

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



**FY 2021 Reentry Services and Support RFA**

**IMPORTANT NOTICE**

**Application Release: August 21, 2020**

**Application Deadline: September 21, 2020**

**Applications must be submitted via OVSJG's electronic Grants Management System, ZoomGrants™. To access ZoomGrants™ click on <http://www.ovsjg.dc.gov>.**

**Hard copies of the application will not be accepted.**

**Questions must be submitted by August 28, 2020 by email to OVSJG at [ovsjg@dc.gov](mailto:ovsjg@dc.gov) with the subject reference "FY21 Reentry Services and Support RFA". Answers will be posted on the OVSJG website by September 2, 2020.**

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# I. General Information

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## Introduction

The Executive Office of the Mayor, Office of Victim Services and Justice Grants (OVSJG), provides federal and District funding to local initiatives that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. 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.

The Office of Victim Services and Justice Grants (OVSJG) announces the availability of FY 2021 grant funds for community-based organizations providing reentry services and supports. Funding is available for the following:

- Provide advocacy and legal support for individuals serving extreme sentences and seeking sentence review;
- Support District youth incarcerated as adults through creative writing and peer support for reentry services for sentence review petitioners and recipients;
- Support reentry services and capacity building efforts at organizations that have not previously received funding from OVSJG; and
- Provide administrative support to the DC Reentry Action Network (DC-RAN), including meeting coordination and support, training and education for member organizations, and other activities related to coordinating reentry services in the District; and
- Develop and implement a men's reentry housing pilot program.

Detailed information on each activity begins on page 11.

Applicants may develop collaborations or partnerships to carry out the goals and objectives of the RFA. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability.

## Administrative Requirements

### *Availability of Funds*

The funding period is **October 1, 2020 through September 30, 2021**. All grant expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable.

The Office of Victim Services and Justice Grants also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total

funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in any awarded grant, grant agreement, or Memorandum of Understanding are contingent on the continued federal or District funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

### ***Eligibility and Award Limitations***

Any public or private, community-based non-profit agency, organization or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

### ***Application Deadline***

The electronic application properly executed by an Authorized Official must be submitted to the Office of Victim Services and Justice Grants **no later than 11:59 pm ET, September 21, 2020**. Applications received manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline. Any proposal received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding. You can access ZoomGrants via the OVSJG website, current funding page under the funding announcement for this RFA at <https://ovsjg.dc.gov/page/current-funding>.

### ***Audit Requirement***

All applicants are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. .

Applicants that received in the past fiscal year more than \$750,000.00 in funding from state and federal entities must also include their Single Audit Report. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. OVSJG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

### ***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 all 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***

OVSJG follows the competitive process for awarding grants in accordance with the *City-Wide Grants Manual and Sourcebook* at [www.opgs.dc.gov](http://www.opgs.dc.gov) and all applications will be considered under the Federal and District guidelines that determine allowable expenses and activities.

OVSJG 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.

### ***Payments Provisions***

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

### ***Restrictions on the Use of Funds***

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

### ***Funding to Faith-based Organizations***

Applicants from faith-based organizations (FBOs) 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 an applicant is selected for a grant award, it will be required to post and display the *District of Columbia Equal Employment Opportunity* poster in a conspicuous area accessible to employees and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the **District of Columbia Language Access Act**. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. 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 Program.*

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](http://www.ojp.gov/about/ocr/equal_fbo.htm).

### ***Non-discrimination in Hiring and Delivery of Services and Discrimination Reporting***

In accordance with the below listed applicable federal statutes, as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood Organizations).

### ***Insurance Requirement***

All grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., 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 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. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

### ***Risk Assessment Classification***

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. After grants are awarded, each grantee will receive a risk classification based on past financial and programmatic reporting of the grantee and documentation submitted with the application, and other factors as detailed in the [OVSJG Grant Management Policies and Procedures Manual](#).

If OVSJG determines that an award will be made to a high-risk organization, funding restrictions may be included. If OVSJG decides to impose any funding restrictions, then OVSJG will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

### ***Corrective Action and Termination of Funding***

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of OVSJG, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### ***Privacy and Confidentiality***

Except as otherwise provided by federal law, no recipient of OVSJG funds shall use or reveal any research or statistical information furnished under OVSJG by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the OVSJG program funded. Such information, and any copy of such information shall be immune from legal process and shall not, 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.

### ***Reporting***

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application, as well as the data and outcome measures as proscribed in the relevant Performance Management Tool (PMT). The grantee should also include any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by budget category and are submitted along with all receipts, invoices, or other documentation of expenditures. Both financial and programmatic reports are due no later than the 15<sup>th</sup> day after the end of the reported quarter. **Fourth quarter financial reports will be due by the 10th of October.**

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

## **Performance Management**

Performance management is a system of tracking progress for accomplishing goals, objectives and activities. Performance management provides direction as well as a basis for evaluating progress of applicants who received funding under this RFA. Applicants are required to provide a set of data points and service-specific outcome measures that capture the results of their work.

