

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



**FY 2021 Trauma Response and  
Community Engagement Program  
(TRCEP)  
Request for Applications (RFA)**

**IMPORTANT NOTICE**

**Application Deadline: 11:59pm ET September 4, 2020  
OVSJG's electronic Grants Management System (eGMS)  
ZoomGrants™**

\*Hard copies of the application will not be accepted

To access ZoomGrants™ click on  
<https://www.zoomgrants.com/zgf/FY21TRCEP>

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## Introduction

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### About the Office of Victim Services and Justice Grants

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 agencies who provide services to youth, victims of crime and justice-involved individuals. 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) is seeking applications for funding to develop and implement the Trauma Response and Community Engagement Program (TRCEP), an inter-agency program that utilizes a place-based approach to provide victim services in two high crime DC neighborhoods in Wards 7 and 8. This new program will enhance an existing comprehensive network of trauma informed services and work in close collaboration with the Office of Neighborhood Safety and Engagement (ONSE), Department of Behavioral Health (DBH), Child and Family Services (CFSA) Family Success Centers, as well as with resident groups and individual community leaders in the target neighborhoods.

**OVSJG will grant up to two awards to serve two sites in Wards 7 and 8. Available funding totals \$940,000 with a maximum of \$470,000 available for each site.** The successful applicant(s) must demonstrate the capacity to begin project implementation no later than October 1, 2020.

Grantees will be allowed a planning period from October 1, 2020 to December 31, 2020 for the purpose of finalizing program design, hiring staff, developing policies and procedures, and executing Memorandums of Understanding and other agreements essential to the successful implementation of the program.

## I. PURPOSE

The purpose of this RFA is to identify a community-based organization or organizations to develop and implement two TRCEP sites that will provide a community defined array of trauma-informed services utilizing a place-based community engagement approach. TRCEP centers are to be physically located in the neighborhoods of **37<sup>th</sup> St, NE (Ward 7)** and **Buena Vista Terrace, SE (Ward 8)**, and will focus efforts to address the impacts of trauma as a result of interpersonal and community violence, both contemporary and historical. Specifically, the TRCEP program will enhance individual and community capacity to respond effectively to past and contemporary traumatic events, address issues that arise

from those events, and plan for the future in order to decrease instances of interpersonal violence and trauma impacting persons in the targeted communities.

The successful applicant(s) will work in collaboration with OVSJG leadership and staff, District agencies, community based non-profit organizations, community leaders, and residents to implement and sustain the program. TRCEP center will:

- Provide trauma-specific mental health services, social service navigation, trauma-informed culturally competent mentorship, and supportive peer-led workshops. Educate and train practitioners and community members in responding effectively to trauma and traumatic events.
- Identify, train, and support community leaders to respond to traumatic events in the community and connect residents to services.
- Engage with interagency and community-based stakeholders including ONSE, DBH, CFSA & OVSJG, to leverage and support existing city-wide community engagement and trauma/violence reduction initiatives.

The selected grantee(s) will work in tandem with OVSJG TRCEP staff to develop and implement the program. Substantial involvement is expected between OVSJG and the award recipient(s).

### **Eligible Applicants**

Eligible applicants are community-based organizations that provide direct services, service referral, and services coordination.

### **Required Program Activities**

Required services are defined as those efforts that:

- Respond to the psychological and physical needs of those who have experienced traumatic incidents, particularly incidences related to violence;
- Assist primary and secondary victims and members of the community to stabilize their lives after victimization or community incidents of violence;
- Provide training to community members, grass-roots organizations, and allied service providers on the impacts of trauma and trauma-informed responses;
- Provide education and outreach to the larger community regarding trauma and victimization, how to reach the continuum of services available in the District;
- Support the comprehensive network of services available in the District.

Program activities should include:

- Providing professional, trauma-informed mental health services;
- Providing training, education, and outreach to multidisciplinary professionals and community members regarding trauma and trauma services. Applications in this area must detail the applicant's plan to provide the, education, training, and outreach activities. Applications will not be accepted for activities that promote the disempowerment of victims. Applications in this category will only be considered for activities in the following areas:
  - o Community engagement and education activities that seek to engage members of the two neighborhoods to enhance their ability to provide trauma-informed

- responses to incidents of violence in their neighborhoods;
- o Outreach, community engagement, and support activities that work with children who have been exposed to or have witnessed violence;
  - o Outreach activities that are conducted in tandem with direct services to crime victims; and
  - o Outreach, education, training, and community engagement activities that describe robust, significant, and measurable activities and outcomes.

