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

FY 2020 Consolidated Request for Applications (RFA)
Victim Services

<u>IMPORTANT NOTICE</u>

Application Deadline: 11:59pm ET May 14, 2019
OVSJG's electronic Grants Management System (eGMS)
ZoomGrants™
***Hard copies of the application will not be accepted**

To access ZoomGrants™ click on http://www.ovsjg.dc.gov

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I. GENERAL INFORMATION

Introduction

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

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking applications for funding to maintain the comprehensive network of trauma informed services available to victims of violent crime; to address the issues of domestic violence, dating violence, stalking, and sexual assault in a manner that promotes victim safety and offender accountability; to improve the treatment of victims of crime by providing them with the assistance and services necessary to aid their restoration after a violent criminal act; and to support and aid them as they move through the criminal and civil justice processes. The activities funded through this RFA are intended to strengthen a coordinated network of services and referral system.

Administrative Requirements

Funding Period

The funding period is **October 1, 2019 through September 30, 2020**. 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 reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the grant, grant agreement, or Memorandum of Understanding, if awarded, are contingent on the continued Federal or District funding, sub-grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

For grants issued under this RFA, the OVSJG reserves the right to continue funding in FY 2021 if funding is available and sub-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.

Service Definitions

For purposes of this RFA, the following are the definitions of service areas considered for funding**.** Applicants are asked to identify the service area(s) to be addressed. Applicants may identify more than one service in the application. Please refer to Appendix A for full descriptions of service areas including examples of eligible activities.

- **Advocacy-** Providing information and personal support in clarifying options, learning or asserting rights, and accessing services to support recovery from crime victimization.
- **Awareness and Outreach** – Providing information to the community at large on crime victimization issues and promoting services available for victims. Activities may include using social media to raise awareness, tabling at a community event, or distributing materials.
- **Case Management** - Assessment, planning, facilitation, coordination, and advocacy with and/or on behalf of victims of crime navigating the criminal/civil legal and social service systems; includes assistance identifying and/or accessing culturally and linguistically appropriate goods or services needed because of victimization, and in accordance with victims' self-identified needs and goals.
- **Civil Legal Services** - Professional legal representation or brief advice to crime victims in the civil judicial process.
- **Community Education** – Providing presentations to a defined population on crime victimization issues, activities aimed at stopping victimization, or enabling the participation of citizens and communities in developing strategies to and implement solutions to crime and victimization. Presentations are aimed at increasing knowledge of the participants.
- **Criminal Legal Services** - Professional legal representation or brief advice to crime victims with respect to their role in criminal proceedings.
- **Crisis Counseling and Intervention –** An individualized supportive service for persons impacted by crime who are experiencing intense difficulty or emergency, related to crime victimization.
- **Financial or Material Assistance** - Providing services to victims that result in a financial or material benefit.
- **Forensic Services** - Provides for the collection of evidence for a criminal investigation.
- **Hotline** - Operation of a 24-hour, 7-days a week communication system which is in constant operational readiness to facilitate immediate communication with victims in need of information and support.
- **Housing** - Emergency shelter or longer-term housing and support service provided to victims of crime and their families when housing is needed as a direct or indirect result of victimization.
- **Language Access** - Interpretation and translation services needed to assist victims of crime to be able to communicate effectively with staff, and to provide victims of crime with meaningful access to, and an equal opportunity to participate fully in services and activities.
- **Medical Services** - Intended to treat, identify, and improve the physical health of a victim.
- **Professional Training -** Develop and deliver training designed for individuals working in a professional capacity with crime victims. Training is designed to enhance professional skills, develop strategies, or implement activities to address crime victimization.
- **Safety Planning** - Providing guidance and strategies for victims that, if implemented, may reduce the odds of physical or emotional harm.
- **Trauma-Informed Mental Health Services** -Treatment and care provided by mental health professionals for individuals impacted by crime. Services must be culturally appropriate, victim-

centered, and provided in a manner that is welcoming and appropriate to the needs of trauma survivors.

- **Other** - A service area not listed. Please specify the service area(s).

Population of Focus

In addition to identifying the service area(s) the applicant intends to address; the applicant will also identify the population of focus or the target population(s) to be served by the project. Categories of crime victims are listed in APPENDIX A: DATA AND OUTCOME MEASURES.

Submission Requirement

Each proposal submitted should indicate their funding preference, e.g. VAWA, VOCA, SASP, or LOCAL, as described in this RFA. However, OVSJG reserves the right to award funds under any of the above funding sources, despite the applicant's preference.

Restrictions in Use of Funds

In addition to any specific funding restrictions described in this RFA, all sub-grantees must expend grant funds in accordance with the cost principles delineated by the Office of Management and Budget (OMB) and the U.S. Department of Justice, Office of Justice Programs, Financial Guide 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	April 12, 2019
Pre-Bidder's Webinar	April 30, 2019
Last Day to Submit Questions	May 1, 2019
Application Deadline	May 14, 2019
Application Review	May-June 2019
Planned Award Notification	August 2019
Award Start Date	October 1, 2019

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, May 14, 2019.** 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=1090. For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 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 May 14, 2019 deadline for submission. **Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.**

Audit Requirement

All 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 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 sub-grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.

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.

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

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

Monitoring efforts are designed to determine the grantee's level of compliance with District and federal requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds. 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 the data and outcome measures as proscribed in the Performance Management Initiative (PMI). The grantee should also include any successes or challenges encountered during the reporting period. 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 15th day after the end of the reported quarter. Fourth quarter financial reports will be due by the 10th of October.

Failure to submit complete programmatic reports by the 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 for the fiscal year.

Recipients of federal funding may have additional reporting requirements.

Inquiries

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by 5pm ET May 1, 2019**. 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, Attn: FY 2020 Grant Application Inquiry. Oral explanations or instructions given prior to the award of grants will not be binding.

Performance Management

Performance management is a system of tracking progress for accomplishing goals, objectives and activities. Performance management provides direction as well as a basis for evaluating progress of applicants who received funding under this RFA. Applicants are required to provide a set of common data points and service-specific outcome measures that captures the results of their work. Applicants who are awarded grants will report on their specific outcomes in the software platform that is provided by OVSJG. Information on the Performance Management Initiative (PMI) including data measures and an instructional video on how to enter data can be found on the OVSJG website https://ovsjg.dc.gov/page/performance-management-initiative-pmi.

Additionally, all applicants must develop a set of goals, objectives, and activities specific to the application that clearly illustrate how and when the identified services and needs of the target population(s) will be addressed. Goals are generally broad statements that encompass objectives and activities. Proposed objectives must describe a measurable outcome and activities should describe the specifics used to meet objectives. Applications should also include programmatic outcomes, e.g. the desired result of the goals, objectives, and activities, and a description of how the grantee will measure the desired results.

Please be sure in your application to (1) specify the type of service that you will be providing; (2) indicate how you will capture the required data measures (see Appendix A); (3) indicate how you will capture the outcome measures required for the type of service that you will be providing; and (4) detail how record-keeping will be achieved.

