



**Office of Victim Services
and Justice Grants**

**Pre-Bidder's Webinar
FY 2018 Consolidated Request for Applications (RFA)
Justice Grants**

Thursday, May 3, 2017

Objectives

- To review in detail the FY 2018-01 (Juvenile Delinquency Prevention and Community Corrections)-Consolidated Request for Application (RFA) for Justice Grants
- To clarify any concerns or questions bidders may have with the solicitation document or with funding requirements

Overview



The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

Mission

- The District Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285; D.C. Official Code § 47-355.01 *et seq.*), is intended to prevent overspending by District agencies.
- It sets forth reporting requirements to alert District officials to potential overspending so that remedial actions may be taken.
- District Agencies may not make or authorize an expenditure or obligation exceeding an amount available in an appropriation for an agency or fund or obligate the District for the payment of money before an appropriation is made.

Anti-Deficiency Act

Introductions



Delinquency
Prevention



Juvenile/Adult Reentry



Strategic Planning/
Program
Evaluation/Technology
and Information Sharing



Funding Priorities for JG

Review of the FY 2018 Consolidated Request for Applications (RFA)

Title II Formula Grant Funding

Eligible Applicants

- Local government agencies;
- Local Courts;
- Non-profit, non-governmental service organizations;
- Faith-based and community-based service organizations

Eligible Program Areas

- Delinquency Prevention: services for youth under 21 prior to entering the juvenile justice system.
- Diversion: services to divert youth from entering the juvenile justice system, including restorative justice programs such as youth or teen courts, victim-inmate mediation, and restorative circles.
- Gender-Specific Services: services that aim to address gender-specific needs, especially for female youth who commit offenses and become involved in the juvenile justice system.

No Match requirement

Title II Formula Grant Funding

Restrictions on Funding

- Only ONE application per entity will be awarded (for up to \$125,000)
- OVSJG will determine appropriate funding source (federal or local) for each application during the award process.
- All successful applicants must agree to submit performance measures using various system applications and tools to collect data within the U.S. Office of Justice Programs (OJP).

Other Requirements

- Adhere to the Special Conditions
- Attend Juvenile Justice Advisory Group (JJAG) meeting

Polling Question

1. Who is eligible to apply for Title II funding?

- A. Local government agencies
- B. Non-profit, non-governmental organizations
- C. Faith-based and community-based organizations
- D. Local Courts
- F. All of the above

Answer: (F) All of the Above

Byrne Justice Assistance Grant

Eligible Applicants

- Local government agencies;
- Non-profit, non-governmental service organizations;
- Faith-based and community-based service organizations

Eligible Program Areas

Reentry Strategies must include services to address mental health, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal /juvenile justice system. Target population must be a subset of individuals incarcerated as an adult or under supervision of juvenile system and be targeted for release into the District's communities within three months. Applicants must be able to document a comprehensive case management process for providing services with community support services (with fast track referrals) and to treat individuals pre- and/or post-release from correctional/juvenile institutions for a period of six months during a twelve month grant performance period.

Byrne Justice Assistance Grant

Restrictions on Funding

- Only ONE application per entity will be awarded (for up to \$125,000)
- OVSJG will determine appropriate funding source (federal or local) for each application during the award process.
- All successful applicants must agree to submit performance measures using various system applications and tools to collect data within the U.S. Office of Justice Programs (OJP).

Other Requirements

- Adhere to the Special Conditions
- No Match Requirement
- Support/Commitment letters demonstrating access into correctional/juvenile facilities. Must have MOUs.

Polling Question

2. Is there a match requirement for Byrne?

- A. Yes
- B. No

Answer: (B) No

Polling Question

3. All grant applications, regardless of funding source, need letters of support/MOUs?

A. Yes

B. No

Answer: (A) 3 (with strong preference for MOUs)

Applying for OVSJG (Justice Grants) Funds

Proposal Instructions


- Applications are due no later than 5pm on May 25, 2017
- Submit one application using Zoomgrants, www.zoomgrants.com
- Establish a log-in. One log-in per entity
- Technical Assistance using Zoomgrants Support Team, [\(866\) 323-5404](tel:8663235404).

The screenshot displays the Zoomgrants website interface. At the top, the 'ZOOMGRANTS' logo is on the left, and navigation links for 'HOME', 'OVERVIEW', 'PRICING', 'REQUEST A DEMO', and 'GET STARTED' are on the right. The main content area features a large wooden background with the text 'Your Applications. Your Way.' and a list of benefits: 'Pre-screened applications.', 'Simple, easy-to-complete forms.', 'Unlimited document attachments.', and 'Automatically-saved data.' On the right side, a 'Big Application' form is shown, indicating '\$ 100,000.00 requested'. The form includes tabs for 'Summary', 'Letter of Intent', 'App Questions', 'Budget', 'Performance Goals', 'Documents', and 'Folk'. Below these tabs, a 'Summary' section is visible, with a 'Show/Hide' button. The form fields include 'Application Title/Project Name' (Big Application), 'Amount Requested' (\$ 100000), and 'Total program cost' (\$ 0).