### **Trauma Informed Care Standards of Practice (TICSP)**

All TRCEP centers will demonstrate adherence to OVSJG Trauma Informed Care Standards of Practice (See Appendix B) These standards are intended to provide benchmarks for determining the quality and consistency of care provided by all Trauma Response and Community Engagement Program (TRCEP) grantees and to help grantees build and enhance already existing trauma informed practices and policies within their program, site, or agency. The Standards of Practice for Trauma Informed Care were developed by the Office of Victim Services-Justice Grants and are adapted from nationally recognized principles of trauma informed care (TIC) including Portland State University Trauma Informed Oregon<sup>1</sup> and SAMHSA's "Concept of Trauma and Guidance for a Trauma-Informed Approach."<sup>2</sup>

## **Administrative Requirements**

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### **Funding Period**

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 end of the project period are not allowable.

The Office of Victim Services and Justice Grants also reserve the right to, without prior notice, reject all applications, reduce, cancel or adjust total funds available, or cancel the RFA in part or whole. For grants issued under this RFA, the OVSJG reserves the right to continue funding in FY 2022, barring funding is available and grantee performance meets or exceeds the expectations and goals established by the grant.

### **Financial Capability**

The following are minimum requirements necessary to accept manage, and spend funds awarded under this RFA:

- A. Organization's accounting system provides accurate and current financial reporting information.
- B. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OVSJG.
- C. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
- D. Organization's time distribution records are maintained for each employee and effort can be specifically identified to a particular grant or cost objective.
- E. Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

## Restrictions in Use of Funds

In addition to any specific funding restrictions described in this RFA, grantee 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](#) the [OVSJG Grant Management Policies and Procedures Manual](#) and the [District of Columbia City-Wide Grants Manual and Sourcebook](#).

## Timeline (Subject to Change)

Funding Opportunity Released	August 3, 2020
Last Day to Submit Questions	August 17, 2020
Pre-Bidders Webinar	August 20, 2020
Application Deadline	September 4, 2020
Application Review	May 1 – June 1, 2020
Planned Award Notification	September 21, 2020
Award Start Date	October 1, 2020

## Application Deadline

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants **no later than 11:59pm ET, September 4, 2020**. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the following link: <https://zoomgrants.com/gprop.asp?donorid=2121&limited=2998>. For technical assistance with ZoomGrants, contact the helpdesk at [\(866\) 323-5404](tel:8663235404) or by email at <https://www.zoomgrants.com/about-us/request-technical-help/>. Please note that ZoomGrants support desk is staffed from 8am to 5pm Mountain time, Monday through Friday and is not staffed on federal holidays. Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the deadline for submission. **Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed.**

## Audit Requirement

All nonprofit applicants must 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 non-profit applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter), a current business license, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

**This requirement should not be construed to mean that all applicants are required to be a 501(c)(3) entity.**

### **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 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.

### **Payments Provisions**

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

### **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 District and federal civil rights requirements. If an applicant is selected for a grant award, grantee will be required to post and display the *District of Columbia Equal Employment Opportunity* poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

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

Applicants must agree to comply with all applicable District and federal civil rights laws; make every effort to provide accessible programming to individuals with limited English proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing "Equal Treatment for Faith based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice (DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

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

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34

U.S.C. § 20110(e) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith-Based and Other Neighborhood 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 [OVSJG Grant Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). OVSJG will provide written notice of any additional requirements at the time of the award.

### **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. OVSJG reserves the right to accept or reject any or all applications. The agency will notify 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 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**

Monitoring of the TRCEP program will include a three-member team consisting of the Grant Manager, the TRCEP Program Coordinator, and the TRCEP Clinical Care Coordinator. The Grant Manager will monitor financial administration pursuant to the terms of the grant agreement. The TRCEP Program Coordinator and/or TRCEP Clinical Care Coordinator will monitor overall program implementation program, service delivery, program evaluation, and adherence to the OVSJG Trauma Informed Care Standards of Practice. OVSJG monitoring staff will make frequent onsite visits to the grantee's service facilities. The monitoring team will provide ongoing technical assistance, support and training to facilitate program success.

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 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.

Monitoring efforts are designed to determine the grantee's level of compliance with District and federal requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for grant funds and are consistent with program requirements and standards of practice. Failure to maintain compliance with requirements may result in payment suspension, payment reduction, or termination of the grant. New grantees and grantees that have a high-risk classification must provide all financial back-up when submitting reimbursements and are also subject to more frequent onsite visits.