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

Application-Specific Goals, Objectives, Activities, and Outcomes

Example of Goals, Objectives and Activities Format:

Goal 1**:** To ensure immediate safety to victims of domestic violence.

Objective 1**:** In FY 2020, provide case management to 200 victims of domestic violence.

Activity 1**:** Conduct lethality assessments with victims of domestic violence.

Activity 2: Develop safety plans with victims of domestic violence.

Outcome 1: Successfully ensure the safety of the women and children in care, as measured by the percentage of women and children who reentered the domestic violence crisis system.

II. STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM (VAWA)

Purpose

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation. The Services, Training, Officers, and Prosecution (STOP) Violence Against Women Formula Grant Program (VAWA) is designed to promote a coordinated, multidisciplinary community response to combating violence against women and to encourage collaborative efforts between members of law enforcement, prosecution, nonprofit victim service providers and the courts to address the issues of domestic violence, dating violence, stalking, and sexual assault in a manner that promotes victim safety and offender accountability.

Award Limits

The STOP Program, administered by the Office of Victim Services and Justice Grants (OVSJG) under the authority of the Department of Justice, Office on Violence Against Women, announces the availability of grant funds to encourage the development and strengthening of effective, victim-centered law enforcement, prosecution, and court strategies to combat violent crimes against women, and to develop and enhance victim services that address violence against women in the District of Columbia.

The program allocates at least 25 percent to law enforcement, at least 25 percent to facilitate prosecution, at least 30 percent to nonprofit, nongovernmental victim services, and at least five percent to courts. Additionally, ten percent of the victim services category will be disseminated to culturally linguistic and specific services. The remainder of up to 15 percent may be allocated at the District's discretion. This formula is a statutory requirement and allocations *may not* be redistributed or transferred to another area.

Category	Percent
Law Enforcement	25%
Prosecution	25%
Victim Services **Culturally Specific/Culturally Linguistic Programs (of 30%)*	30% *10%
Discretionary	15%
Courts	5%

Eligible Applicants

The following entities in the District of Columbia are eligible to apply for STOP Formula Grant Funding:

- Local government agencies;
- Local courts;
- Non-profit, non-governmental victim service organizations;
- Domestic violence & sexual assault coalitions; and

- Faith-based and community-based victim service organizations.

Eligible Program Areas

The STOP Program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. Grants supported through this RFA **must support at least one** of the following statutory program purpose areas:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, stalking, domestic violence, and dating violence.
- Developing, enlarging, or strengthening victim services programs, including sexual assault, stalking, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, stalking, domestic violence, and dating violence.
- Developing, enlarging, or strengthening programs addressing stalking.
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, stalking, domestic violence, and dating violence.
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- Providing assistance to victims of domestic violence, stalking, and sexual assault in immigration matters.
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.

OVSJG will prioritize programs and projects that:

- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner.
- Support core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters.
- Provide Full Faith and Credit training for DC.
- Implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality.
- Provide culturally-specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation, or gender identity.
- Develop, enhance or strengthen programs and projects to provide services and responses to all victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity as defined in section 249c of Title 18, United States Code.
- Increase support for sexual assault services, including law enforcement response and prosecution.

Match Requirement

There is no sub-grantee match requirement for STOP Formula Grants.

STOP Specific Restrictions on Use of Funds

The following is a summary of highlighted restrictions on the use of STOP Formula funds.

Children's Intervention/Prevention Programs

STOP funds may **NOT** be used to support services that focus exclusively on children or the development of sexual assault or domestic violence curricula for schools. Under a new purpose area created by VAWA 2005, however, STOP funds may also support "complementary new initiatives and emergency services for victims and their families." For example, STOP funds may support services for secondary victims such as children who witness domestic violence.

Teen Dating Violence

In general STOP funds should focus on adult victims. However, for dating violence, victims may be teens, as long as the teen is the direct victim of abuse by a dating partner, rather than a child of a domestic violence victim. The age of majority and emancipation is defined by the individual state or District, because state law is determinative in such matters. Hence, state statues guide the distinction between "adult" and "juvenile."

Legal Services

STOP grant funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the purposes for which STOP funds may be used. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protective orders may be supported. The STOP grant program expressly prohibits the use of funding for legal or defense services for perpetrators of violence against women.

Abuser Intervention Programs

Discretionary funds may be used to support batterers' intervention programming if the program is part of a graduated system of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable and for changing their behavior.

Annual Report

The sub-grantee shall also submit to OVSJG a completed *Annual Federal Sub-Grant Award Performance Report* (SAPR) report. This will be a comprehensive report that will document data collected on project activities during the calendar year from January 1st through December 31st. This report is due no later than thirty (30) days after the end of the grant period for inclusion in the Annual SAPR Administrators Report to the federal Office on Violence Against Women (OVW). From time to time, OVSJG may require the sub-grantee to submit other reports and materials during the project period in the form and manner as prescribed by OVSJG. Sub-grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

Memoranda of Understanding and/or Letters of Support

All STOP applications must include at least three (3) letters of support. These letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

Strong preference is given to organizations and agencies that provide signed Memoranda of Understanding in lieu of or in addition to letters of support. Memoranda of Understanding should detail how the applicant intends to collaborate with other victim service providing agencies within the systems of care available for victims.

All prosecution, law enforcement, and court applicants must also submit a Victim Services Consultation Certification letter which attests that the applicant consulted with local victim services programs during the course of developing their grant application. Please see the sample Victim Services Consultation Certification letter provided in the attachments section of this RFA. All prosecution and law enforcement applicants must submit a Forensic Compliance Certification letter which attests that the applicant does not require a victim of sexual assault to cooperate with law enforcement or participate in the criminal justice system in order to be provided with a forensic medical exam and/or reimbursed for charges incurred on account of such exam. Please see the sample Forensic Compliance Certification letter provided in the attachments section of this RFA.

III. CRIME VICTIM ASSISTANCE GRANT PROGRAM (VOCA)

Purpose

The purpose of the Crime Victim Assistance Program (VOCA) is to improve the treatment of victims of crime by providing victims with the assistance and services necessary to aid their restoration after a violent criminal act, and to support and aid them as they move through the criminal justice process. Victim assistance includes services such as crisis intervention, counseling, emergency transportation to court, temporary housing, and criminal justice support and advocacy. Funds for the VOCA Program are authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, et seq.

Award Limits

The VOCA Program, administered by the Office of Victim Services and Justice Grants (OVSJG) under the authority of the Department of Justice, Office for Victims of Crime announces the availability of VOCA grant funds. The Office of Victim Services and Justice Grants will fund multiple awards under each of the four target populations of victims listed below:

Target Population	Percent
Sexual Assault	At least 10%
Domestic Violence	At least 10%
Child Abuse	At least 10%
Underserved[1]	At least 10%

[1] The Department of Justice identifies the underserved category of victims as being under-served based on gaps in services for this population. These underserved victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes, drunk drivers, assault, robbery, gang violence, hate and bias crimes, bank robbery, economic exploitation and fraud, elder abuse, survivors of homicide victims, victims that are disabled, and non-English speaking victims. Applicants responding to this category of victims of crime must describe the victims to be served and provide adequate documentation that the victims are under served.