Additionally, all applicants must develop a set of goals, objectives, and activities specific to the application that clearly illustrate how and when the identified services and needs of the target population(s) will be addressed. Goals are generally broad statements that encompass objectives and activities. Proposed objectives must describe a measurable outcome and activities should describe the specifics used to meet objectives.

**Applicants should (1) select “Adult Reentry” for Question 16 “Program Purpose Area”; (2) indicate how you will capture data measures; (3) indicate how you will capture outcome measures required for the type of service that you will be providing; and (4) detail how record-keeping will be achieved.**

Please note that OVSJG reserves the right to conduct a site visit at any point during the grant period and request back-up documentation of all data measures and performance outcomes. All grantees are required to demonstrate the ability to collect data to support all services performed and all outcomes achieved. OVSJG also reserves the right to withhold reimbursement requests pending verification of all data provided. OVSJG also reserves the right to immediately disqualify any application that does not include performance and outcome measurements established in this section.

## **Application Review Criteria**

Applications will be reviewed and scored to determine which projects will be funded. OVSJG 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 sub-grant agreements); overall priorities of the District; amount of funds available to meet the requests; and known community need.

### ***Application Scoring***

Reviewers will score applications based on the following criteria:

- **PROJECT/PROGRAM ACTIVITIES:** This factor evaluates the extent to which the proposal (including the concept, work plan, logic model and use of funding) are detailed, well

organized, and feasible; the extent to which the proposed performance objectives are well designed and will measure intended outcomes.

- **EXPERIENCE, EXPERTISE, AND CAPACITY:** This factor evaluates an Applicant's relevant experience in successfully implementing projects of similar size and scope; extent to which the Proposal supports the Applicant's mission and is in line with its expertise; and the Applicant's organization capacity to implement the proposal and administer the grant.
- **SUSTAINABILITY AND EVALUATION PLANS:** This factor evaluates the extent to which the applicant has clearly outlined a current and future sustainability plan for the proposed project/program, as well as how the applicant intends to track services, their impact, and how they will be measured.
- **BUDGET:** This factor evaluates if the applicant clearly identifies the associated costs with implementation of this grant and demonstrates the capacity and internal controls needed to administer and track grant funding.

## **Inquiries**

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to [ovsig@dc.gov](mailto:ovsig@dc.gov). The email should contain the following details in the subject line: FY21 Reentry Services and Support RFA.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by e-mail. **All questions must be received by 5pm ET on August 28, 2020.** Questions and answers that result in an amendment to the RFA will be posted on the OVSJG website and the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <http://www.opgs.dc.gov>. Oral explanations or instructions given prior to the award of grants will not be binding.

## **Review Process and Decision on Awards**

OVSJG may use peer reviewers to review the applications under this consolidated Request for Applications (RFA). 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.

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 applicants to fund and the amounts to be funded. **Note:** *As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.*

### ***Decision Review 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 2021 Reentry Service and Support RFA  
441 4<sup>th</sup> Street, NW, Suite 727N  
Washington, DC 20001  
It may also be submitted via email to: [ovsjg@dc.gov](mailto:ovsjg@dc.gov)

Please refer OVSJG website [ovsjg.dc.gov](http://ovsjg.dc.gov) for complete “Decision Review Policy” guidelines.

## **II. Criminal Justice and Reentry Funding Available**

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The District of Columbia is committed to developing safer, stronger communities and supporting reentry initiatives that provide a fair shot to justice-involved individuals. OVSJG seeks to fund the following activities:

- 1)** provide advocacy and legal support for individuals serving extreme sentences and seeking sentence review;
- 2)** support District youth incarcerated as adults through creative writing and peer support for reentry services for sentence review petitioners and recipients;
- 3)** support reentry services and capacity building at organizations that **have not** previously received funding from OVSJG;
- 4)** provide administrative support to the DC Reentry Action Network (DC-RAN); and
- 5)** develop and implement a men’s reentry housing pilot.

### **1. Advocacy and Legal Support**

OVSJG seeks to fund **one** program that serves adults who are incarcerated by providing advocacy and legal support for individuals serving extreme sentences and seeking sentence review. Funding is available in the amount of **\$350,000**.

The selected grantee will be expected to partner with existing OVSJG IRAA support grantees that were funded under the OVSJG FY20 IRAA Support Funding Grant Solicitation. The Incarceration Reduction Amendment Act (IRAA) is codified as Title III of the Comprehensive Youth Justice Amendment Act (D.C. Law 21-238). IRAA established a process for review of a defendant’s sentence and created opportunities for judicial discretion (eliminating mandatory minimum sentences for juveniles). The current grantees and their roles are:

- Justice Policy Institute - support implementation, coordination, and analysis of the Incarceration Reduction Amendment Act of 2016 (“IRAA”);
- Georgetown Criminal Justice Clinic - represent and provide legal coordination for individuals seeking to petition for sentence review pursuant to IRAA; and
- Gallaudet University Department of Social Work and Changing Perceptions - provide case management and peer navigator supports to IRAA participants.