## **Risk Assessment Classification**

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

## **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 all data and outcome measures as required OVSJG. The grantee should also include any successes or challenges encountered during the reporting period.

TRCEP centers will submit quarterly programmatic reports summarizing community engagement efforts, participant recruitment, service utilization, and program response to incidences of violent crimes output and outcomes regarding program responses within their targeted neighborhood(s)

The financial reports indicate the status of program spending by category and are submitted along with all receipts, invoices or other documentation of expenditures, as required based on risk status. 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 10<sup>th</sup> of October.

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

## **Inquiries**

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To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by 5pm ET August 17, 2020.** Questions and answers that result in an amendment to the RFA will be posted on the OVSJG website under Current Funding Opportunities (<https://ovsjg.dc.gov/page/current-funding>) and the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <https://www.opgs.dc.gov>. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to [ovsjg@dc.gov](mailto:ovsjg@dc.gov), Attn: FY 2020 Grant Application Inquiry. Oral explanations or instructions given prior to the award of grants will not be binding.

## **II. PROPOSAL INSTRUCTIONS**

**All applications must be received 11:59pm EST September 4, 2020.** Follow the ZoomGrants™ format for submission.

### **Description of Proposal Sections**

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The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their plan for services. It is important that proposals reflect continuity across the project design and work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Abstract (5-Points)**

Each applicant must include a brief description of the project including key activities and quantification of proposed deliverables for the project. The description should include language specific to trauma responsive programming. (Max. 150 characters).

*Example: Provide trauma-informed mental health and community support services for 50 residents in Ward 7.*

#### **Applicant Profile (5-Points)**

Each applicant must include all information requested in the Applicant Profile. The Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant. Each applicant is also required to select the type(s) of services for which the applicant is requesting funding. Applicants may select more than one type of service. However, applicants are required to detail a plan for collecting the required data for each type of service and detail the applicant's role in each continuum of service.

## Project Narrative (50-Points)

### I. Project Description (30,000-character limit)

This section of the application should contain a detailed description of activities and a timeline for implementation that justify and describe the program to be implemented. ***Project descriptions previously submitted to OVSJG for funding will not be reviewed for this RFA.***

Successful grantees will be allowed a planning period during which they must engage community stakeholders and partners and finalize all program activities, develop necessary policies and procedures, and enter into necessary Memorandums of Understanding and other agreements essential to the successful implementation of the program. ***Applicants must indicate in the Project Description all activities that will be conducted during the Planning Period October 1- December 31, 2020.*** This section must minimally describe:

- A. Program Design
  - a. Identified Need
  - b. Target population
- B. Community and Stakeholder Engagement Plan
- C. Description of Physical Location and Facilities
- D. Proposed Service Delivery Methods
  - a. In person/virtual
  - b. Days and hours of operation
- E. Staffing Plan
  - a. Staffing level
  - b. Qualifications of staff (existing or to be hired)
  - c. Employment status of each staff member on the project, (i.e. full-time, part-time, contractor, etc.)
    - i. Contractor Agreement (if applicable, describe and attach)
  - d. Hiring Timeline (if applicable)
  - e. Training Plan - initial and ongoing
  - f. Staff Supervision Plan

### II. Evidence Based (5,000-character limit)

The application must demonstrate inclusion of evidence based therapeutic practices and evidence-based program outcomes, highlighting the use of trauma informed interventions, and trauma specific therapy models. Application must describe effectiveness of chosen evidence-based approaches, evaluation of such approaches and their impact on de-escalation of interpersonal violence and trauma.

### III. Trauma Informed Care (TIC) (5,000-character limit)

The application must describe how the proposed services are trauma informed. (See Attachment --- TICSP)

- A. Organization's approach to providing trauma-informed services. Including:
  - a. Client and stakeholder input
  - b. Staff training and use of best practices
  - c. Cultural competence and cultural humility
  - d. Organizational decisions and operations
  - e. Physical environments
  - f. TIC Evaluation

IV. Organization, Experience, and Qualifications of Applicant (15,000-character limit)

This section should describe the capability of the applicant to fulfill the requirements of this RFA. Job descriptions, resumes, or references should be included as attachments and should not be described in this section. Applicants should describe:

- A. The qualifications, experience, and expertise of staff assigned to the project.
- B. Past and present specific organization experience in successfully executing the same or similar project.
- C. Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful execution of the project as proposed.
- D. Methods that will be used to differentiate TRCEP services from other initiatives/programs operated by the organization
- E. History of collaborating with community stakeholders to develop and implement crime victim services
- F. If applicable, explain past programmatic or administrative experience with OVSJG.

Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments and should not be described in this section.

V. Data and Evaluation Plan (5,000-character limit)

This section should provide **a detailed plan** of how the applicant intends to collect and report the standard data measures and the standard outcome measures for each type of service for which the applicant applied. The evaluation plan should include the following considerations:

- A. The applicant must describe methods of collecting privacy-sensitive demographic data tracking services administered to clients. This process should identify how demographic data will be collected, stored, and safeguarded from physical and intellectual intrusion.
- B. The applicant must describe daily, weekly, and monthly processes used to update participant data such as initial assessment, treatment plans, and provided services.
- C. The applicant must identify a HIPPA compliant electronic medical health records system that will be used to track quality of care, dates of service, and service efficiency
- D. The applicant must provide a quarterly report analyzing participant recruitment and retention, improvement of individual and community resiliency, and other outcomes essential to providing a thorough assessment of the program's effectiveness.
- E. Include a narrative explanation of any data measures that will be collected. Evaluation plan must describe how data will be used to inform and enhance service delivery.

VI. Sustainability Plan (5,000-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.

VII. Corrective Action Plan (5,000-character limit)

For applicants who received funding in FY19 *and* are designated as high-risk, describe progress, and steps taken to date regarding the corrective action plan.

### **Project Budget (30-Points)**

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.

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 is represented in this application.

### **Project Work Plan (10-Points)**

Please list all project goals, objectives, activities, and deliverables in the Project Work Plan. Workplan must include specific activities for each quarter of the award.

### **Memoranda of Understanding and/or Letters of Support**

All applications must include at least three (3) letters of support. These letters should be representative of a multi-disciplinary support base, demonstrate the need, the intended use and expected results from the use of grant funds. Memoranda of Understanding should accompany all applications where the applicant intends to contract or partner with other individuals or organizations for any services provided under the award.

### **Application Review**

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**This is a competitive solicitation.** The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers and/or internal reviewers will assign scores based on the required elements listed in proposal instructions. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding. The Office of Victim Services and Justice Grants will consider eligibility of costs and project activities contained in the application based on District and federal grant requirements; overall priorities of the District; amount of funds available to meet the requests and known community need.

The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicant to fund and amounts to be funded.

### **Award Notification**

The Office of Victim Services and Justice Grants follows the competitive process for awarding grants in accordance with the [OVSJG Grant Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

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

#### *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 should be sent to the following address:

Office of Victim Services and Justice Grants  
ATTN: FY 2020 Victim Services Grant Application Inquiry  
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 Grant Management Policies and Procedures Manual](#) for complete “Dispute Resolution Policy” guidelines.



## What an Application Must Include

### Application Checklist

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

#### General Requirements:

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

#### Administrative Requirements

- Audited Financial Statements of the organization's most recent Fiscal Year. Failure to submit them may lead to an automatic rejection of the application.
- IRS 501 (c) (3) Determination Letter (if applicable)
- Current DC Business License
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- DC 'Clean Hands'
- Tax Affidavit
- Roster of Board of Directors ( if applying as a 501 (c) (3) entity)
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services
- Documentation on Federally Negotiated Indirect Cost Rate from cognizant agency (if applicable)

## Tips for Proposal Preparation

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

- The Application Profile must be signed by the Authorized Official
- Round all budget figures to the nearest dollar
- Follow the format outlined in *Proposal Instructions* when developing your proposal
- Use the *What an Application Must Include* checklist to guide the completion of your grant application packet



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

**APPLICANT PROFILE**

Fiscal Year of Funding: 2021

Organization Name:

Address:

ZIP + 4:

Dun & Bradstreet # (DUNS):

Project Title:

Project Period Dates (Begin/End Dates):

Requested Amount: \$

**AUTHORIZED OFFICIAL:**

Name:

Title:

Telephone:

Email:

<b>PROJECT DIRECTOR:</b>	<b>FINANCIAL OFFICER:</b>
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Name:	Name:
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Title:	Title:
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Phone:	Phone:
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Email:	Email:
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*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*

<i>Signature of Authorized Official</i>	<i>Date</i>
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## PROJECT BUDGET FORMAT

### OVSJG BUDGET AND NARRATIVE WORKSHEET

**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 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.**

**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 \$0.58	\$ 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 or \$81.25 per hour. Prior approval must be received from OVSJG for consultant rates in excess of \$650 per day.**

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

**E. SUPPLIES:**

List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors. These costs cover such items as office supplies, paper, toner, 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. Food is limited to meetings, events, or programs hosted by the applicant organization. Activities must be clearly outlined in the applicant budget. The proposed

activity must have an agenda with an attendee listing and this information will be requested with any reimbursement payment.

