

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

**Youth Hotline Planning**

**Request for Applications (RFA)**

**IMPORTANT NOTICE**

**Application Deadline: December 8, 2017**

**OVSJG’s electronic Grants Management System (eGMS) ZoomGrants™**

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

**To access ZoomGrants™ click on** [**https://ovsjg.dc.gov/page/current-funding**](https://ovsjg.dc.gov/page/current-funding)

**Program Description**

The Office of Victim Services and Justice Grants is seeking applications to develop a plan for the design and implementation of a youth hotline for the District of Columbia. The hotline is intended to address the recommendations of the Sexual Assault Victims Rights Act (SAVRA) Task Force and the Working Group on Runaway and Missing Youth to provide a resource for youth who experience sexual victimization and range of other issues that may contribute to leaving or being lured from home.

**Overview**

SAVRA Task Force

The Sexual Assault Victims Rights Act of 2014 created a Task Force to provide recommendations on amending sexual assault legislation in the District of Columbia around four key legislative questions. One questions addressed whether youth victims of sexual assault should be afforded the same right to an independent advocate that is afforded to adult victims of sexual assault. The Task Force unanimously supported expanding the right to an independent community-based advocate to youth victims of sexual assault ages 12-17.

The Task Force Report’s recommendations, issued in 2016, included the establishment of a youth-oriented hotline to provide information anonymously to minors age 12-17 about their legal rights, mandatory reporting requirements of various system actors, the details of the law enforcement reporting process, age appropriate and VAWA-compliant access points for medical care, counseling and law enforcement assistance, as well as details of parental notification laws in the District of Columbia. The Task Force recommends a hotline that includes telephone text and online chat features and recommends a warm hand off to a community-based advocate who is available to meet in person with the minor victim to provide the following information, regardless of the status of the case or report to law enforcement, if the minor victim consents to be connected with an advocate:

1. Information about the system of care available to the minor victim and the youth victim’s or rights under the Violence Against Women Act;
2. A general outline of the civil and criminal legal remedies available to youth victims;
3. The minor victim’s right of accompaniment to a medical forensic exam and any other portion of the process as desired by the minor victim;
4. Information and assistance regarding the minor victim’s ability to inform or speak with parents or other adults in the minor victim’s life if desired by the minor victim;
5. Information about creating and periodically amending a safety plan with the minor victim;
6. Information about the minor victim’s rights in the school system;
7. Referrals to counseling services that are appropriate to the minor victim;
8. Information about logistical challenges that the minor victim may face such as transportation, school attendance and other safety planning issues;
9. Advocacy in, and assistance with, any benefits or financial supports available;
10. Right to receive an interpreter and materials translated into their primary language; and
11. Any other advocacy needs identified by the sexual assault victim advocate and the minor victim.

Working Group on Runaway and Missing Youth

In early 2017, reports about the District of Columbia’s missing youth, particularly girls of color, garnered local and national attention and concern. The initial focus was on a perceived increase in the number of youth reported missing. In reality, the District of Columbia Metropolitan Police Department (MPD) data showed that the number of youth who have been reported missing in the District was lower than in previous years. In late 2016, MPD’s Youth and Family Services Division began aggressively using social media to generate immediate public attention for missing young people. By using social media to make the community aware of missing youth, MPD has been able to generate significant public attention around the cases – often a key contributor to finding missing persons. The Tweets and Facebook posts brought much-needed attention to the fact that in cities across the country, hundreds of youth, particularly young people of color, are reported missing each year.

Ensuring that DC continues to improve its response to missing youth, on March 24, 2017, Mayor Bowser identified six immediate initiatives to locate young people who have been reported as missing, provide critical resources to better address the issues that cause young people to run away from home, and support young people who may be considering leaving home.[[1]](#footnote-1) Included was establishing a Working Group, co-chaired by the directors of the Office of Victim’s Services and Justice Grants Administration (OVSJG) and the Child and Family Services Agency (CFSA), to develop the findings and recommendations of this report. In May 2017, the Working Group issued recommendations for enhancing the District’s response to missing and runaway youth that included creating a 24-hour hotline with call, text, and chat capabilities, and consider online and mobile application options, to connect youth to local resources that provide support, information, and referrals.[[2]](#footnote-2)

**Program Requirements**

The Office of Victim Services and Justice Grants is seeking applicants to create a plan for the design and implementation of a youth hotline for the District of Columbia. The primary goal of the hotline is to address the needs of youth who have been sexually assaulted in accordance with the recommendations of the SAVRA Task Force. Additionally, the hotline shall have the capacity to connect youth to a variety of local resources that provide support, information, and referrals for a wide range of concerns that may contribute to youth leaving or being lured from home. Applicants are expected to develop a framework of requirements for the entity ultimately responsible for implementing a youth hotline for the District.