**2. District Youth Incarcerated as Adults Through Creative Writing and Peer Support**

OVSJG seeks to fund **one** program that supports youth incarcerated as adults through creative writing and peer support for reentry services for sentence review petitioners and recipients who have been released through IRAA. Funding is available in the amount of **\$200,000**.

The selected grantee will be expected to partner with existing OVSJG IRAA support grantees that were funded under the FY20 OVSJG IRAA Support Funding Grant Solicitation. The Incarceration Reduction Amendment Act (IRAA) is codified as Title III of the Comprehensive Youth Justice Amendment Act (D.C. Law 21-238). IRAA established a process for review of a defendant’s sentence and created opportunities for judicial discretion (eliminating mandatory minimum sentences for juveniles).

The current grantees and their roles are:

- Justice Policy Institute - support implementation, coordination, and analysis of the Incarceration Reduction Amendment Act of 2016 (“IRAA”);
- Georgetown Criminal Justice Clinic - represent and provide legal coordination for individuals seeking to petition for sentence review pursuant to IRAA; and
- Gallaudet University Department of Social Work and Changing Perceptions - provide case management and peer navigator supports to IRAA participants.

**3. Capacity Building and Reentry Services**

***only organizations not previously funded by OVSJG are eligible to apply***

OVSJG seeks to fund adult reentry programs that **have not previously** received funding from OVSJG. Funds should be used to provide direct reentry services or build the capacity for existing organizations that serve returning citizens. Applicant(s) proposing to provide direct reentry services may request **up to \$125,000**. Organizations applying for capacity building funding may request **up to \$25,000**. Final award amounts are dependent upon the quality of proposals, program design, delivery, and the availability of grant funds.

- a. Applicants applying to provide direct **reentry services** should submit proposals that address pre-and/or post-release supports for adult populations returning from correctional facilities. Proposals should include a comprehensive response to the challenges faced when individuals transition from prison or jail to their home community. Strategies proposed

should demonstrate a public health approach and outline how the applicant deploys trauma-informed care practices in the delivery of case management and support services.

Proposals may address:

- Provision of services to address mental health, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal /juvenile justice system;
- A comprehensive case management process for providing community-based support services (with fast track referrals);
- Support services for individuals pre- and/or post-release from correctional institutions;
- Provision of supportive strategies designed to reduce barriers to employment; and
- Addressing access to health benefits for individuals involved in the criminal justice system.

Applicants should demonstrate the ability to target criminogenic needs that affect future anti-social or re-offending behaviors; the ability to capture key indicators of individual progress; and provision of adequate staff training to successfully implement services for individuals involved in the criminal justice system. Personnel assigned to any proposed project, including applicant's staff and volunteers, must agree to complete mandated trainings required by District or federal agencies to gain access to secured facilities to be able to engage persons who are incarcerated.

Selected grantees may be required to report outcomes in the Efforts to Outcomes reporting tool or other reporting management systems, as required by OVSJG.

- b. OVSJG will fund **capacity building** for community-based organizations providing services to returning citizens that have not previously received OVSJG funding. Eligible activities are those that will enhance an applicant's internal operations to better fulfill their mission and achieve outcomes that are more impactful and/or increase the organization's efficacy and sustainability by strengthening infrastructure, management systems, and governance. Allowable costs include, but are not limited to, assessment of management and governance systems; evaluation of service effectiveness; strategic planning; board or staff development; systems for financial, grant, and/or case management; and technology upgrades or supplies/equipment (though these are low priority). Capacity-building grants are not intended to fund program operations or service delivery.

#### **4. DC Reentry Action Network (DC-RAN) Administrative Support**

OVSJG seeks to fund a grantee to provide guidance and administrative support to the DC-RAN, including meeting coordination and support, training and education for member organizations, and other activities related to coordinating and enhancing reentry services in the District. There have been significant accomplishments by the RAN and advancement of reentry services in the District over the last several years. OVSJG is seeking a grantee who can partner with the RAN and OVSJG to facilitate a shared vision for future advancement and work to achieve this vision.

Applicant(s) may request **up to \$100,000**. The final award amount is dependent upon the quality of proposals, program design, delivery, and the availability of grant funds.

Proposals should address the following deliverables:

***Deliverable 1:*** *In coordination with the RAN Co-chairs, support RAN's administrative and organizational priorities, sustain a robust and active membership, and identify opportunities to further advance the achievements of the RAN.*

Activities will include:

- Schedule RAN general body, Leadership Council, and committee meetings (in collaboration with relevant chairs), and distribute meeting notices and reminders;
- Draft RAN meeting agendas in collaboration with RAN Leadership Council;
- Manage RAN membership list, Google Groups, Constant Contact, and any other mode of communication of information sharing dissemination;
- Draft, publish, and distribute meeting minutes for RAN general body meetings;
- Assist the RAN committees in drafting and designing relevant materials, including one-pagers on relevant issues, membership materials, and flyers for RAN events;
- Work with the Leadership Council to develop the annual action planning session for the fiscal year to review current and set future priorities;
- Facilitate the RAN Action Planning Session, targeted for the fall of 2020, and draft the action plan in collaboration with the RAN Co-Chairs, Leadership Council, and members.

