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

High School Truancy Reduction Pilot (HSTRP) Supplemental Funding for FY2020

REQUEST FOR APPLICATIONS (RFA)

RELEASE DATE: July 1, 2019

IMPORTANT NOTICE

**Due Date:** Applications are due on **July 29, 2019, 3 p.m. EDT** in OVSJG’s electronic Grants Management System (eGMS) Zoomgrants™

Hard copies of the application will not be accepted

To access RFA and Zoomgrants™, click on [https://ovsjg.dc.gov/page/current-funding](https://ovsjg.dc.gov/page/current-funding)

You must have a registered user ID, and password to apply in Zoomgrants™. For Zoomgrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 a.m. – 7 p.m. EDT

Eligibility: Only qualified, non-governmental organizations who received FY19 HSTRP funding.

Questions must be submitted by July 12, 2019 by email to OVSJG, at brenda.aleman@dc.gov with subject reference “HS Truancy RFA”.
# TABLE OF CONTENTS

## I. GENERAL INFORMATION ................................................................. 4
   Introduction ................................................................................................. 4

## II. HIGH SCHOOL TRUANCY REDUCTION GRANT PROGRAM ...................... 4
   Purpose/Goals ............................................................................................ 4
   Award Limits .............................................................................................. 5
   Eligibility Requirements ............................................................................ 5
   Program Components/Requirements ....................................................... 6
   Required Collaboration ............................................................................. 7
   Required Performance Measures ............................................................ 7

## III. PROPOSAL INSTRUCTIONS .............................................................. 7
   Description of Proposal Sections ............................................................ 7
   Applicant Profile ....................................................................................... 8
   Abstract .................................................................................................... 8
   Project Narrative ....................................................................................... 8
   Organization, Experience, and Qualifications of Applicant ..................... 9
   Performance Measures and Evaluation .................................................... 9
   Sustainability Plan .................................................................................... 9
   Corrective Action Plan ............................................................................. 9
   Project Work Plan/Logic Model .............................................................. 10
   Attachments ............................................................................................. 10
   Application Checklist ............................................................................... 13

## IV. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS ............... 21
   Submission Requirements ......................................................................... 21
   Availability of Funds ................................................................................ 21
   Application Deadline .............................................................................. 21
   Inquiries .................................................................................................. 22
   Financial Statements ............................................................................... 22
   Business License/Pre-qualification Criteria ............................................ 22
   Disclosure of Legal Proceedings ............................................................ 22
I. GENERAL INFORMATION

Introduction
The Office of Victim Services and Justice Grants (OVSJG) mission is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and returning citizens. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts. 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.

OVSJG’s Request for Applications (RFA) is for programs centered on addressing truancy in high schools. This is a non-competitive RFA, only grantees funded under the FY19 High School Truancy Reduction RFA are eligible to apply. Applicants must propose a youth engagement model for high school. This RFA is released exclusively to execute with local funds to high school students. For this proposal, applicants may serve students in more than one ward for the high school model. OVSJG anticipates making three awards for a total of $500,000.

OVSJG will provide an evaluation mechanism to support a process and outcome analysis to inform policy and program development of effective truancy reduction initiatives adaptable for the District of Columbia’s school system.

For more information on evidence based practices, programs, proven concepts, and resources to help build your application, please refer to the Appendix section of this RFA.

II. HIGH SCHOOL TRUANCY REDUCTION GRANT PROGRAM

Purpose
The District of Columbia values the highest quality education for all students attending District of Columbia Public Schools. The District of Columbia’s Office of Victim Services and Justice Grants (OVSJG) has local funds available to continue the High School Truancy Reduction
Program (HSTRP) grant program that implements strategies designed to address truancy among students attending DC Public and Public Charter Schools. Data-driven and evidence-based practices should be implemented to enhance attendance in 9th through 12th grade and help youth and families (as applicable), gain access to community-based services to reduce truancy and chronic absenteeism.

Program Objective
The program objective is to reduce unexcused absences by mitigating barriers to school attendance for students and their families (as applicable) prior to escalation to the Child and Family Services Agency (CFSA) or Court Social Services Division (CSSD). Community-based organizations should partner with schools to provide wraparound services that assist students in addressing the practical, behavioral, familial, financial, and health challenges that prevent them from attending school.