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.

<b>EXAMPLE:</b>		
<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office supplies	\$5,000/year x 15%	\$ 750
Palm cards	\$0.05/card x 5000 copies	\$ 250
Laptop/Notebook	1 unit at \$500	\$ 500
Office supplies are based on the program’s percentage of the annual organization supply budget.		
Palm cards are distributed at our main office and outreach office to clients coming in for services; those seeking information regarding services offered; and partner agencies. Additionally, palm cards are disseminated at community outreach events to provide information on safety planning, mental health, protective orders, and related topics and will contain the agency’s contact information.		
One laptop/notebook will be purchased for the Outreach Worker to use during outreach events.		
<b>TOTAL SUPPLIES: \$1,500</b>		

**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. OPERATING COSTS** List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. **Include all known vendors.**

**EXAMPLE:**

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

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

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

**H. 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.

**Applicants must demonstrate the calculations of the de minimis.**

## 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. Operating</b>	
<b>TOTAL DIRECT COST</b>	
<b>H. Indirect Costs</b>	
<b>TOTAL PROJECT COST</b>	



**APPENDIX A  
PROJECT WORK PLAN**

**Project Goal:**

<b>Objective:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.

**Activities:**

**Outcome:**

**Project Goal:**

<b>Objective:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.

**Activities:**

**Outcome:**

## APPENDIX B

### OVSJG TRAUMA RESPONSE AND COMMUNITY ENGAGEMENT PROGRAM

#### STANDARDS OF PRACTICE FOR TRAUMA INFORMED CARE

The following Standards of Practice for Trauma Informed Care were developed by the Office of Victim Services-Justice Grants and are adapted from nationally recognized principles of trauma informed care (TIC) including Portland State University Trauma Informed Oregon<sup>1</sup> and SAMHSA's "Concept of Trauma and Guidance for a Trauma-Informed Approach."<sup>2</sup> These standards are intended to provide benchmarks for determining the quality and consistency of care provided by all Trauma Response and Community Engagement Program (TRCEP) grantees and to help grantees build and enhance already existing trauma informed practices and policies within their program, site, or agency.

- A. AGENCY COMMITMENT AND ENDORSEMENT: *Agency leadership acknowledges that an understanding of the impact of trauma is central to effective service delivery and makes operational decision accordingly.***
- a. Trauma informed care appears as a core principle in TRCEP program materials, including brochures, online content, and social media.
  - b. Agency demonstrates a commitment to diversity, equity, and cultural humility, by ensuring that all staff have been trained and wherever possible have lived experience as a member of the population being served. Agency leadership is representative of the population served and agency presence online and in print is representative of the population served.
  - c. Agency demonstrates a process of evaluation designed to ensure that changes in policy, practices, procedures, and personnel are made in a way that minimizes negative impact on workforce and on program participants.
  - d. Agency demonstrates that agency-wide workforce wellness is systematically addressed.

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<sup>1</sup> Trauma Informed Oregon, Mar. 2018, [traumainformedoregon.org/wp-content/uploads/2018/08/Guidelines-and-Standards-of-Practice-for-Trauma-Informed-Care\\_March-2018.pdf](http://traumainformedoregon.org/wp-content/uploads/2018/08/Guidelines-and-Standards-of-Practice-for-Trauma-Informed-Care_March-2018.pdf).

<sup>2</sup> Substance Abuse and Mental Health Services Administration, *SAHMSA's Concept of Trauma and Guidance for a Trauma-Informed Approach*. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

**B. ENVIRONMENT AND SAFETY: *There is a demonstrated commitment to creating a welcoming environment and responding to and mitigating perceived challenges to safety.***

- a. Physical facility (external environment, exits and entrances, waiting room, offices, streetlights, offices, halls, restrooms, etc.) is regularly evaluated for physical safety concerns that may impact staff and program participants who receive services.
- b. Physical office space has been evaluated for its therapeutic quality (e.g., color of paint, décor, furniture, lighting, odor, and cleanliness).
- c. Physical office space reflects cultural identity of program participants and the community served by the center (e.g., art, images, and décor).
- d. Agency has physical safety and crisis intervention policies and protocols for staff and program participants which are reviewed no less than annually.
- e. Program participants are provided the opportunity for input into the development and evaluation of safety protocols.
- f. Program participants are provided ongoing opportunity to provide feedback and express safety concerns to center leadership.