Eligible Applicants

To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit entities, or a combination of both, and provide services to crime victims.

All applicants must be able to certify that they have read and are in compliance with the VOCA Certification of Assurance and VOCA Program Guidelines (https://www.ovc.gov/voca/vaguide.htm). Additional eligibility requirements can be found in the VOCA sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

Eligible Program Areas

This RFA will only give consideration to direct services for victims of crime. This includes direct services to incarcerated victims of crime.

For a detailed list of services, activities, and costs that are eligible for support with VOCA grant funds please reference the VOCA Sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

Match Requirement

Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal sources, except as provided in the OJP Financial Guide. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.

The 20% match calculation is computed by dividing the amount of the award by .80 and subtracting the amount of the award from the figure obtained.

Example: a $30,000 award divided by .80 equals $37,500, less $30,000 award equals $7,500 match.

Project Total	$37,500	=	$30,000
Non-match	80%		
$37,500 -	$30,000	=	$7,500 - (Match requirement)
Project Total	Grant Funds		(20% Match)

OVSJG will consider all written requests to waive the Match requirement from applicants that meet the extraordinary need requirement outlined in section IV.B.4.b.(3) of the *VOCA Victim Assistance Final Program Guidelines* https://www.ovc.gov/voca/vaguide.htm and section 94.118(b)(3) of the *VOCA Victim Assistance Program Final Rule* https://www.ovc.gov/pubs/comparison-VOCA-victim-assistance-guidelines-and-final-rule.pdf

VOCA Specific Restrictions on Use of Funds

For a detailed list of restrictions on the use of VOCA funds please reference the VOCA Sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

Annual Report

The sub-grantee shall submit to OVSJG a completed *Annual Performance Report*. This will be a comprehensive report providing information on the activities supported and an assessment of the effects that the VOCA victim assistance funds have had on services to crime victims within the District for a one-year period of October 1st through September 30th. This report is due no later than thirty (30) days after the end of the grant period for inclusion in the Annual VOCA Administrators Report to the federal Office for Victims of Crime. From time to time, OVSJG may require the sub-grantee to submit other reports and materials during the project period in the form and manner as prescribed by OVSJG. Sub-grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

Quarterly Report

The sub-grantee agrees to submit quarterly performance reports on the performance metrics identified by OVC (https://ojpsso.ojp.gov), and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

Memoranda of Understanding and/or Letters of Support

All VOCA applications must include at least three (3) letters of support. These letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

Strong preference is given to organizations and agencies that provide signed Memoranda of Understanding in lieu of or in addition to letters of support. Memoranda of Understanding should detail how the applicant intends to collaborate with other victim service providing agencies within the systems of care available for victims.

IV. SEXUAL ASSAULT SERVICES FORMULA GRANT PROGRAM (SASP)

Purpose

The Sexual Assault Service Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g. boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nearly half of all women and one in five men experienced some form of sexual violence in their lifetime. Also, nearly one in five (18.3%) women and one in 71 men (1.4%) in the US have been raped at some time in their lives.[2]

For many victims, it may take years to heal from the physical and psychological trauma caused by rape and other forms of sexual violence. Victims/survivors often need support from family and friends, as

[2] Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

well as critical and direct intervention and related assistance from victim-centered social service organizations, such as rape crisis centers, 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to states and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernment organizations that provide core services, direct intervention and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit organizations, such as dual programs providing both domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice and other support systems. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the state and Territorial level.

Eligible Applicants

The following entities in the District of Columbia are eligible to apply for SASP Formula Grant Funding:

- Rape crisis centers.
- Nonprofit, nongovernmental organizations which support dual programs addressing domestic violence and sexual assault in direct intervention.

Under SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts or forensic interviews).

Eligible organizations must serve persons of all ages and genders, although a SASP funded program may be geared toward a specific group.

Eligible Program Areas

The SASP Program strongly encourages projects that:

- Support rape crisis centers in providing direct intervention and related assistance services.
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.
- Retain core services for victims of sexual assault.
- Increase support for underserved populations in a culturally appropriate manner.

Match Requirement

There is no sub-grantee match requirement for SASP Grants.

Restrictions on Use of Funds

- Research projects
- Sexual assault forensic examiner projects
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on health relationships, etc.)
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews

- Providing domestic violence services that do not relate to sexual violence

Annual Report

The sub-grantee shall also submit to OVSJG a completed Annual Federal Sub-Grant Award Performance Report (SAPR) report. This will be a comprehensive report that will document data collected on project activities during the calendar year from January 1st through December 31st. This report is due no later than thirty (30) days after the end of the grant period for inclusion in the Annual SAPR Administrators Report to the federal Office on Violence Against Women (OVW). From time to time, OVSJG may require the sub-grantee to submit other reports and materials during the project period in the form and manner as prescribed by OVSJG. Sub-grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

Memoranda of Understanding and/or Letters of Support

All SASP applications must include at least three (3) letters of support. These letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds. **Strong preference is given to organizations and agencies that provide signed Memoranda of Understanding in lieu of or in addition to letters of support. Memoranda of Understanding should detail how the applicant intends to collaborate with other victim service providing agencies within the systems of care available for victims.**

V. LOCALLY APPROPRIATED FUNDS (LOCAL)

Purpose

The purpose of Locally Appropriated Funds is to meet the needs of crime victims and to engage the community regarding the social problems related to crime and prevent crime through primary prevention and outreach strategies. The services support victims through their recovery process as well as assist them with all stages of the criminal justice process. Victim assistance includes services such as, but not limited to, crisis intervention, case management, counseling, emergency and transitional housing, criminal justice support and advocacy. Prevention and outreach activities may include such programs as youth engagement activities, media campaigns, use of technology, focus groups, or culturally and linguistically-appropriate training and engagement.

Eligible Applicants

Eligible applicants are established coalitions, community-based organizations, and/or District agencies that provide direct services, training, or education to support and maintain the comprehensive network of services available to victims of violent crime. Eligible services are defined as those efforts that:

- Respond to the psychological and physical needs of crime victims;
- Assist primary and secondary victims of crime to stabilize their lives after a victimization;
- Assist victims in understanding and participating in the criminal justice system;
- Provide training and technical assistance to allied service providers on the needs of crime victims;
- Provide education or outreach to the larger community regarding crime and victimization, how to reach the continuum of crime victim services, or how to participate in the criminal justice system;
- Support the comprehensive network of services.

Eligible Programs and Activities

This RFA will give priority consideration to:

- Organizations and agencies that provide direct services to adult, teen, or child victims of crime; and
- Organizations and agencies that can demonstrate that they are an integrated part of the District's continuum of services.

This RFA will also consider projects that provide:

- Training and education that seeks to enhance the skills, knowledge, and abilities of multidisciplinary professionals who work with crime victims;
- Outreach to communities for the purpose of increasing awareness in the community about your services, your organization or agency, or the crimes your agency or organization responds;
- Community engagement and prevention activities whose primary purpose is to build a collective vision or movement in a community designed to prevent violence or crime.