Goals
The goals of the HSTRP are to:

A. Create a culture of educational attainment and youth engagement in the District of Columbia Public and Public Charter Schools so as to prevent unexcused absences and promote regular attendance;
B. Respond efficiently, and in a student-centered, research-informed manner to students;
C. Evaluate the efforts of the community-based service providers in accessing the students identified as truant;
D. Make recommendations to the District of Columbia Mayor and Council regarding policies and legislation aimed at preventing future truancy.

The primary purpose of the HSTRP is to reengage students who are falling into a pattern of low attendance which may have negative, long term consequences in their academic careers. The goal of the high school youth engagement model is to provide students and schools with access to additional resources that will positively impact student attitudes towards school and the school environment. The HSTRP will directly engage target students in activities that will positively impact student engagement and attendance in school, reduce truancy, and provide family support case management services when necessary.

Award Limits
Applicants will be informed of funding amounts available.

Eligibility Requirements
Only grantees funded under the FY19 HSTRP RFA are eligible to apply.
**Program Components**
Priority consideration will be given to proposals that address prevention and early intervention of truancy. Treatment for trauma, mental health, and substance abuse should be integrated into intervention and response programs. Program components may include:

1. Case management
2. Systems navigation assistance and fast tracked referrals
3. Skill-streaming/positive socialization
4. Cognitive-behavioral interventions
5. Student and family support utilizing family support workers, home outreach workers, and home visits.

Acceptable strategies aimed at addressing truancy problems shall incorporate best practices based on research and proven concepts, and address risk and protective factors among students and their families. Applicants should propose structured activities to engage students, and possibly their families, in interventions associated with issues including substance abuse, mental health and life skills problems. Applicants must be able to demonstrate experience with implementing strategies in partnership with public schools, human services agencies, and/or local child serving agencies. Successful grantees shall have the capacity to serve 9th -12th grade students in high school and their families to intervene with factors contributing to poor school attendance.

**Program Requirements**
- Applicants must execute programming to reduce truancy of 9th – 12th grade high school students who attend DC Public and Public Charter Schools. Intervention is targeted to avoid student/family referral to CFSA or CSSD.
- Applicants must be familiar with absence and truancy protocols as defined by the Office of the State Superintendent of Education (OSSE) and legislation, such as the Attendance Accountability Amendment Act of 2013 and the Attendance Clarification Act of 2015.
- Applicants must demonstrate how funding will be used to improve existing services in partnership with local school administrators and Student Support Teams (SST). If the application is proposing to change existing schools, applicants must provide reasons for the change(s) and describe their capacity to serve the school(s). Truancy rates will be verified.
- Applicants must emphasize a youth engagement, public health, and trauma-informed approach, with assigned teams to the initiative that can start the truancy response at the school in conjunction with the school attendance designee, provide case management, youth activity navigation and coordination, and have capacity to conduct home visits where needed.
• Applicants may have capacity to respond to crisis with sufficient clinical social workers and case managers.
• Applicants must include a detailed description of how OVSJG funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
• Applicants must participate in all OVSJG required training, technical assistance, and meetings.
• Applicants must participate in a process and outcome evaluation that will be funded separately by OVSJG.

**Required Collaboration**
• Letters of support, addressed to OVSJG Director Michelle Garcia, from partnering local schools are required from applicants. Letters from schools should state the following: “I am familiar with the <insert CBO program name> program and I am interested in receiving the support of this program to mitigate barriers to school attendance of children and families within my school. If a grant is awarded to <insert CBO name>, we would be interested in collaborating with this agency to implement the <insert CBO program name> program.”
• A Memorandum of Understanding or Memorandum of Agreement with DCPS and/or PCS must be in place within the first 30 days of the grant period. Any partnerships described in letters of support should be formalized by this time.

**Required Performance Measures**
For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. It may also be necessary for grantees to collect additional data to meet the requirements of this project through a database designated by OVSJG.