Additionally, applicants are strongly encouraged to budget funding to support returning citizen interns to assist with RAN committees and activities.

***Deliverable 2:*** *Create a comprehensive communications strategy and implementation plan.*

Activities will include:

- Create and enhance internal and external communications on myriad platforms to bolster RAN's priorities and activities;
- Facilitate two trainings on RAN's top FY21 priorities;
- Maintain RAN's website with current information highlighting RAN activities;
- Draft and format RAN publications, including informational summaries, press releases, non-lobbying position/policy statements, membership brochures and materials, and an annual report on RAN's activities and accomplishments.

***Deliverable 3:*** *Support the growth of RAN's membership and partnerships.*

Activities will include:

- Support the Membership & Governance Committee to identify and recruit organizations that are eligible for membership in RAN, targeting returning citizen led organizations that meet eligibility criteria;
- Educate prospective organizations about the benefits of RAN membership and encourage participation in meetings, collaborative outreach efforts, etc.;
- Support OVSJG’s enforcement of membership requirements by sending reminders and tracking meeting attendance;
- Work with RAN leadership to update and refine an orientation process for new members that includes an overview of the RAN bylaws, member expectations, and grant requirements, if applicable; and
- Facilitate advocacy training for members and member clients.

***Deliverable 4:*** Provide RAN with policy analysis and education on the priorities set by the coalition and support the sharing of RAN positions with relevant community and stakeholders.

Activities will include:

- Work with the RAN Leadership Council and members to draft policy platforms for the FY21 policy priorities to educate and inform stakeholders and decisionmakers;
- Inform and educate RAN members about local legislative, regulatory, or policy proposals arising that would affect RAN members and clients; DC’s legislative and budgeting process; and nonprofit lobbying restrictions; and
- Build upon the diverse collaborative partnerships including the Mayor’s Administration, DC Council, government agencies, regional partners, philanthropy, and the impacted population to advance policies and regulatory changes to address reentry issues to improve opportunity, community, and public safety.

***Deliverable 5:*** Facilitate information-sharing about and between RAN member organizations on services provided, needs of their clients, and best practices in the field, as well as information-sharing from internal and external justice-system stakeholders and individual returning citizens.

Activities will include working with RAN members to identify and connect with experts on best practices in the decided priority areas, as needed.

## **5. Men’s Reentry and Housing Pilot**

OVSJG requests proposals to develop and implement a pilot program to provide housing to serve up to 50 formerly incarcerated men. The reentry housing pilot will address the needs of men who are homeless prior to incarceration or homeless post long-term incarceration.

OVSJG anticipates awarding a single award for up to **up to \$1 million**. Applicants may develop collaborations or partnerships to carry out the goals and objectives of the RFA. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. The final award amount is dependent upon the quality of proposals, program design, delivery, and the availability of grant funds.

Proposals for the Reentry Housing Pilot should align with the following principles:

- Housing first model approach;
- No-gap housing – individuals will not be required to go from jail or prison to shelters, streets, or other unsafe and unstable housing situations;
- Low barrier; and
- Replicate existing successful model or develop and test a new model.

The target population is:

- Men who are current residents of the District of Columbia or were prior to incarceration;
- Chronically homeless<sup>1</sup> before incarceration or leaving long-term incarceration with nowhere to live; and
- Released from jail, prison, or halfway house within the past 12 months.

Applications must demonstrate prior experience delivering housing services and the ability to meet the needs of returning citizens through the identified program. Applicants must demonstrate that funding will be used to expand existing services and collaboration with District agencies, community providers, and other referral sources.

The proposal must address the following elements:

- Number of individuals to be served;
- Reentry housing program duration;
- Type of vulnerability assessment tool (VAT) that will be utilized to determine housing needs;
- Methodology used to prioritize individual housing placement based on their vulnerability score;
- Strategy to be used for outreach, recruitment, and community partnership/engagement;
- Timeline for client program placement post completion of VAT;
- Describe in-house rules and regulations to be distributed and enforced for program compliance. Include housing policies and how they will be addressed if residents are not in compliance of those policies;

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<sup>1</sup> A chronically homeless person is someone who has experienced homelessness for at least a year – or repeatedly – while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability.

- Describe how long-term housing plans will be developed for clients upon completion of the program;
- Describe how data, evaluation, and lessons learned will be used to adapt or enhance programming and potentially leverage additional resources for replication of the model and increase future housing resources for returning citizens.

