - c. 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
1. 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 (SUB-GRANTEES OTHER THAN 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—

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

a. 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;

b. Establishing an on-going drug free awareness program to inform employees about—

i. The dangers of drug abuse in the workplace;

ii. The sub-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;

c. 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);

d. 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;

e. 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: Office of Victim Services, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;

- f. 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;
- g. 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 sub-grantee may 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

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical

Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.

6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(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); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.

7. If a governmental entity, it will comply with the requirements of –
- a. the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official Signature

Date