**III. PROPOSAL INSTRUCTIONS**

**Description of Proposal Sections**
Applicants are required to follow the format in Zoomgrants™ but are only required to submit responses if there will be changes in programming for FY20. If programming will remain the same, applicants should only submit updated documents as noted in Section III Attachments. **Any missing items or deviations will render the application ineligible.** The purpose and content of each section is 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.

**Applicant Profile**

All applicants must include all information requested in the Applicant Profile. Certified Assurances must be signed by the authorized official, a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the president of the board of directors must also sign the applicant profile.

**Abstract**

A project abstract must be included as the first page of the project narrative. It must not exceed 150 characters and should briefly describe the following: the project’s purpose; the population and number of students to be served; summary of activities that will be implemented to achieve the project’s goals and objectives; and description of how progress towards these goals will be measured.

**Project Narrative**

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project, not to exceed 30,000 characters.

The narrative must contain the following elements:

- A description of the specific proposed activities required by the RFA and how these activities will meet the needs of the targeted population.
- Project/program model and approach, and how this approach is supported by evidence-based, empirical research, and/or best practices; **provide in detail how the evidence-based practice will be used in executing the program.**
- Target population/stakeholders to be served. Provide a list of schools that the program will serve and an explanation to justify the needs for implementing the program at specific school(s).
- Geographic area to be served.
- How the program/project is consistent with and will further the applicant organization’s mission, and will build/strengthen its own and/or the District’s capacity and expertise.
- Timeline of key startup and implementation activities with associated project deliverables. Program implementation must begin within the first quarter of school.
- A description of how the services for students and families are based on trauma-informed practices.
Evidence Based
This section must describe how the proposed program model and approach are supported by identified promising or best practices.

Trauma-Informed
Applicants must describe how the services for students and families are based on trauma-informed practices.

Organization, Experience, and Qualifications of Applicant
The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicant’s past programmatic and administrative experience with OVSJG grants.

Performance Measures and Evaluation
This section must describe the applicant’s current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant’s plan for collecting and reporting this data during the grant period; and how, if at all, the applicants will use OVSJG funds to improve this capacity. Provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current outputs and outcomes and evaluation plan. Applicants should also state how data collected and reported will be used to inform and enhance service delivery. The list of outputs and outcomes must be included in the Project Work Plan and not as part of this section.

Sustainability Plan
Applicants must submit a sustainability plan that discusses the prospects for continued funding for the project if grant funds are terminated and explain the efforts that have been made to continue the ideas, methods, techniques and operational aspects of the project when the grant funds are concluded. For agencies that received SUSO grant funding during fiscal year 2017, indicate if any new grants have been received from efforts made during that year. This section of the application should indicate planned future sources of funding or proposed strategic planning efforts. If the applicant is requesting partial funding under this RFA to support an existing project, the applicant must state, with specificity, the amount of funding that will be used from other sources, and must identify those sources.

Corrective Action Plan
For applicants who received OVSJG funding in FY18 and are designated as High-Risk, describe progress related to the corrective action plan.
Project Work Plan/Logic Model (required for FY20 applications)

These attachments should list the required outputs and outcome measures as well as any additional outputs and outcomes to be included as part of the project. Please include the logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes. Outputs measure the production of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. The associated charts should also be included in this section.

Attachments (required for FY20 applications)

- **Project Work Plan** (template provided in Zoomgrants)
  Please attach a Project Work Plan that lists all project goals, objectives, activities, and outcomes, as well as a method of collecting required data measures and performance outcome data. Additionally, an estimation of data measures and performance outcomes should be included.

- **Logic Model** (template provided in Zoomgrants)
  The Logic Model is a visual diagram that illustrates how your program will work. The logic model should communicate the proposed goals, operations, activities, and outcomes.

- **Project Budget** (template provided in Zoomgrants)
  The Project Budget Template 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 Template for more information on budget requirements.

- **Letters of Support**
  Letters of support from partnering local school(s) are required from applicants. Community-based providers (applicant) must be able to demonstrate a seamless referral process for targeted students and families with guidance from the lead contact at the school. Letters must be addressed to OVSJG Director Michelle Garcia.