If proposing to serve individuals who are currently incarcerated at a Federal Bureau of Prisons (BOP) facility, describe the “in-reach” strategy to be utilized or identify existing relationships with BOP facilities that house District residents, and how this relationship will be leveraged for “in-reach” and program recruitment.

### **III. Application Requirements**

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To be responsive to this RFA, applicants must provide appropriate responses in sections identified in the electronic application at [www.zoomgrants.com](http://www.zoomgrants.com) and attach certified assurances signed by applicant’s Authorized Official.

Applicants proposing to offer pre- and post-release services for justice-involved individuals shall be responsible for obtaining clearances and authorizations for staff to work in secured correctional and/or adult facilities as applicable. This is a requirement and all applications for clearances and authorizations must be obtained by the organization and approved by the facility prior to beginning the work, if awarded. Proof of clearance must also be provided to OVSJG.

#### ***Letters of Support and MOUs***

All applications for funding must include at least three (3) letters of support. These letters should be representative of a multi-disciplinary support base and should demonstrate the need, the intended use, and the expected results from the use of grant funds. Letters must be addressed to OVSJG Director Michelle M. Garcia.

If the application includes proposed partnerships, a Memoranda of Understanding (MOU) is required, detailing the collaboration and roles and responsibilities of each partner. Where relevant to the application, a Memoranda of Understanding (MOU) with juvenile/criminal systems allowing access to secured, residential facilities must be in place.

#### **Evidence-based Programs and Practices**

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

- with strategies that promote social, emotional, behavioral well-being, and trauma-informed care of target population and their families;
- with creative opportunities to engage individuals in identifying barriers to meeting their needs or individual goals and providing sufficient resources; and
- with a plan for continuous program improvement through ongoing evaluation and

assessments of program implementation and progress.

Below are resources to assist with formulation of applicant's proposal to identify proven practices for target population.

- Crime Solutions - [www.CrimeSolutions.Gov](http://www.CrimeSolutions.Gov)
- OJJDP's Model Programs Guide - [www.ojjdp.gov/mpg/](http://www.ojjdp.gov/mpg/)
- Blueprints for Health Youth Development - [www.blueprintsprograms.org/](http://www.blueprintsprograms.org/)
- SAMHSA Evidence-Based Practices Resource Center - [www.samhsa.gov/ebp-resource-center](http://www.samhsa.gov/ebp-resource-center)
- Crossover Youth: Practice Model - <https://cjr.georgetown.edu/our-work/crossover-youth-practice-model/>
- Bureau of Justice Statistics - [www.ojp.usdoj.gov/bjs/glance](http://www.ojp.usdoj.gov/bjs/glance)
- Bureau of Justice Assistance - [www.bja.gov](http://www.bja.gov)
- DC Health Link website - <https://dchealthlink.com/individuals>
- DC Government Organizational Chart - <https://mayor.dc.gov/sites/default/files/dc/sites/mayorb/publication/attachments/DCGovtOrgChart2019.pdf>
- Financial Guides: OJP Financial Guide – [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)

### **Data, Performance Measures, Outcomes, and Impact**

Applicants must be able to establish that they can track standard program related data. The data collected by the program should be clearly defined in the required logic model. Most data elements are defined as activities, inputs, and outputs. Examples of these data elements include:

#### **Participant Data**

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

### **Participant Engagement**

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

### **Participant Outcomes**

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

### **Program Referrals**

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

### **Program Performance**

- Number of program slots available
- Number of staff funded by funds
- Number and percent of program staff trained
- Number of hours of program staff training provided
- Number of MOUs developed
- Number of planning activities conducted
- Number and percent of program staff with increased knowledge of program area (culture change)
- Number of program materials developed

## **IV. Proposal Instructions**

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Applicants are required to follow the format in [ZoomGrants™](#). Any missing items or deviations will render the application ineligible. The purpose and content of each section 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/Summary***

All applicants must include all information requested in the Applicant Profile. The title of project should be different than the name of the funding source. Certified assurances must be signed by the authorized official who is 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.

### ***Project Abstract (150 character limit)***

Each applicant must include a brief description of the project using **no more than 150 characters**. This description should include key activities, population targeted, and proposed number of individuals to be served.

Examples:

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

### ***Project Narrative (30,000 character limit)***

This section should describe the program design and program approach. It should include:

- A description of the need for the project, including supporting data. Local data is preferable;
- Target population/stakeholders to be served;
- Geographic area to be served;
- A description of the specific proposed activities, including details on how these activities will meet the needs of the targeted population;
- A clear explanation of how activities will support achievement of intended outputs/outcomes;
- Goals, objectives, and timeline of startup and implementation activities with associated project deliverables;
- How the program/project is consistent with and will further the applicant organization's mission; and
- A description of the intended community impact with details on how the proposal will impact the outlined policy and priority areas outlined in this RFA.