More specifically, the successful applicant will provide recommendations in a written plan that address the following:

* Proposed method of operation for a hotline specific to serve the needs of youth including staffing structure, communication modalities (i.e., text, phone, chat, app, social media, etc.);
* Key relationships or partnerships needed for successful implementation and operations;
* Marketing and outreach strategies geared specifically to reach youth;
* Proposed hours of operation;
* Proposed key activities for creation and implementation;
* Recommendation of whether the hotline will be anonymous or confidential and rationale to support recommendation;
* Recommendation of how to address Mandated Reporting laws in the District;
* Recommendation of how youth hotline will meet the diverse needs of youth and also meet the specific needs of youth who are sexually assaulted;
* Recommendations of how to ensure the hotline will comply with the Violence Against Women Act;
* Recommendations on how the hotline will ensure autonomy of youth who contact the hotline;
* Recommendation of technology needs to implement;
* Proposed timeline for implementation that may include a phased approach of both hours of operation and communication modalities;
* General guidance of costs to implement and operate a youth hotline based on research; and
* Potential pitfalls and/or "blind spots" to successful implementation.

**Award Information**

**The project period for this award is not to exceed six months and the funding award is not to exceed $35 thousand dollars. The anticipated start date is January 2018.**

The recipient of the award will produce a report detailing recommendations for the design and implementation of a youth-specific hotline, including a timeline for implementation of the various features/elements of the hotline and the associated costs. The goal is to produce a document that may be used by a successful applicant for the operation of the youth hotline to implement the hotline.

The award recipient will be required to convene a working group minimally comprised of District sexual assault and youth services providers, and youth and hotline subject matter experts in the development of the report. Additionally, the working group will include the SAVRAA Independent Expert Consultant, a representative from the Office of Victim Services and Justice Grants, and other representatives as determined by OVSJG.

**Proposal Instructions**

All applicants are required to apply before midnight on **December 8, 2017**. Follow the ZoomGrants™ format <https://ovsjg.dc.gov/page/current-funding>

### Description of Proposal Sections

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

##### Applicant Profile

Each applicant must include all information requested in the Applicant Profile. Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

##### Project Narrative

##### Project Description

This section of the application should contain a general description of the proposed activities and demonstrates the applicant's understanding of the project being requested. The project description should include the following:

* How the applicant will gather data and information to meet the goals of this RFA.
* Narrative explanation of activities and associated timeline.
* Key stakeholders and subject matter experts to engage in the project. (Letters of support should be submitted by identified stakeholders and subject matter experts, if possible).
* Anticipated challenges to meeting the requirements of the RFA, if any.

Organization, Experience, and Qualifications of Applicant

This section should describe the capability of the applicant to fulfill the requirements of this RFA as well as the following additional requirements:

* Information and evidence regarding the qualifications, experience, expertise, and capability of the applicant to respond to the RFA.
* Past and present specific experience in successfully planning and implementing a project similar to that required in this RFA.

##### Project Budget

The Project Budget Template (see page 6) **must** be used in the preparation of the budget and budget narrative. Budgets may be submitted in Excel or Word formats. Please refer to the specific instructions under each budget category in the Project Budget worksheet for more information on budget requirements.

**What an Application Must Include**

**Application Checklist**

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

**General Requirements**

* Applicant Profile
* Project Narrative
* Project Budget

**Attachments**

* Key Resumes and Job Descriptions
* Memoranda of Understanding or Letters of Support
  + At least one from a community based sexual assault services provider
  + At least one from a community based youth services provider
  + At least one from an organization with expertise in operating a hotline

A successful application will demonstrate broad support from community stakeholders and subject matter experts.

**Administrative Requirements**

The selected applicant may have to submit any or all of the following items prior to receiving an award:

* Audited Financial Statements of the organization’s most recent Fiscal Year
* Disclosure of Legal Proceedings
* Statement of Certification
* Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
* Standard Assurances
* Roster of Board of Directors

**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.
* Use the What an Application Must Include checklist to guide the completion of your grant application packet.