Eligible program activities may include**:**

- Providing professional, victim advocacy, and case management to primary and secondary victims of crime;
- Providing professional medical forensic services to victims of crime;
- Providing professional mental health services to primary and secondary victims of crime;
- Providing civil, criminal, and administrative victim-focused legal services;
- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to crime and crime victims;
- Developing, enlarging, or strengthening victim services programs in government agencies or on District-based campuses;
- Developing or improving delivery of culturally-specific crime victim services to underserved populations. Culturally-specific or underserved populations include services provided to victims with physical or cognitive disabilities; victims with no English proficiency or limited English proficiency; victims who are immigrants; teen victims; homicide survivors; human trafficking victims; victims who identify as lesbian, gay, bisexual, or transgender; victims of stalking; and/or victims who are a member of a culturally, ethnically, or religiously marginalized population. Crime victim services include crisis intervention services, case management, advocacy services, assistance through and information about the criminal justice system, assistance with crime victims' compensation, referrals to long-term mental health counseling, referrals to legal services, or hotline services;
- Providing specialized court advocates in courts where protection orders are granted;
- Increasing reporting and reducing attrition rates for cases involving violent crime;
- Developing, enlarging, or strengthening programs that address stalking;
- Supporting formal and informal District-wide, multidisciplinary efforts to coordinate the response of District and federal law enforcement agencies, prosecutors, courts, victim services agencies, and other District agencies and departments, to crimes;
- Training of medical forensic personnel in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Providing assistance to victims of crime in immigration matters;
- Providing housing for victims of crime;
- Providing direct services to incarcerated victims of crime;
- Providing training, education, technical assistance, prevention, or outreach to multidisciplinary professionals and communities regarding crime and crime victim services. Applications in this area

must detail the applicant's plan to provide the technical assistance, training, prevention, or outreach activities. Applications will not be accepted for activities that promote the disempowerment of victims or that do not utilize standard best practices. Applications in this category will only be accepted for activities in the following areas:

- Community engagement and prevention activities that seek to engage men and boys in violence prevention;
- Outreach, community engagement, and prevention activities that work with children who have been exposed to or have witnessed violence;
- Training, education, and technical assistance of criminal justice personnel that also includes the enhancement of the work of the agency and that incorporates technology in the application of criminal justice;
- Outreach directed at underserved communities. Underserved communities are defined in this RFA as victims and survivors with physical or cognitive disabilities, victims and survivors with no English proficiency (NEP) or limited English proficiency (LEP), victims who are immigrants, teen victims, homicide survivors, human trafficking victims, victims who identify as lesbian, gay, bisexual, or transgender, victims/ survivors of stalking, and/or victims who are a member of a culturally, ethnically, or religiously marginalized population;
- Outreach activities that are conducted in tandem with direct services to crime victims; and
- Outreach, education, technical assistance, training, community engagement, or prevention activities that describe robust, significant, and measurable activities and outcomes.

Match Requirement

There is no match requirement for LOCAL.

LOCAL Specific Restrictions on Use of Funds

LOCAL funds are restricted to provision of direct services, training or education, outreach to the community, or community engagement and prevention activities.

Memoranda of Understanding and/or Letters of Support

All applications for local funding 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. The applicant's submission requires a demonstration of collaboration with other related victim service providers. Letters of support alone are not sufficient to demonstrate effective collaboration. Letters of support must be accompanied by an MOU and/or a clear statement from partners regarding the collaboration. Preference is given to organizations and agencies that provide signed Memoranda of Understanding in lieu of or in addition to letters of support. Memoranda of Understanding should detail how the applicant intends to collaborate with other victim service providing agencies within the systems of care available for victims.

VI. PROPOSAL INSTRUCTIONS

All applications must be received 11:59pm EST May 14, 2019. Follow the ZoomGrants™ format for submission.

Description of Proposal Sections

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

Abstract (5 points)

Each applicant must include a brief description of the project including key activities; population targeted, and proposed number to be served (Max. 150 characters).
Examples:

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

Applicant Profile (5 points)

Each applicant must include all information requested in the Applicant Profile. The title of project should be different than the name of the funding source. 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 (40 points)

I. <u>Project Description</u> (30,000 character limit)

This section of the application should contain a description of activities that justify and describe the program to be implemented. The project description should include the following:

A. Describe the need for the project, including supporting data. Local data is preferable.
B. Describe the specific services, or deliverables eligible under this RFA that will be provided.
C. Describe how the services provided, or deliverables proposed will meet the identified need.
D. Describe the population to be served.
E. Provide a detailed description of the service area(s) to be addressed and how services will be provided in the project.
F. Describe the qualifications, experience, expertise, and capacity of the applicant's organization and associated staff to achieve identified outcomes.
G. Provide evidence of applicant's participation (or describe proposed participation) in the crime victims' continuum of services and the applicant's detailed role in the continuum of services.
    1. Applicants must include MOUs and/or Letters of Support which detail the applicant's collaboration with victim service providers and/or other relevant organizations in the District.
    2. Applicants must demonstrate an ability to work with other partners.

H. Provide a detailed description of the goals, objectives, activities, and outcomes for the project.
   1. Include the standard data measures and performance outcomes, as well as the application specific outcomes.
   2. Include a clear description of the process of measuring the outcomes indicated.

II. **Evidence Based** (5,000 character limit)

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

II. **Trauma Informed** (5,000 character limit)

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

III. **Organization, Experience, and Qualifications of Applicant** (5,000 character limit)

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.
- Past and present specific experience in successfully operating a program similar to that proposed in the application, or
- Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- If applicable, explain past programmatic and administrative experience with OVSJG grants.

Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

IV. **Evaluation Plan** (5,000 character limit)

Evaluation section **must include 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. Include a narrative explanation of any additional performance measures that will be collected. Evaluation plan must describe how data will be used to inform and enhance service delivery.

V. **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.

VI. 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 (20 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 mathematically correct.

The applicant must also note what percentage of their overall organization budget they are seeking to cover with this application and if the organization receives other funding or has applied for other funding in FY 2020 to do similar work.

Applicants that are hosting trainings for professional staff as a part of their work plan are encouraged to include the costs of securing interpreter services in their budgets. *Applicants may not utilize the Interpreter Bank to provide services for training professional staff.* Applicants who need additional support to estimate the costs of interpreter services for budget purposes, may send an email to OVSJG@dc.gov by **5pm EST May 1, 2019,** Attn: FY2020 Victim Services Grant Application Inquiry.

Project Work Plan (20 points)

Please list all project goals, objectives, activities, and outcomes in the Project Work Plan. Workplan must include specific activities for each quarter of the award. All applicants providing direct services must include a project objective indicating that they will notify clients about the potential benefits provided by the Crime Victim Compensation Program. Additionally, an estimation of data measures and performance outcomes should be included.

Logic Model (10 points)

Please submit a logic model (See Appendix B) detailing how the project plans to achieve outcomes through the proposed activities.