**C. WORKFORCE DEVELOPMENT: *Human Resource policies and practices reflect a commitment to TIC for employees and program participants.***

**a. HIRING AND ONBOARDING**

- i. Employment screening and interviewing protocols include applicant's understanding of trauma informed care and their professional experience working with diverse populations that have histories of trauma.
- ii. New employee orientation and training materials include the SAMHSA core principles of trauma informed care and affirms the agency's commitment to ongoing trauma awareness and education for staff.

**b. TRAINING REQUIREMENTS - NEW STAFF**

**i. All Agency Staff**

- 1. Within three months of hire, all TRCEP center staff must complete a course in basic Trauma Informed Care for non-clinicians.
- 2. Within three months of hire, all TRCEP center staff must demonstrate completion of at least eight hours training in Cultural Humility.

3. Within three months of hire all TRCEP center staff must demonstrate completion of at least four hours training on vicarious trauma, compassion fatigue, burnout, resiliency, and self-care.

**ii. Therapists** (*Therapist requirements are in addition to all agency staff requirements*)

1. Prior to treating participants, all therapists must demonstrate completion of at least 20 hours of training covering the following topic areas:
  - Basic Trauma Informed Care
  - The Neurobiology of Trauma
  - Impact of Adverse Childhood Experiences
2. Prior to treating participants, all therapists must demonstrate training and certification (where applicable) in at least one evidence-based clinical intervention; e.g., Trauma Focused-Cognitive Behavioral Therapy (TF-CBT), EMDR, Somatic Experiencing, Dialectical Behavioral Therapy, Trauma Recovery and Empowerment Model (TREM), Addictions and Trauma Recovery Integration Model (ATRIUM), etc.

**c. TRAINING REQUIREMENTS – EXISTING STAFF**

**i. Annual Training-All Agency Staff**

1. All TRCEP center staff must demonstrate completion of at least four hours training in Cultural Humility.
2. All TRCEP center staff must demonstrate completion of at least four hours training on vicarious trauma, compassion fatigue, burnout, resiliency, and self-care.

**ii. Annual Training - Therapists** (*Therapist requirements are in addition to all agency staff requirements*)

1. Therapists must complete a minimum of ten Continuing Education hours of training in at least one evidence based clinical modalities annually, (i.e., Trauma Focused-Cognitive Behavioral Therapy (TF-CBT), EMDR, Somatic Experiencing, Dialectical Behavioral Therapy, Trauma Recovery and Empowerment Model (TREM), Addictions and Trauma Recovery Integration Model (ATRIUM), etc.

**d. SUPERVISION AND STAFF SUPPORT**

- i. All staff providing program services, clinical and non-clinical, receive regular Trauma Informed Supervision. TIC supervision Includes:
  - 1. Regularly Scheduled Meeting Time
  - 2. Didactic Case Review/Summary (if applicable)
  - 3. Discussion of current or potential trauma triggers, impacts and responses
  - 4. Self-Care Plan(s)
- e. Staff are encouraged to engage in regular peer supervision and support process whereby emotional support and professional guidance can be offered from other peer colleagues and the importance of self-care and wellness can be encouraged.

**D. PROGRAM SERVICES AND SERVICE DELIVERY: *Service delivery practices reflects a commitment to trauma informed practice.***

- a. Program participant's first point of contact with the agency is welcoming, engaging and empathetic.
- b. Intake forms and processes are streamlined and request the minimum information necessary.
- c. Agency has written easy-to-read documentation for staff and service recipients that explain core services key rules and policies and process for concerns and complaints.
- d. No-show and late cancelation policies and procedures reflect an understanding of trauma and its impact and offer participants the opportunity to appeal administrative decisions that impact access to ongoing care.
- e. Program participants are not terminated from receiving services without notice or direct contact from staff.
- f. Evidence based culturally appropriate trauma specific intervention modalities that reflect current best practices are offered.