### ***Evidence Based (10,000 character limit)***

Describe how the project reflects identified promising and/or best practices in serving the target population. Is the program model/approach supported with empirical research? Has your program been evaluated?

***Trauma Informed (10,000 character limit)***

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

***Statement of Qualifications (10,000 character limit)***

The applicant must demonstrate the qualifications, experience, expertise, and organizational/staff capacity necessary to achieve the identified goals and objectives of the proposed program. Any supporting reports, outcome data, presentations, awards, certifications, resumes, references, job descriptions, and/or resumes should be included as attachments. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with OVSJG grants.

***Data and Evaluation (10,000 character limit)***

Evaluation section **must include** a detailed plan of how the applicant intends to collect, analyze, and report the data and outcome measures related to the proposed program or services and should include how the applicant intends to keep records of services provided and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals, objectives, and evaluation plan.

***Sustainability Plan (10,000 character limit)***

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. 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.

***Project Work Plan***

Please list all project goals, objectives, activities, and outcomes in the Project Work Plan. The Work Plan must include specific activities for each quarter of the award. Additionally, an estimation of data measures and performance outcomes should be included. See template in Appendix Section.

***Logic Model***

Please submit a logic model detailing how the project plans to achieve outcomes through the proposed activities. See template in Appendix Section.

***Corrective Action Plan (if applicable)***

For applicants who received funding in FY 20 and were designated as High-Risk, describe progress related to the corrective action plan, if applicable.

### ***Budget/Budget Narrative***

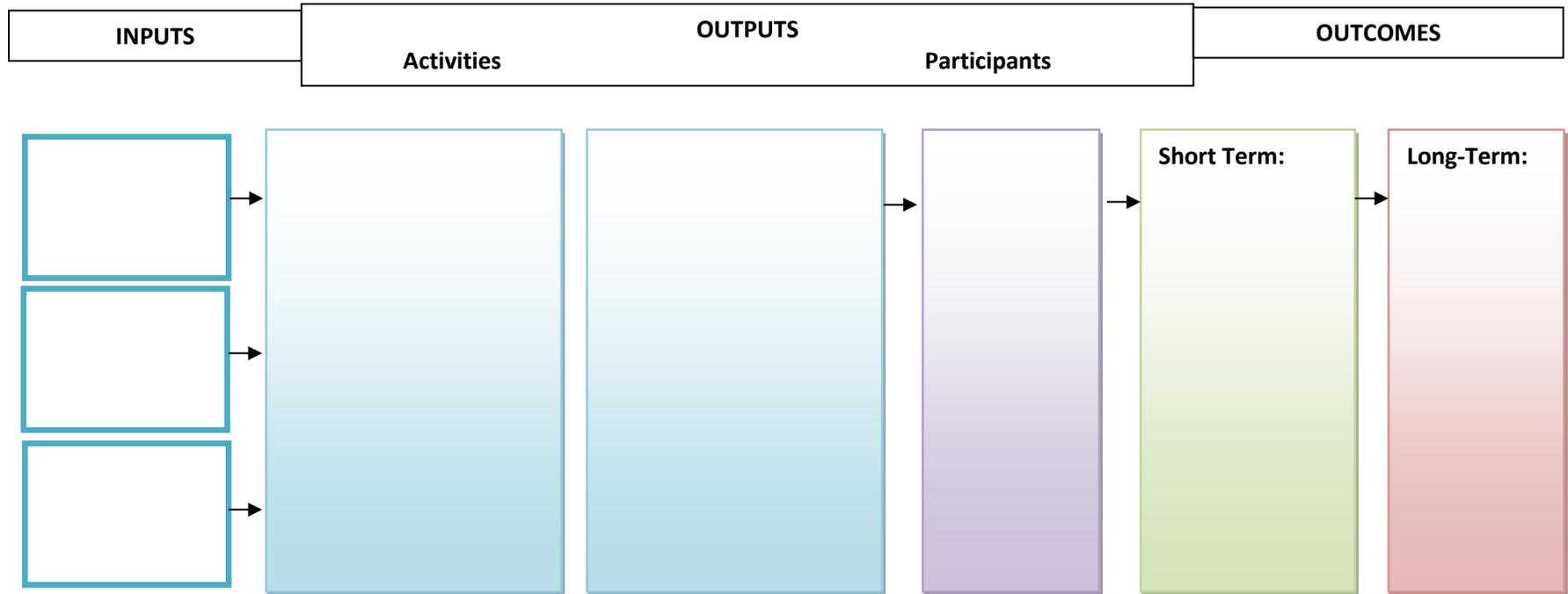
The Project Budget worksheet must be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Project Budget worksheet for more information on budget requirements. Costs included in the budget must be reasonable, allowable, and necessary to the completion of the specific project activities proposed. See template in Appendix Section.

The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct.

The applicant must also note what percentage of their overall organization budget they are seeking to cover with this application and if the organization receives other funding or has applied for other funding in FY 2021 to do similar work.