  A Memorandum of Understanding or Memorandum of Agreement with DCPS and/or PCS must be in place within the first 30 days of the grant period. Any partnerships described in letters of support should be formalized by this time.
## PROJECT WORKPLAN

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director:</td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
<tr>
<td>Project Goal:</td>
<td></td>
</tr>
</tbody>
</table>

**Objective:**
<table>
<thead>
<tr>
<th></th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Qtr</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Qtr</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Qtr</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Activities:**

**Project Outcome:**

**Project Goal:**

**Objective:**
<table>
<thead>
<tr>
<th></th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Qtr</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Qtr</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Qtr</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Activities:**

**Project Outcome:**

*Please use additional pages as necessary*
Application Checklist

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

General Requirements

☐ Signed Applicant Profile
☐ Project Description (if applicable):
  o Abstract
  o Project Narrative
  o Evidence Based
  o Trauma-Informed
  o Organization, Experience, and Qualifications of Applicant
  o Performance Measures and Evaluation
  o Sustainability Plan
  o Corrective Action Plan (if applicable)
☐ Project Work Plan
☐ Logic Model
☐ Project Budget/Budget Narrative
☐ Letters of Support from schools

Administrative Requirements

☐ Audited Financial Statement with Management Letter
☐ IRS 501 (c) (3) Determination Letter and/or Business License
☐ *DUNS, EIN #
☐ Disclosure of Legal Proceedings
☐ DC Cleans Hands Certification
☐ Statement of Certification
☐ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
☐ Standard Assurances
☐ Roster of Board of Directors (if applicable)
☐ Key Resumes and Job Descriptions to perform services

Successful applicants must be registered to conduct business in DC and validated in Ariba
https://service.ariba.com/Supplier.aw

1 Required documents.
Government of the District of Columbia  
Executive Office of the Mayor  
Office of Victim Services and Justice Grants

APPLICANT PROFILE

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Zip + 4:</td>
</tr>
<tr>
<td>DUNS #:</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Project Period (Start/End Dates):</td>
</tr>
<tr>
<td>Requested Amount:</td>
</tr>
</tbody>
</table>

**AUTHORIZED OFFICIAL:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

**PROJECT DIRECTOR:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

**FINANCIAL DIRECTOR:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

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.

Printed Name of Authorized Official

Signature of Authorized Official  Date
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. Please 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.

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager, Maria Smith</td>
<td>$60,000/year x 50%</td>
<td>$30,000</td>
</tr>
<tr>
<td>Staff Assistant, TBD</td>
<td>$45,000/year x 25%</td>
<td>$11,250</td>
</tr>
<tr>
<td>Outreach Worker, Aaron Jones</td>
<td>$20/hour x 10-15 hours/week</td>
<td>$13,000</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager, Maria Smith</td>
<td>$30,000 x 22.4%</td>
<td>$6,720</td>
</tr>
<tr>
<td>Staff Assistant, TBD</td>
<td>$11,250 x 22.4%</td>
<td>$2,520</td>
</tr>
<tr>
<td>Outreach Worker, Aaron Jones</td>
<td>$13,000 x 9.15%</td>
<td>$1,190</td>
</tr>
</tbody>
</table>

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 in necessary for the success of the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transporting clients to/from court</td>
<td>50 trips x 6.4 miles x $0.535</td>
<td>$ 171</td>
</tr>
<tr>
<td>Attendance at task force meetings</td>
<td>6 meetings x $4.30 Metro RT</td>
<td>$ 26</td>
</tr>
<tr>
<td>Staff training</td>
<td>Airfare: $500 x 2 staff</td>
<td>$1,000</td>
</tr>
<tr>
<td>National Trauma Conference</td>
<td>Lodging: $150 x 3 nights x 2 staff</td>
<td>$ 900</td>
</tr>
<tr>
<td>Dallas, TX</td>
<td>Per diem: $56 x 4 days x 2 staff</td>
<td>$ 448</td>
</tr>
<tr>
<td></td>
<td>Ground: $50 x 2 staff</td>
<td>$ 100</td>
</tr>
</tbody>
</table>

TOTAL TRAVEL: $2,645

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:**

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Service Provided</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Leslie Smith</td>
<td>Trauma training</td>
<td>$500/day x 2 days</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mileage: 88 miles x $0.535/mile</td>
<td>$47</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Contract Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer/Copier Lease</td>
<td>$400/month x 12 months</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

Printer/copier use is tracked by project codes; budgeted amount is based on historical useage.