Application Review

This is a competitive solicitation. OVSJG does not guarantee funding, funding amounts, nor funding source based on previous awards. Applications will be reviewed and scored by external peer reviewers and/or internal reviewers to determine which projects will be funded. Peer reviewers and/or internal reviewers will assign scores based on the required elements listed in proposal instructions.

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; past performance of the applicant (including compliance with provisions of grant agreements, if applicable); overall priorities of the District; amount of funds available to meet the requests and known community need.

NOTE: Organizations are strongly encouraged to demonstrate strong collaborations in the District's continuum of services. Applicants must have at least one formalized Memorandum of Understanding that clearly outlines their role in collaboration with other victim service agencies and/or other related organizations in the District.

Review Process and Decision on Awards

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund, amounts to be funded, and funding source. *Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.*

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 4th Street, NW, Suite 727N
Washington, DC 20001
It may also be submitted via email to: 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
  - Match Budget (VOCA applicants)
- ☐ Project Work Plan
- ☐ Logic Model

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 (required for VOCA applicants)
- ☐ *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
- ☐ Key resumes and job descriptions
- ☐ Applicable staff license or certification required to perform services

In addition to the General and Administrative Requirements listed above, all **VAWA** applicants must include:

- ☐ Memoranda of Understanding and/or Letters of Support
- ☐ Victim Services Consultation Certification Letter (applicable only to prosecution, law enforcement, and courts programs)
- ☐ Forensic Compliance Certification Letter (applicable only to prosecution and law enforcement agencies)
- ☐ EEOP Certification

In addition to the General and Administrative Requirements listed above, all **VOCA** applicants must include:

- ☐ Memoranda of Understanding and/or Letters of Support
- ☐ VOCA Certification of Assurance
- ☐ EEOP Certification

In addition to the General and Administrative Requirements listed above, all **SASP** applicants must include:

- ☐ Memoranda of Understanding and/or Letters of Support
- ☐ EEOP Certification

In addition to the General and Administrative Requirements listed above, all **LOCAL** applicants must include:

- ☐ Memoranda of Understanding and/or Letters of Support

Tips for Proposal Preparation

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

- The Application Profile must be signed by the Authorized Official
- Title of Project should be different than the name of the funding source
- Round all budget figures to the nearest dollar
- Follow the format outlined in *Proposal Instructions* when developing your proposal
- Use the *What an Application Must Include* checklist (pg. 31) 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: 2020	
Organization Name:	
Address:	
ZIP + 4:	
Dun & Bradstreet # (DUNS):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: $	
AUTHORIZED OFFICIAL:	
Name:	
Title:	
Telephone:	
Email:	
PROJECT DIRECTOR:	FINANCIAL OFFICER:
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

Application is made for a grant under the above-mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services. I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.

Printed Name of Authorized Official

Signature of Authorized Official *Date*

PROJECT BUDGET

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/program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget may be subject to an audit. Project allocations are required for OVSJG funding. Applicants must provide the percentage or number of hours proposed to fulfill the applicant's proposed goals and objectives.

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

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/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:

Name/Position	Computation	Cost
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 in necessary for the success of the project.

EXAMPLE:

Item	Computation	Cost
Transporting clients to/from court	50 trips x 6.4 miles x $0.58	$ 171
Attendance at task force meetings	6 meetings x $4.30 Metro RT	$ 26
Staff training	Airfare: $500 x 2 staff	$1,000
National Trauma Conference	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: $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:

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 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.

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

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.

TOTAL SUPPLIES: $1,500

F. EQUIPMENT:
These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy may be used for items costing less than $5,000; if the item cost is above $5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy.) Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.

G. 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:

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

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
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Contracts/ Consultants	
E. Supplies	
F. Equipment	
G. Operating	
TOTAL DIRECT COST	
H. Indirect Costs	
TOTAL PROJECT COST	

APPENDIX A: DATA AND OUTCOME MEASURES

Data Measures

All sub-grantees will be required to report the following information on a quarterly basis. These data measures are also located on the OVSJG webpage.

Number of unique primary victims served by OVSJG funding each quarter. *(For the purposes of this performance measure, unique means one person. In this number, you should count both new and continuing victims. A primary victim is a person who has been directly injured as the result of the crime; it is the person against whom the crime was committed. A primary victim is the direct target of the victimization and/or was the person that is legally considered the victim of the crime. Sub-grantees may not count a person twice in this category even if that person received more than one service.)*

New vs. Continuing

- New primary victims served (e.g. victims who began service during this reporting period)
- Continuing primary victims served (e.g. victims who began service during a prior reporting period but have continued receiving service in this reporting period)

Unique new primary victims served, by victim's stated gender

- Male
- Female
- Transgender Male
- Transgender Female
- Unlisted Gender
- Unknown Gender

Unique new primary victims served, by victim's stated race or ethnicity[3]

- White Non-Latino/Caucasian
- Black/African American
- African
- Hispanic/Latino
- American Indian/Alaska Native
- Asian/Native Hawaiian/other Pacific Islander
- Two or more races
- Other
- Unknown

Unique new primary victims served, by victim's age

- <10
- 11-12
- 13-17
- 18-24
- 25-30
- 31-34
- 35-59
- 60-65
- 66 and older
- Unknown

[3] Based on classification used in Truman, J, Langton, L., and Planty, M. (2013). *Criminal Victimization, 2012.* Bureau of Justice Statistics and White, N. and Lauritsen, J.L. (2012).

Number of unique secondary victims served by OVSJG funding each quarter. (For the purposes of this performance measure, unique means one person. In this number, you should count both new and continuing victims. A secondary victim is a person who has been injured as the result of the primary victim's victimization; it is a person who, by the nature of their relationship to the primary victim, is injured. It is understood that a sub-grantee may not serve secondary victims or may not track secondary victims. However, a person who is injured as the result of a loved one's homicide is, by definition, a secondary victim. Sub-grantees may not count a person twice in this category even if that person received more than one service.)

New vs. Continuing

- New secondary victims served (e.g. victims who began service during this reporting period)
- Continuing secondary victims served (e.g. victims who began service during a prior reporting period but have continued receiving service in this reporting period)

Unique **new** secondary victims served, by victim's stated gender

- Male
- Female
- Transgender Male
- Transgender Female
- Unlisted Gender
- Unknown Gender

Unique **new** secondary victims served, by victim's stated race or ethnicity[4]

- White Non-Latino/Caucasian
- Black/African American
- African
- Hispanic/Latino
- American Indian/Alaska Native
- Asian/Native Hawaiian/Other Pacific Islander
- Two or more races
- Other
- Unknown

Unique **new** secondary victims served, by victim's age[5]

- <10
- 11-12
- 13-17
- 18-24
- 25-30
- 31-34
- 35-59
- 60-65
- 66 and older
- Unknown

[4] Based on classification used in Truman, J, Langton, L., and Planty, M. (2013). *Criminal Victimization, 2012.* Bureau of Justice Statistics

[5] Based on classification used in Truman, J, Langton, L., and Planty, M. (2013). *Criminal Victimization, 2012.* Bureau of Justice Statistics and White, N. and Lauritsen, J.L. (2012). *Violent Crime Against Youth, 1994-2010*. Bureau of Justice Statistics. Office for Victims of Crime (2015). Victim Assistance Formula Grant Program Performance Measures.