# **OVSJG TRAUMA RESPONSE AND COMMUNITY ENGAGEMENT PROGRAM**

## **APPROVED TRAUMA INFORMED CLINICAL INTERVENTIONS**

OVSJG has approved the following interventions to ensure that consistent evidence-based (evidence-informed) trauma informed clinical interventions are provided at TRCEP centers. This list is intended as guidance for program administrators in designing services. This list is not intended to be exhaustive nor should it replace clinical judgement in selecting interventions appropriate for specific program participants. Programs may request approval for other interventions and/or practice modalities as needed.

### **Addictions and Trauma Recovery Integration Model (ATRIUM)**

ATRIUM is a 12-session recovery model designed for groups as well as for individuals and their therapists and counselors. The acronym, ATRIUM, is meant to suggest that the recovery groups are a starting point for healing and recovery. This model has been used in local prisons, jail diversion projects, AIDS programs, and drop-in centers for survivors. ATRIUM is a model intended to bring together peer support, psychosocial education, interpersonal skills training, meditation, creative expression, spirituality, and community action to support survivors in addressing and healing from trauma.

### **Cognitive Processing Therapy (CPT)**

CPT focuses on identifying and challenging maladaptive beliefs that develop about, and as a result of, the traumatic event. The therapist helps the client to identify problem areas (i.e., stuck points) in their thinking about the traumatic event, which have impeded their recovery. Therapists then use Socratic dialogue, a form of questioning that encourages clients to examine and evaluate their own beliefs rather than being told in a directive way, to help clients challenge their stuck points.

### **Dialectical Behavioral Therapy**

(DBT) is a type of cognitive behavioral therapy. Cognitive behavioral therapy tries to identify and change negative thinking patterns and pushes for positive behavioral changes. A unique aspect of DBT is its focus on acceptance of a patient's experience as a way for therapists to reassure them -- and balance the work needed to change negative behaviors.

### **Eye Movement Desensitization and Reprocessing (EMDR)**

EMDR is a psychotherapy that enables people to heal from the symptoms and emotional distress that are the result of disturbing life experiences. EMDR therapy combines different elements to maximize treatment effects. A full description of the theory, sequence of treatment, and research on protocols and active mechanisms can be found in F. Shapiro (2001) *Eye movement desensitization and reprocessing: Basic principles, protocols and procedures* (2nd edition) New York: Guilford Press. EMDR therapy involves attention to three time periods: the past, present, and future. Focus is given to past disturbing memories and related events. Also, it

is given to current situations that cause distress, and to developing the skills and attitudes needed for positive future actions. With EMDR therapy, these items are addressed using an eight-phase treatment approach.

### **Integrative Treatment of Complex Trauma for Adolescents**

TCT-A is a component-based, assessment-driven, multi-modal treatment for traumatized adolescents (aged 12 to 21 years) and their families. The ITCT model is based on developmentally appropriate, culturally adapted approaches that can be applied in multiple settings (outpatient clinic, school, hospital, inpatient, residential) and involves collaboration with multiple community agencies. ITCT-A addresses challenges specifically associated with complex trauma and includes separate treatment manuals addressing substance use as well as “acting out” or self-injurious behaviors.

### **Integrative Treatment of Complex Trauma for Children**

ITCT-C is an assessment-driven, multimodal, evidence-based treatment for children ages 5-12, with interview and/or standardized trauma-specific measures administered at 2-3 month intervals to identify particular symptoms and issues requiring focused clinical attention. ITCT-C is based on developmentally appropriate, culturally adapted approaches that can be applied in multiple settings (outpatient clinic, school, hospital, inpatient, forensic, and residential), and involves collaboration with multiple community agencies. ITCT-C has been particularly adapted for economically disadvantaged and culturally diverse children and families.

### **Narrative Exposure Therapy (NET)**

NET is a culturally universal intervention. Given its focus on the autobiographical elaboration of traumatic experiences, NET is particularly suited for populations affected by multiple and continuous traumatic experiences, such as organized violence, torture, war, rape, and childhood abuse. NET has been developed as a standardized short-term approach. It is designed so that three to six sessions should be sufficient to provide considerable relief and reinstate individual functioning, even for patients who suffer from severe and chronic traumatization in areas of ongoing adversity and recent disasters.

### **Psychological First Aid**

PFA is an evidenced-informed intervention designed to be put into place immediately following disasters, terrorism, and other emergencies, and has received wide usage worldwide. PFA is comprised of eight core helping actions: contact and engagement, safety and comfort, stabilization, information gathering, practical assistance, connection with social supports, information on coping support, and linkage with collaborative services.