**PROJECT BUDGET TEMPLATE**

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

**Each line item must include detailed information on how the cost is calculated, the total amount requested, and a narrative associated with each cost. The following examples are intended to assist you in preparing your application budget.**

**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:**

Name/Position Computation Cost

Project Manager, Maria Smith $60,000 x 50% $30,000

Staff Assistant, TBD $45,000 x 25% $11,250

Outreach Worker, Aaron Jones $20/hour x 10-15 hours/week $13,000

**TOTAL PERSONNEL: $54,250**

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.

**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:**

Name/Position Computation Cost

Project Manager, Maria Smith

Employer’s FICA $30,000 x 7.65% $2,295

Health Insurance $30,000 x 8.5% $2,550

Worker’s Compensation $30,000 x 1% $ 300

Unemployment Compensation $30,000 x 0.5% $ 15

Retirement Plan $30,000 x 4.75% $1,425

Staff Assistant, TBD

Employer’s FICA $11,250 x 7.65% $ 861

Health Insurance $11,250 x 8.5% $ 956

Worker’s Compensation $11,250 x 1% $ 113

Unemployment Compensation $11,250 x 0.5% $ 56

Retirement Plan $11,250 x 4.75% $ 534

Outreach Worker, Aaron Jones

Employer’s FICA $13,000 x 7.65% $ 995

Worker’s Compensation $13,000 x 1% $ 130

Unemployment Compensation $13,000 x 0.5% $ 65

**TOTAL FRINGE BENEFITS: $10,295**

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

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

**EXAMPLE:**

Item Computation Cost

Transporting clients to/from court 50 trips x 6.4 miles x $0.535 $ 171

Attendance at VAN meetings 6 meetings x $4.30 Metro RT $ 26

Staff training Airfare: $500 x 2 staff $1,000

*Conference on Improving Outcomes*  Lodging: $150 x 3 nights x 2 staff $ 900

*Dallas, TX* Per diem: $56 x 4 days x 2 staff $ 448

Ground: $50 x 2 staff $ 100

**TOTAL TRAVEL/TRAINING: $2,645**

Local travel will be used to provide transportation for clients to ensure they are at court for scheduled hearings. Staff will attend the bi-monthly VAN meeting via Metro. Two staff will attend the Conference on Improving Outcomes, a national multi-disciplinary conference with the goal of providing practical instruction, using current information, the newest ideas and most successful intervention strategies, to those professionals responsible for improving outcomes for clients. Attendees will share information and resources from the conference with all project staff to inform our work.

**TOTAL TRAVEL: $2,645**

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

**EXAMPLE:**

Consultant Name Service Provided Computation Cost

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.

Contract Item Computation Cost

Printer/Copier Lease $400/month x 12 months $4,800

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

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

**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.

**EXAMPLE:**

Item Computation Cost

Office supplies $5,000/year x 15% $ 750

Palm cards $0.05/card x 5000 copies $ 250

Laptop/Notebook 1 unit at $500 $ 500

**TOTAL SUPPLIES: $1,500**

Office supplies are based on the program’s percentage of the annual organization supply budget. Palm cards with agency contact information will be distributed during outreach activities. The laptop/notebook will be purchased for the Outreach Worker to use during outreach events.

**F. EQUIPMENT:** List the non-expendable equipment that will be purchased under the grant. (Note: Organization’s own capitalization policy for classification of equipment should be used; expendable items should be included in the “Supplies” category). Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

Item Computation Cost

**TOTAL EQUIPMENT: $0**

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

**EXAMPLE:**

Item Computation Cost

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

**TOTAL OPERATING: $2,790**

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.

**H.** **INDIRECT COSTS**: If the applicant possesses a negotiated indirect cost rate (NICRA), they can submit it in this section and request reimbursement 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 a ten percent (10%) de Minimis rate of the Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, rent, capital expenditures, or any subawards, contracts, or consultant beyond the first $25,000 in accordance with In accordance with 2 CFR 200.414(f).

Item Computation Cost

**TOTAL OPERATING/INDIRECT COSTS: $ 0**

**TOTAL DIRECT COSTS: $77,347**

**TOTAL INDIRECT COSTS: $ 0**

**TOTAL PROJECT COSTS: $77,347**

1. See https://mayor.dc.gov/release/bowser-administration-announces-six-new-initiatives-address-missing-young-people-washington [↑](#footnote-ref-1)
2. https://mayor.dc.gov/release/mayor-bowser-highlights-progress-implementing-six-steps-protecting-youth-washington-dc [↑](#footnote-ref-2)