# Appendices

## Logic Model Template



## 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:
  - Abstract
  - Narrative
  - Evidence Based
  - Trauma Informed
  - Statement of Qualifications
  - Data and Evaluation
  - Sustainability Plan
  - Corrective Action Plan (if applicable)
- Project Budget/Budget Narrative
- Project Work Plan
- Logic Model
- Letters of Support/MOUs

### 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

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



**Government of the District of Columbia  
Executive Office of the Mayor  
Office of Victim Services and Justice Grants**

**APPLICANT PROFILE**

**Fiscal Year:**

**Organization Name:**

**Address:**

**Zip + 4:**

**DUNS #:**

**Project Title:**

**Project Period (Start/End Dates):**

**Requested Amount:**

**AUTHORIZED OFFICIAL:**

Name:

Title:

Telephone:

Email:

**PROJECT DIRECTOR:**

**FINANICAL DIRECTOR:**

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.*

*Printed Name of Authorized Official*

*Signature of Authorized Official*

*Date*

# PROJECT WORK PLAN

<b>Project Goal:</b>				
<b>Objective:</b>	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Activities:</b>				
<b>Outcome:</b>				

<b>Project Goal:</b>				
<b>Objective:</b>	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Activities:</b>				
<b>Outcome:</b>				

*Please use additional pages as necessary.*

## OVSJG Budget Narrative and Summary Template

**INSTRUCTIONS:** For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget may be subject to an audit. Project allocations are required for OVSJG funding. Applicants must provide the percentage or number of hours proposed to fulfill the applicant's proposed goals and objectives.

The following examples are intended to assist you in preparing your application budget. **Budgets may be submitted in Word or Excel format as an attachment. Applicants must also enter budget information in the appropriate section in ZoomGrants.**

**Note:** 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.

#### **EXAMPLE:**

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

The Project Manager, Maria Smith, will oversee the daily operations of the project and supervise project staff. Ms. Smith is also responsible for drafting and submitting programmatic and financial reports.

The Staff Assistant, to be hired, will provide administrative support to the project, including responding to client contacts via phone and email, compiling data for programmatic and financial reports, and responding to other requests for information.

The Outreach Worker, Aaron Jones, is a part-time employee who be compensated at \$20 hour for 10-15 hours per week. The number of hours will vary each week depending on need. An average of 12.5 hours per week was used to calculate the cost. Mr. Jones will engage in community outreach activities to increase program participation.

**TOTAL PERSONNEL: \$54,250**

**B. FRINGE BENEFITS:**

Fringe benefits should be based on actual known costs. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage of time devoted to the project. List name and actual cost of fringe expense for each employee.

**EXAMPLE:**

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

Fringe benefits include FICA, health insurance, worker’s compensation, unemployment compensation, and retirement and are based on actual anticipated expenses for each employee.

**TOTAL FRINGE BENEFITS: \$10,430**

**C. TRAVEL/TRAINING:**

Provide the purpose of the travel under the grant. **Requests for travel will only be considered if the proposed use directly supports the goals and objectives of the proposal** and budget narrative must describe how the planned travel is necessary for the success of the project.

**EXAMPLE:**

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

**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:**

<u>Consultant Name</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Dr. Leslie Smith	Trauma training	\$500/day x 2 days	\$1,000
		Mileage: 88 miles x \$0.535/mile	\$ 47

Dr. Smith will prepare and provide a one-day training on the neurobiology of trauma and providing trauma-informed services for staff and project partners. Dr. Smith will travel from Baltimore to provide the training.

<u>Contract Item</u>	<u>Computation</u>	<u>Cost</u>
Printer/Copier Lease	\$400/month x 12 months	\$4,800

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

**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 (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

**EXAMPLE:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office supplies	\$5,000/year x 15%	\$ 750
Palm cards	\$0.05/card x 5000 copies	\$ 250

Laptop/Notebook	1 unit at \$500	\$ 500
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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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Metro Smart Trip Cards	\$30/card x 100 cards	\$3,000

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

**TOTAL 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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Insurance (Traveler’s)	\$10,000 annually x 15%	\$1,500
Audit services (Cooper & Fine)	\$ 8,000 x 15%	\$1,200
Internet (Verizon)	\$600/month x 15%	\$ 90

Insurance includes general liability, D&O, and professional insurance. Audit services are based on past expense. Wired/wireless services provided for staff in office and hotspot access. Amounts are prorated based on project budget in relation or overall organization budget.

**TOTAL OPERATING: \$2,790**

## **I. INDIRECT COSTS**

If the applicant possesses a negotiated indirect cost rate (NICRA), they can submit it in this section and request reimbursement for 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.

Applicant must detail calculations for determining indirect costs.

## BUDGET SUMMARY

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

## 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 [www.ojp.gov/about/ocr/equal\\_fbo.htm](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, (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities

Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood Organizations). . It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.