**TOTAL CONSULTANTS/CONTRACTS: $5,847**

**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.**

**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
(often 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:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office supplies</td>
<td>$5,000/year x 15%</td>
<td>$750</td>
</tr>
<tr>
<td>Palm cards</td>
<td>$0.05/card x 5000 copies</td>
<td>$250</td>
</tr>
<tr>
<td>Laptop/Notebook</td>
<td>1 unit at $500</td>
<td>$500</td>
</tr>
</tbody>
</table>

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. FLEX FUNDS:**

These costs are to be used for client support services.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro Smart Trip Cards</td>
<td>$30/card x 100 cards</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Metro Smart Trip Cards will be provided to 100 clients to facilitate transportation to court dates.

**TOTAL 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. These funds are limited to 10% of total project cost.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance (Traveler’s)</td>
<td>$10,000 annually x 15%</td>
<td>$1,500</td>
</tr>
<tr>
<td>Audit services (Cooper &amp; Fine)</td>
<td>$ 8,000 x 15%</td>
<td>$1,200</td>
</tr>
<tr>
<td>Internet (Verizon)</td>
<td>$600/month x 15%</td>
<td>$    90</td>
</tr>
</tbody>
</table>

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 operating 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.
## BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Budget</th>
<th>OVSJG Grant Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel</td>
<td></td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
</tr>
<tr>
<td>D. Contracts/ Consultants</td>
<td></td>
</tr>
<tr>
<td>E. Supplies</td>
<td></td>
</tr>
<tr>
<td>F. Equipment</td>
<td></td>
</tr>
<tr>
<td>G. Flex Funds</td>
<td></td>
</tr>
<tr>
<td>H. Operating</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COST</strong></td>
<td></td>
</tr>
<tr>
<td>I. Indirect Costs</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COST</strong></td>
<td></td>
</tr>
</tbody>
</table>
IV. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Submission Requirement
Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to the identified low-performing DC Public Schools and DC Public Charter Schools. Applicants must establish partnerships with local schools prior to submission with documented letters of support. OVSJG will not accept more than one proposal per applicant. All applicants are required to submit the application online, signed by the Authorized Official to OVSJG’s electronic grants management system (eGMS), Zoomgrants™, found on http://ovsjg.dc.gov via the OVSJG Targeted RFA for Funding. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by Friday, July 29, 2019, 3PM ET.

Availability of Funds
The funding period is October 1, 2019 through September 30, 2020. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Current grantees may reapply to OVSJG for subsequent years of funding with continued grant awards contingent upon grantee’s demonstrated performance.

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 are contingent upon continued District funding, grantee performance, and in accordance with applicable sections within the grant award and/or agreement. OVSJG reserves the right to accept or deny any or all applications if OVSJG determines it is in the best interest to do so. For more information, refer to OVSJG Grant Policy at www.ovsjg.dc.gov

OVSJG will notify applicants if the application is not selected for funding. OVSJG does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Office of Victim Services and Justice Grants
ATTN: Grant Application Selection Inquiry –HS Truancy RFA
441 4th Street NW, Suite 727N Washington, DC 20001
Email: ovsjg@dc.gov

Please include the application ID # and title on all correspondence.

Application Deadline
All required sections of the funding application must be received by Friday, July 29, 2019, 3PM EST. through OVSJG’s electronic grants management system (eGMS), Zoomgrants, found on http://ovsjg.dc.gov via the OVSJG Targeted RFA for Funding. Hard copies will not be accepted.
Inquiries
All inquiries to this RFA should be submitted by July 12, 2019 via email to brenda.aleman@dc.gov with “HS Truancy RFA” in the subject line.

Financial Statements
All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (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 three years before the date of the grant application.

Business License/Pre-qualification Criteria
All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and/or submit a current license to conduct business within the District of Columbia, 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. Applicants must have valid Employment Identification Number (EIN), DUNS number and SAM registration. OVSJG pre-approval is required for this section in Zoomgrants™.