Number of unique (primary and secondary, new and continuing) victims served by the organization's victim services programs as a whole each quarter. (This performance measure should include, but not be limited to, the number served by OVSJG funding. For organizations that serve populations other than crime victims, this number is the total number of people served by the organization's crime victim services or violence prevention program only.)

Location of residence for each unique new crime victim served each quarter (both primary and secondary). (For the purposes of this performance measure, unique means one person. Sub-grantees may not count a person twice in this category even if that person received more than one service. Location of residence means the zip code in which the crime victim resides. If the crime victim has a permanent address out of the District, there will be a category to capture that data. If the crime victim has no fixed address, there will be a category to capture that data. While OVSJG will accept "Unknown" as a category, every effort should be made by the sub-grantee to determine the crime victim's location of residence.

- 20001
- 20002
- 20003
- 20004
- 20005
- 20006
- 20007
- 20008
- 20009
- 20010
- 20011
- 20012
- 20013
- 20015
- 20016
- 20017
- 20018
- 20019
- 20020
- 20023
- 20024
- 20026
- 20032
- 20026
- 20037
- 20045
- 20052
- 20053
- 20057
- 20059
- 20064
- 20204
- 20228
- 20230
- 20240
- 20245
- 20260
- 20307
- 20317
- 20319
- 20330
- 20373
- 20405
- 20427
- 20501
- 20502
- 20506
- 20610
- 20520
- 20540
- 20560
- 20565
- 20566
- 20593
- 20722
- Other (DC)
- No fixed address
- Out of the District
- Unknown

Category of crime victim for each unique new victim (primary and secondary) served with OVSJG funding each quarter. Sub-grantees should list a crime victim in the category (or categories) for which the crime victim accessed or is accessing services right now. Do not include crimes that occurred to the victim in the past unless that crime is the reason for which the victim is accessing services in this reporting quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, and stalking (For the purposes of this performance measure, clients who are victims of multiple crimes may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served. For example, one unique victim may have been a victim of both intimate partner violence and sexual assault. That would be counted in both categories.) [6]

[6] Office for Victims of Crime (2015). Crime Victimization Glossary. http://ovc.gov/library/glossary.html

- **Adult Survivors of Childhood Abuse**
  Defined as a person – an adult – who is seeking service for a crime that was committed against them or was witnessed by them during their childhood or adolescence.

- **Arson**
  Defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

- **Assault/Attempted homicide**
  Defined as an unlawful attack by one person on another, with or without a weapon, that inflicts, or attempts or threatens to inflict, personal injury or death.

- **Bullying**
  Defined as unwanted aggressive behavior among school aged children that involve a real or perceived power imbalance.

- **Child physical abuse**
  Defined as non-accidental injury to a child by a parent or other adult that may include severe beatings, burns, strangulation, or human bites.

- **Child sexual abuse**
  Defined as sexual offense, i.e. forcible rape, attempted rape, statutory rape, sexual harassment, prostitution, or other unlawful sexual contact and other unlawful behavior intended to result in sexual gratification or profit from sexual activity, against a child by a parent or other adult.

- **Child exposed to violence**
  Defined as a form of child maltreatment in which the child is exposed as an eyewitness to violence, crime, or abuse in their homes or communities.

- **DUI/DWI**
  Defined as an accident involving one or more motor vehicles in which at least one driver was under the influence of alcohol and/or drugs or was legally intoxicated at the time of the crash.

- **Elder abuse**
  Defined as abuse perpetrated by a caretakers on an elderly individual who depends on others for support and assistance.

- **Family violence or abuse**
  As defined as crime or abuse committed within a family structure that is not intimate partner violence or abuse

- **Hate/bias crime**
  Defined as a crime, violent or property, which is motivated by the perpetrator's bias towards the victim's perceived identity and/or the victim's association with others of a perceived identity.

- **Homicide**
  Defined as the death of a person caused by criminal activity committed by another human being.

- **Human trafficking**
  Defined as sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

- **Identity theft/fraud**
  Defined by a crime in which an imposter obtains key pieces of personal information to impersonate someone else; or a crime in which a person uses deliberate deception for unlawful or unfair gain.

- **Intimate partner violence**
  Defined as violent or abuse acts which involve a current or former spouse, domestic partner, or dating partner

- **Kidnapping**
  Defined as the unlawful taking or holding of another person by force or threat of force.

- **Robbery**
  Defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence

- **Sexual assault (adult or minor)**
  Defined as forcible rape, attempted rape, statutory rape, sexual harassment, prostitution, or other unlawful sexual contact and other unlawful behavior intended to result in sexual gratification or profit from sexual activity

- **Stalking**
  Defined as any pattern of unwanted contact between two people that directly or indirectly communicates a threat or places the victim in fear

- **Terrorism**
  As defined as the use of violence or intimidation to coerce a government or civilian population to further political or social objectives

- **Other**
  Defined as other crimes not listed

Type of service provided to each unique crime victim (primary and secondary) served with OVSJG funding each quarter. Sub-grantees should list a crime victim under the type of service (or services) for which the crime victim accessed or is accessing services right now.

Do not include services accessed by a continuing (e.g. received by a victim served earlier in this fiscal year) in this reporting period but a sub-grantee MAY include a new type of service accessed by the crime victim in this quarter.

For example, if a victim is served in Quarter 1 and receives case management, and the same victim is served in Quarter 2 and receives case management and mental health care, you only include mental health care in this reporting period since you already reported the case management in the prior reporting period. Examples of type of service include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing, hotline services, etc. (For the purposes of this performance measure, clients who are being provided more than one type of service may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)[7]

- **Advocacy-** Providing information and personal support in clarifying options, learning or asserting rights, and accessing services to support recovery from crime victimization.
- **Awareness and Outreach** – Providing information to the community at large on crime victimization issues and promoting services available for victims. Activities may include using social media to raise awareness, tabling at a community event, or distributing materials.
- **Case Management** - Assessment, planning, facilitation, coordination, and advocacy with and/or on behalf of victims of crime navigating the criminal/civil legal and social service systems; includes assistance identifying and/or accessing culturally and linguistically appropriate goods or services needed because of victimization, and in accordance with victims' self-identified needs and goals.
- **Civil Legal Services** - Professional legal representation or brief advice to crime victims in the civil judicial process.
- **Community Education** – Providing presentations to a defined population on crime victimization issues, activities aimed at stopping victimization, or enabling the participation of citizens and communities in developing strategies to and implement solutions to crime and victimization. Presentations are aimed at increasing knowledge of the participants.
- **Criminal Legal Services** - Professional legal representation or brief advice to crime victims with respect to their role in criminal proceedings.
- **Crisis Counseling and Intervention –** An individualized supportive service for persons impacted by crime who are experiencing intense difficulty or emergency, related to crime victimization.
- **Financial or Material Assistance** - Providing services to victims that result in a financial or material benefit.
- **Forensic Services** - Provides for the collection of evidence for a criminal investigation.
- **Hotline** - Operation of a 24-hour, 7-days a week communication system which is in constant operational readiness to facilitate immediate communication with victims in need of information and support.
- **Housing** - Emergency shelter or longer-term housing and support service provided to victims of crime and their families when housing is needed as a direct or indirect result of victimization.
- **Language Access** - Interpretation and translation services needed to assist victims of crime to be able to communicate effectively with staff, and to provide victims of crime with meaningful access to, and an equal opportunity to participate fully in services and activities.
- **Medical Services** - Intended to treat, identify, and improve the physical health of a victim.