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 principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official : \_\_\_\_\_

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

## **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.

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Grantee Name

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Address

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Application Number and/or Project Name

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Typed Name and Title of Authorized Representative

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**Authorized Representative Signature**

**Date**

## The DC Reentry Coalition (DCRC)

The DC Reentry Coalition (DCRC), consisting of agencies funded under this RFA. They serve as an advisory group to inform data-collections standards, policies and future direction of OVSJG-funded programs targeted to serve justice-involved individuals. In addition, DCRC agencies that are grantees of OVSJG closely collaborate with the Reentry Action Network (RAN) to build a coalition of service providers to work together in assisting returning citizens.

DCRC agencies provide “in-reach” and “out-reach” services to target specific population and may include case management plan to offer housing, educational, wraparound, legal or advocacy, mental health services to address issues among shared clients holistically. . In FY 18, the development of an online database using Social Solutions Efforts to Outcomes (ETO) in partnership with a research partner allowed DCRC agencies to collect individual-level client data in a secure environment. DCRC agencies are expected to submit demographics associated with criminal justice involvement of individuals, internal and external need-based referrals for services, stated basic case needs, and needs met data to improve the capacity to collect high-quality performance measurement data for OVSJG grantees. . OVSJG is focused on enabling grantees to identify core processes that all agencies shared, and to identify processes unique to each agency within DCRC. ETO management and data validation reports will allow agencies to streamline the work necessary to complete their mission and to eliminate redundant efforts. . OVSJG will ensure that ETO licenses, training and helpdesk support are available for current and new grantees.

### DCRC Process Standards

	<b>Data Source - ETO</b> <b>TP= Touchpoint (Specify)</b> <b>TBD=TP To Be Developed</b>
<b>Case Management Standards</b>	
XX New Clients will be engaged into services each FY	TP=Program Activities
XX Existing Clients will be engaged into services	TP=Program Activities
XX% of those appropriately referred will participate in program.	TBD (Referral Criteria) TP=Program Activities
100% of engaged clients will meet referral criteria/are eligible or appropriate for the program.	TBD (Referral Criteria) TP=Program Activities
100% of engaged clients will complete an assessment tool within XX Days of engagement.	TP=Program Activities
Among engaged clients who completed an assessment, XX% will a completed case management or individual service plan (ISP) within XX days of completing assessment.	TP=Program Activities (May need to modify TP to capture ISP plan date)
XX% of engaged clients will receive referrals to address at least XX% of needs identified in the assessment. (or # of referrals)	TP=Program Activities TP=Internal Referrals TP=External Referrals
XX% of engaged clients will be contacted by program staff at least XX times per week/month while participating in the program.	TP=Contact Notes
XX% of engaged clients who successfully complete the program will be satisfied with the quality of services received from the program.	TP=Program Activities

XX% of engaged clients who successfully complete the program will be satisfied with the number of referrals received from program staff as indicated by responses of “more than needed” or "enough for what was needed.”	TP=Program Enrollment TP=Program Activities
XX% of engaged clients who participate in a workshop, education, and/or support group and who complete an evaluation form will report the information provided was useful.	TP=Contact Notes TP=Program Activities
XX% of engaged clients who participate in a workshop, education, and/or support group and who complete an evaluation form will report the trainers or facilitators were knowledgeable.	TP=Contact Notes TP=Program Activities
<b>DCRC Data Collection Standards</b>	
All key events of program participation will be tracked in ETO for 100% of clients engaged including date referred, whether it was an appropriate referral (Criteria TBD); date client was engaged in the program, assessment date, and case management plan date (TBD), identified needs and needs met, all referrals for services, dates of all attempted and completed contacts, type of contact, (including if contact was in a group or individual setting and/or if with the client or collateral contact), date case closed and reason for closure and satisfaction surveys.	TP=Program Enrollment TP=Program Activities TP=Contact Notes TP=Internal Referrals TP=External Referrals TBD (Referral Criteria)

	<b>Data Source - ETO</b> <b>TP= Touchpoint (Specify)</b> <b>TBD=TP To Be Developed</b>
XX% of clients engaged by one or more DCRC agency will have an initial Self-Sufficiency Matrix (SSM) assessment conducted within first 90 days of engagement.	TP=SSM
XX% of clients engaged by one or more DCRC agency will have a follow-up SSM Assessment will conducted every 90 days while engaged in the program and/or at case closure.	TP=SSM

***DCRC Outcome Measures***

	<b>Data Source - ETO</b> <b>TP= Touchpoint (Specify)</b> <b>TBD=TP To Be Developed</b>
XX% of engaged clients will successfully complete the program	TP=Program Enrollment
Housing – XX% of engaged clients who received housing services will maintain housing for at least 90 days.	TBD
Employment – XX% of engaged clients will be employed upon completion of program workforce development activities.	TBD
Self-Sufficiency – XX% of engaged clients will show an increase in overall “Self-Sufficiency” score 3 months after initial assessment.	TP=SSM