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 applicants’ 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.

Award Decisions and Notification
OVSJG will notify all applicants of the final award decision no later than September 6, 2019 pending notification to OVSJG of the federal/local award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.
Payments Provisions
The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a cost-reimbursement basis only. 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 grantee’s expenditure statements.

Restrictions on the Use of Funds

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.

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, relevant staff will be required 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. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. 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 Act.

**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 (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).

**Tax Requirement**

If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) 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. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker’s Compensation premiums.

**Insurance Requirement**

If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on insurance documentation and requirements at the time of award.

**Additional Requirements**

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 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.

Reporting
Reimbursement Requests and Expenditure Reports
If applicant is selected for a grant award, grantee will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e., financial bank statements, etc.) and signature pages to OVSJG via the established online financial reporting system only if applicant is a new grantee or designated as a high-risk grantee..

Programmatic Reporting
If applicant is selected for a grant award, grantee will be required to submit quarterly electronic programmatic reports to OVSJG. Grantees will be required to report on the performance measures (outputs/outcomes) through quarterly programmatic reports and data reporting submitted to OVSJG in Zoomgrants™ and an OVSJG designated database. In order to maintain quality in data collection standards, reports will be issued prior to the approval of reimbursements to evaluate the accuracy and completeness of data entered into the designated OVSJG database.

OVSJG may require the grantee to submit other reports and materials during the term of the
grant in the form and manner as prescribed by OVSJG. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

**Monitoring**

If applicant is selected for a grant award, grantee may receive, a site visit from OVSJG staff to review their grant file, administrative procedures, and program operations. The Grant Program Manager will monitor program services and conduct grant 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 Federal and/or District requirements and identify specifically whether the grantee’s operational, financial and management systems and practices are adequate to account for program funds in accordance with Federal and/or District requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

**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 the Office of Victim Services and Justice Grants, 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.

**High Risk Designation**

Pursuant to OVSJG policy, grantees will be designated “high risk” if OVSJG determines that the organization is otherwise responsible but:

- Submitted at least three (3) late or deficient programmatic, fiscal, or data reports over the past fiscal year without advance OVSJG approval; or
- Consistently failed to meet programmatic goal; or
- Been found to have failed to fully account for all the funds disbursed to them.
- Consistently failed to respond to OVSJG requests; or
- Been found, upon review of an application for funding, to not have adequate internal controls; or
- Financial instability; or
- Been classified as “high risk” by the federal government or another District government agency.

If OVSJG determines that an award will be made to a high-risk organization, then 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 process for requesting reconsideration.
Privacy/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, with 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.
CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

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 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, 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)
3. 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.

4. 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 Street, N.W., 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 (GRANTEES WHO ARE 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. 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

B. 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 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.

____________________________________________________________________
Grantee Name

____________________________________________________________________
Address

____________________________________________________________________
Application Number and/or Project Name

____________________________________________________________________
Grantee 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), he 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 (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

7. If a governmental entity –
   a. will comply with the requirements of 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. it will comply with requirements of 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
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.

Grantee Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature  Date
V. APPENDIX

Evidence-based Programs and Proven Concepts

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design in order to ensure success. All program elements should be backed by research.

OVSJG will give priority consideration to proposals that use evidence-based practices to respond:

- to factors contributing to truancy in high school specific to the community/neighborhood (risk & protective factors);
- to factors contributing to truancy at an adolescent age (high school) specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional, behavioral well-being, and trauma-informed care of targeted children and their families engaged in the grant program;
- with creative opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Evidence-Based Programs & Literature Search - Chronic Truancy

Chronic youth absences from school are generally recognized to negatively affect school performance, be indicative of school detachment, and to enhance the likelihood a student will drop out completely. The issue of truancy reduction and prevention has thus received a lot of attention as an effort to address one of the issues perceived to be at the root of both poor school performance and juvenile delinquency. Available literature provides insight into both the risk factors involved for truant behavior and the negative effects of prolonged absence and dropping out of school. With the opportunity to prevent these long term negative effects and deter delinquency, the literature supports early interventions—preventing elementary truancy from developing into long term detachment from school (Dembo & Gulledge, 2009; Chang & Jordan, 2011; Lehr et al, 2004). While there appears to be a lack of rigorously evaluated truancy interventions due to limitations (e.g., the lack of a universal definition of truancy and the consequent difficulties in collecting data) (Dembo & Gulledge, 2009), some interventions have produced significant reductions in truant behavior thus providing a set of best practices to draw upon.