[7] Office for Victims of Crime (2015). Crime Victimization Glossary. http://ovc.gov/library/glossary.html

- **Professional Training -** Develop and deliver training designed for individuals working in a professional capacity with crime victims. Training is designed to enhance professional skills, develop strategies, or implement activities to address crime victimization.
- **Safety Planning** - Providing guidance and strategies for victims that, if implemented, may reduce the odds of physical or emotional harm.
- **Trauma-Informed Mental Health Services** -Treatment and care provided by mental health professionals for individuals impacted by crime. Services must be culturally appropriate, victim-centered, and provided in a manner that is welcoming and appropriate to the needs of trauma survivors.
- **Other** - A service area not listed. Please specify the service area(s).

Number of outreach events conducted with OVSJG funding each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency or attended by your organization or agency at the invitation of the host organization or agency, ***for the purpose of increasing awareness in the community*** about your services, your organization or agency, or about the crimes to which you respond.)

Number of participants served by outreach events conducted with OVSJG funding each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency, agency, or attended by your organization or agency at the invitation of the host organization or agency, for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)

Number of trainings or continuing education events conducted with OVSJG funding each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency, or conducted in partnership with another organization or agency, ***for the purpose of increasing knowledge, skills, or abilities of allied professionals***.)

Number of unique participants trained or educated with OVSJG funding each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency, or conducted in partnership with another organization or agency, for the purpose of increasing knowledge, skills, or abilities of allied professionals.)

Number of unique participants engaged in community engagement or primary crime prevention activities with OVSJG funds each quarter. (For the purpose of this performance measure, community engagement or prevention activities mean activities whose primary purpose is to build a collective vision or movement in a community that is designed to stop violence or crime.)

Number of ASK or UASK downloads facilitated each quarter. (For the purpose of this performance measure, ASK or UASK means that SmartPhone application that is intended to connect DC residents and visitors to direct services, agencies, and organizations within the District.)

Campus Information

Number of unique campus victims served each quarter. (For the purposes of this performance measure, unique means one person. A campus victim is a person who enrolled in one of the District's institutions of higher education or an institution of higher education in another jurisdiction.)

Number of outreach events conducted on DC-based campuses each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency or attended by your organization or agency at the invitation of the DC-based institution of higher education, for the purpose of increasing awareness on the campus about your services, your organization or agency, or about the crimes to which you respond.)

Number of participants served by outreach events on DC-based campuses each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency or attended by your organization or agency at the invitation of the DC-based institution of higher education, for the purpose of increasing awareness on the campus about your services, your organization or agency, or about the crimes to which you respond.)

Number of trainings or continuing education events conducted on DC-based campuses each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency, or conducted in partnership with another organization or agency, for the purpose of increasing knowledge, skills, or abilities of allied professionals on a DC-based institution of higher education.)

Service to Victims with Limited English Proficiency

Number of Limited English Proficient (LEP) clients served each quarter. (For the purpose of this performance measure, LEP means a client who does not speak English proficiently or who speaks English in a limited way.

Number of times your agency accessed the victim services interpreter bank each quarter. (For the purpose of this performance measure, the victim services interpreter bank means the interpreter bank provided through grant funding by the Office of Victim Services and Justice Grants.)

Volunteer Information

Number of volunteers utilized by your agency or organization to perform the services for which you have been provided funding by OVSJG. (For the purpose of this performance measure, volunteer means someone who is not employed by, contracted with, or receives any compensation for work with your agency or organization.)

Continuing Education

Number of continuing education units or hours provided by your organization during the reporting period. This can be reported as units or hours. (For the purpose of this performance measure, this may include continuing education provided in-house, by a partner agency, or those for which the staff member or agency funded.

Formalized, Multidisciplinary Systems of Care

The baseline number of formalized, multidisciplinary systems of care and the new formalized, multidisciplinary systems of care. (For the purpose of this performance measure, a multidisciplinary system of care is an agreement among at least two partners (but optimally more than two) to collaborate so that certain identified victims are served in a seamless manner. These systems of care should be formalized by a Memoranda of Understanding or Agreement, a shared or joint protocol or policy, or an otherwise written agreement among the parties to the system of care that established a standard concept of operations, protocol, roles and duties of the members, and/or policy that governs

how the agencies will cross-refer, cross-train, share data, and/or work collaboratively together to serve the holistic needs of the victims. The Baseline is established during Quarter 1 of each new fiscal year. The baseline number remains the same throughout the fiscal year. If the organization joins new Formalized, Multidisciplinary Systems of Care during the course of the fiscal year, they will report that under "(New) Number of formalized, multidisciplinary systems of care…"

Outcome Measures

For a complete set of outcome measures expected from the sub-grantees under this RFA, please see the OVSJG website.

APPENDIX B
PROJECT WORK PLAN

Project Goal:

Objective:	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.

Activities:

Outcome:

Project Goal:

Objective:	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.

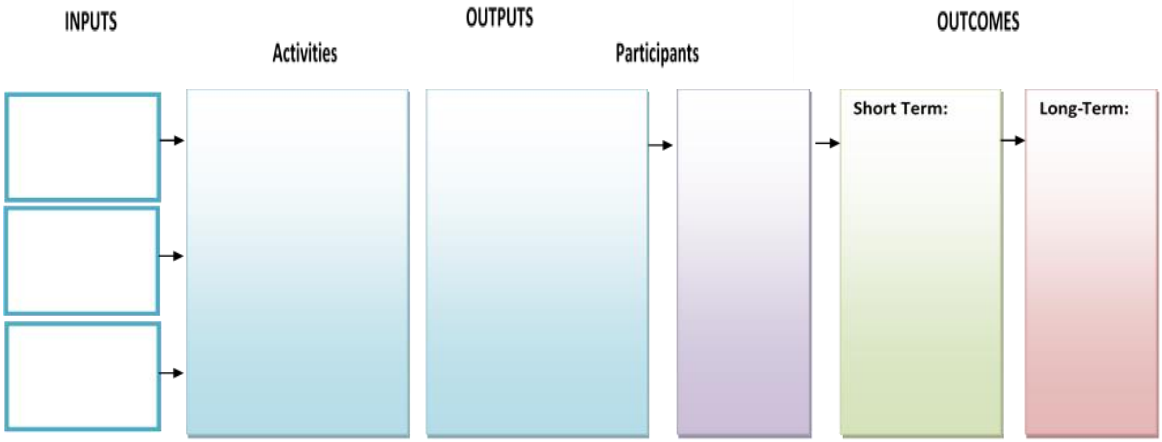
Activities:

Outcome:

Please use additional pages as necessary

APPENDIX C

LOGIC MODEL



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	
Authorized Official Signature	**Date**

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

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –

i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

Place of Performance:

Street address and Zip code

Check ____ if there are workplaces on file that are not identified here.