### **Risk Reduction Through Family Therapy**

RFT is an integrative approach to addressing the heterogeneous symptoms experienced by trauma-exposed adolescents. It targets a broad range of trauma-related psychopathology (e.g., PTSD, depression) and risk behaviors (substance use/abuse, risky sexual behavior, non-suicidal self injury). RRFT is individualized to the needs, strengths, developmental factors, and cultural background of each adolescent and family. This tailored approach is incorporated throughout all components of treatment.

### **Somatic Experiencing**

Somatic experiencing is a form of holistic therapy aimed at relieving the symptoms of post-traumatic stress disorder (PTSD) and other mental and physical trauma-related health problems by focusing on the client's perceived body sensations (or somatic experiences). It was created by trauma therapist Peter A. Levine.

### **Trauma Focused-Cognitive Behavioral Therapy (TF-CBT),**

As its name implies is a form of cognitive behavioral therapy that addresses the specific emotional and mental health needs of children, adolescents, adult survivors, and families who are struggling to overcome the destructive effects of early trauma. Trauma-focused cognitive behavioral therapy (TF-CBT) is especially sensitive to the unique problems of youth with post-traumatic stress and mood disorders resulting from abuse, violence, or grief.

### **Trauma Recovery and Empowerment Model (TREM and M-TREM)**

The Trauma Recovery and Empowerment Model is intended for trauma survivors, particularly those with exposure to physical or sexual violence. This model is gender-specific: TREM for women and M-TREM for men. This model has been implemented in mental health, substance abuse, co-occurring disorders, and criminal justice settings. The developer feels this model is appropriate for a full range of disciplines.

### **Trauma, Addiction, Mental Health, and Recovery (TAMAR)**

Developed as part of the first phase of the SAMHSA Women, Co-Occurring Disorders and Violence Study, the TAMAR Education Project is a structured, manualized 10-week intervention combining psycho-educational approaches with expressive therapies. It is designed for women and men with histories of trauma in residential systems. Groups are run inside detention centers, state psychiatric hospitals, and in the community.

### **Trauma Affect Regulation: Guide for Education and Therapy (TARGET)**

TARGET is a model designed for use by organizations and professionals with a broad range of experience with and understanding of trauma. The developer feels that TARGET works with all disciplines and can be used in all levels of care for adults and children.



## APPENDIX D

### GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Victim Services and Justice Grants

### Statement of Certification

#### Statement of Certification

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services and Justice Grants determines to award the covered transaction or grant.

Applicant is able to maintain adequate files and records and can and will meet all reporting requirements;

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia

Tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

Applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant

Applicant has a satisfactory record of integrity and business ethics;

Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

Applicant is in compliance with the applicable District licensing and tax laws and regulations;

Applicant complies with provisions of the Drug-Free Workplace Act; and

Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

All fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

If applicant is approved for a grant award, the sub-grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

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



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Office of Victim Services and Justice Grants  
Certifications Regarding Lobbying; Debarment, Suspension and Other  
Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, “New Restrictions on Lobbying” and 28 CFR pt. 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services determines to award the covered transaction or grant.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities (attached), in accordance with its instructions;

c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR pt. 67, for prospective participants in primary covered transactions, as defined at 28 CFR pt. 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

a. The applicant certifies that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.

i. 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;

ii. 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

iii. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG FREE WORKPLACE (SUB-GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR pt. 67, subpt. F. for sub-grantees, as defined at 28 CFR pt. 67 Sections 67.615 and 67.620—

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

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

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

i. The dangers of drug abuse in the workplace;

ii. The sub-grantee's policy of maintaining a drug-free workplace;

iii. Any available drug counseling, rehabilitation, and employee assistance programs; and

iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  
- e. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Victim Services, 441 4<sup>th</sup> Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;
  
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
  
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The sub-grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street address and Zip code
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Check  if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (SUB-GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR pt. 67, subpt. F, for sub-grantees, as defined at 28 CFR pt. 67; Sections 67.615 and 67.620:

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing within ten (10) calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4<sup>th</sup> Street, N.W., Suite 727N, Washington, DC 20001.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant Name	
Address	
Application Number and/or Project Name	
Applicant IRS/Vendor Number	
Typed Name and Title of Authorized Representative	
<b>Authorized Representative Signature</b>	<b>Date</b>



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

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Authorized Official

Date