Best Practices

Truancy interventions should involve multi-modal services at an individualized level. Demonstrated successes in the literature appear when multiple agencies and providers work
together to target the varying factors involved in truant behavior. Youth behavior is influenced by many factors; thus truant behavior could be a result of a student’s academic difficulties, a family’s financial difficulties, or substance use or abuse by parent or student. Understanding the various potential causes of truant behavior is imperative to determining which services provide the best opportunity for improving student outcomes; multiple services may be needed (academic tutoring, housing assistance, substance counseling). From this it should also be clear that each student’s needs will be different, so interventions must be individualized to each student specifically. An individualized course of action, consistent and persistent involvement with each student and family improve the likelihood of positively impacting behavior. This important aspect of interventions is also one which poses challenges. It may be difficult to maintain such interaction with students and/or parents throughout the course of an intervention due to inconsistent contact information and interest, but parental involvement is crucial. Truant behavior may also be reflective of a lack of attachment to school—on the part of parent and student—so an important aspect of any intervention should focus on changing family attitudes towards school and attendance in order to build a strong attachment and better prepare students for overall success. The earlier this attachment is made stronger, the better, as it allows children to fully enjoy the benefits of their education.

**Truancy: Contributing Factors and Negative Outcomes**

Students with truant tendencies often face numerous contributing factors ranging across personal, family, and school issues. Literature shows common causes of withdrawal from school to include among others: low self-esteem, substance use or abuse, poor academic performance, poverty, unstable home, poor access to health care and transportation, and poor teacher relationships (National Center for School Engagement, 2007; Dembo & Gulledge, 2009 Baker et al, 2001). Many of these issues prevent children from being able to attend school regularly—through no fault of their own—causing long term negative effects. Given the wide range of contributing factors, truancy interventions should be collaborative efforts that attempt to address as many of the root causes as possible; truancy is not strictly a school or law enforcement problem.

Truancy itself is also considered a contributing factor to further negative outcomes such as delinquency, substance use and abuse, and poor financial outcomes as it is linked to higher likelihood of high school dropout (NCSE, 2007; Baker et al, 2001). A National Center for School Engagement (NCSE, 2007) report describes the relationship between truancy and such negative behaviors as delinquency, substance use and abuse, and high school dropout as “circular” because truancy is both a “cause and consequence” of these behaviors.

**Truancy: High School**

Truancy is directly correlated with other school experiences (e.g., poor academic grades, grade retention, and discipline problems) that are all major risk factors for school dropout.
Concentrating on truancy as a means to bolster educational achievement can reduce school dropout and the subsequent consequences involved. Compared to high school graduates, those who drop out of school are 72% more likely to be unemployed, earn approximately $10,000 less per year, are more likely to receive public assistance, and are more likely to become teenage parents (Sweeten, Bushway, & Paternoster, 2009). These consequences of school dropout increase the risks that those individuals that are disengaged from school will engage in delinquency and criminal behavior (Huizinga & Jakob-Chien, 1998). Effective truancy reduction efforts divert high-risk students away from this disadvantaged life trajectory by intervening early enough to stop many of these negative consequences from coming to fruition.

Below are some resources to build your application:

- The Importance of Regular Attendance - [https://dcps.dc.gov/page/attendance](https://dcps.dc.gov/page/attendance)
- Truancy Reduction: Keeping Students in School - [https://www.ncjrs.gov/pdffiles1/ojjdp/188947.pdf](https://www.ncjrs.gov/pdffiles1/ojjdp/188947.pdf)
- Attendance Works – [https://www.attendanceworks.org/](https://www.attendanceworks.org/)
- Mayor Bowser Every Day Counts! - [https://attendance.dc.gov/](https://attendance.dc.gov/)