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

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

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing within ten (10) calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC 20001.

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

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

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

5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), he Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.

6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, 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.

Authorized Official Date

SAMPLE VICTIM SERVICES CONSULTATION CERTIFICATION LETTER

Date

Michelle Garcia
Director
Office of Victim Services and Justice Grants
441 4th Street, NW, Suite 727N
Washington, DC 20001

Re: Victim Services Consultation

Dear Ms. Garcia:

I submit this letter to certify that ----**[Your Agency Name Here]** is in compliance with the requirements of the STOP Violence Against Women Formula Grant Program as amended by the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Specifically, I hereby certify that ----**[Your Agency Name Here]** has consulted with local victim service programs during the course of developing our grant application in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

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

Typed Name of Authorized Representative:

Title:

Agency Name:

Signature of Authorized Representative:

Date Signed:

SAMPLE FORENSIC COMPLIANCE CERTIFICATION LETTER

Date

Michelle Garcia
Director
Office of Victim Services and Justice Grants
441 4th Street, NW, Suite 727N
Washington, DC 20001

Re: Forensic Compliance

Dear Ms. Garcia:

I submit this letter to certify that ----**[Your Agency Name Here]** is in compliance with the requirements of the STOP Violence Against Women Formula Grant Program as amended by the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Specifically, I hereby certify that **----[Your Agency Name Here]** does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam or for reimbursement of charges incurred on account of such an exam.

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

Typed Name of Authorized Representative:

Title:

Agency Name:

Signature of Authorized Representative:

Date Signed:

Crime Victims Assistance Grant Program (VOCA) Sub-recipient Organization and Eligibility Requirements

Certification of Assurance

VOCA establishes eligibility criteria that *must* be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. This certified assurance document outlines the criteria used to determine an organization's eligibility for receiving VOCA funds, what type of organizations are eligible to become sub-recipients and details the allowable and unallowable costs at the sub-recipient level. In addition, *all* sub-recipients must certify that they have read and will comply with *VOCA*, the *Program Guidelines*, and the *OJP Financial Guide*. This assurance form does not replace the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Sub-recipient), OJP Form 4061/1, currently signed by all VOCA sub-recipients.

Organization Eligibility Requirements

Each sub-recipient organization *must* meet the following requirements to be considered for funding:

- **Public or Nonprofit Organization –** To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.

- **Record of Effective Services –** Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.

- **Program Match Required –** Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal sources, except as provided in the OJP Financial Guide. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. In-kind match may include (donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project). Sub-grantee will report Match quarterly.

- **Record Keeping –** VOCA sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient for its own paid employees.

- **Volunteers –** Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. Sub-grantee will collect time records for Volunteer hours worked.

- **Promote Community Efforts to Aid Crime Victims –** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. *Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.*

- **Help Victims Apply for Compensation Benefits –** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.

- **Comply with Federal Rules Regulating Grants –** Sub-recipients must comply with the applicable provisions of *VOCA*, the *Program Guidelines*, and the requirements of the *OJP Financial Guide*. The OJP Financial Guide is available online at: http://www.ojp.usdoj.gov/finguide06/index.htm

- **Maintain Civil Rights Information –** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

- **Comply with State Criteria –** Sub-recipients must abide by any additional eligibility r service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.

- **Services to Victims of Federal Crimes –**Sub-recipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

- **No Charge to Victims for VOCA –Funded Services –** Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.

- **Client Counselor and Research Information Confidentiality –** Maintain confidentiality of client-counselor information, as required by state and federal law.

- **Confidentiality of Research Information –** Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

- **Compliance with applicable rules regarding approval, planning and reporting of conferences, meetings, trainings, and other events**
  The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related

to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conference.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3, 10 of "Post Award Requirements" in the 2015 DOJ Grants Financial Guide")

- **OJP Training Guiding Principles**
  Any training or training materials that the recipient –or any subrecipient ("subgrantee") at any tier—develops or delivers with OJP award duns must adhere to the OJ Training Guiding Principles for Grantees and Subgrantees, available at http://ojp.gov/funding/opjptrainingguidingprinciples.htm

- **Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 28**
  The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all application requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpar E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

- The recipient understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipients plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App D.) The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

- The recipient understands and agrees that award funds may not be used to discriminate against or designate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

> *New Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.*

Eligible Sub-recipient Organizations

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include but are not limited to:

- Sexual Assault and Rape Treatment Centers
- Domestic Violence Programs and Shelters
- Child Abuse Programs
- Centers for Missing Children
- Mental Health Services
- Community-Based Victim Coalitions; and
- Support Organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to the following:

- **Criminal Justice Agencies –** Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that **exceed** a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may **not** be paid for with VOCA funds.

- **Religiously-Affiliated Organizations –** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

- **State Crime Victim Compensation Agencies –** Compensation programs, including both centralized and decentralized programs, may receive VOCA assistance funds if they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.

- **Hospitals and Emergency Medical Facilities –** Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantees *may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims* if (1) the examination meets the standards established by the state, local prosecutor's office, or state-wide sexual assault coalition; **and** (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.

- **Others –** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with

a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim Assistance grant funds within a sub-recipient's organization:

- Immediate Health and Safety
- Mental Health Assistance
- Assistance with Participation in Criminal Justice Proceedings
- Forensic Examinations
- Costs Necessary and Essential to Providing Direct Services
- Special Services
- Personnel Costs
- Restorative Justice

Other Allowable Costs and Services

The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- Skills Training for Staff
- Training Materials
- Training Related Travel
- Equipment and Furniture
- Purchasing or Leasing Vehicles
- Advanced Technologies
- Contracts for Professional Services
- Operating Costs
- Indirect Organizational Costs
- Supervision of Direct Service Providers
- Repair and/or Replacement of Essential Items
- Public Presentations

Non-Allowable Costs and Activities

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds at the sub-grantee level:

- Lobbying and Administrative Advocacy
- Perpetrator Rehabilitation and Counseling
- Needs Assessments, Surveys, Evaluations, Studies

- Prosecution Activities
- Fundraising Activities
- Property Loss
- Most Medical Costs
- Relocation Expenses
- Development of Protocols, Interagency Agreements, and Other Working Agreements
- Costs of Sending Individual Crime Victims to Conferences
- Activities Exclusively Related to Crime Prevention

AUTHORIZATION OF GRANT CERTIFIED ASSURANCES

I understand and agree to comply with all of the guidelines stated above.

_____

Organization name

_____

Printed name Authorized Official

_____

Signature of Authorized Official

Date