Proposal Instructions

- All applicants must complete Applicant Profile
 - Select Type of Application
 - Select one Funding Source
 - Title the Project name with a different name than funding source
 - Applicant profile must be signed by Applicant's legal authority
 - Select the type(s) of services of funding request
 - Detail plan for collecting data for each type of service
 - Detail applicant's role in each continuum of service

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



Rectan

ORGANIZATION:									
ADDRESS:									
PROJECT TITLE:									
DURATION:	RFA #:								
Funding Source:									
APPLICANT BUDGET									
PERSONNEL	\$0								
FRINGE BENEFITS	\$0								
TRAVEL	\$0								
CONTRACTS/CONSULTANTS	\$0								
SUPPLIES	\$0								
EQUIPMENT	\$0								
OTHER	\$0								
INDIRECT COSTS	\$0								
FEDERAL AMOUNT:	\$0								
PROGRAMMATIC CONTACT									
NAME:	NAME:								
TITLE:	TITLE:								
PHONE:	PHONE:								
EMAIL:	EMAIL:								
FINANCIAL CONTACT									
NAME:	NAME:								
TITLE:	TITLE:								
PHONE:	PHONE:								
EMAIL:	EMAIL:								
APPLICANT AUTHORIZED OFFICIAL CONTACT									
NAME:	PHONE:								
TITLE:	EMAIL:								
APPLICANT CERTIFICATION									
<p>Application is made for a sub grant under the above mentioned grant 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 criminal justice purposes.</p> <p>I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION SIGNATURE</td> <td style="width: 20%;">DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE</td> <td>DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION SIGNATURE	DATE	 	 	PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE	DATE	 	
AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION SIGNATURE	DATE								
PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE	DATE								
OV'SJG use only: Date Received _____									

Project Narrative

Required by all PROJECT applications.

Project Description

- ☐ Need for the project
- ☐ Eligible program activity/category
- ☐ Target population
- ☐ Specific services to be provided
- ☐ Explanation of performance measures

Project Narrative

- **Organization, Experience, and Qualifications**
 - ☐ Evidence that applicant can address the needs of target population
 - ☐ Past and present experience successfully operating similar program
- **Evaluation Plan**
 - ☐ Detailed plan of how applicant intends to collect data for each service type
 - ☐ Explanation of record-keeping measures
- **Sustainability Plan**
 - ☐ Prospects/plans for continued funding if grants funds terminate

Project Narrative

Project Update

- ☐ Explanation of the effectiveness and impact of the project to date
- ☐ Explanation of any modifications to current goals and objectives, evaluation plan, an sustainability plan
- ☐ Corrective Action Plan (if applicable)

Corrective Action Plan

Current grantees proposing project continuation and designated as High-Risk need to include progress on completing the corrective action plan

See Policies and Procedures Manual-OVSJG website

Project Budget

All applicants must use Project Budget worksheet to prepare budget and budget narrative

A. PERSONNEL: List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project, and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested. Include any projected salary increases for the award period.

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$60,000 x 50%	\$30,000

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

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith		
Employer's FICA	\$30,000 x 7.65%	\$2,295
Health Insurance	\$30,000 x 8.5%	\$2,550
Worker's Compensation	\$30,000 x 1%	\$ 300
Unemployment Compensation	\$30,000 x 0.5%	\$ 15
Retirement Plan	\$30,000 x 4.75%	\$1,425

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

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Transporting clients to/from court	50 trips x 6.4 miles x \$0.535	\$ 171
Attendance at VAN meetings	6 meetings x \$4.30 Metro RT	\$ 26
Staff training	Airfare: \$500 x 2 staff	\$1,000
Conference on Crimes Against Women	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

Direct and Indirect Costs

Direct Costs

- Primarily or wholly attributable to a particular award
- include salaries and fringe
- material and equipment to pursue a specific award's objectives
- travel and publications attributable to a specific grant program

Indirect Costs

Everything else (costs which can not be easily allocated to a specific program)

Upload copy of Negotiated Indirect Cost Rate Agreement (NICRA)

Refer to U.S. Department of Justice, Office of Justice Programs, Financial Guide
(<http://www.ojp.usdoj.gov/financialguide/>)

Project Work Plan

Must include:

- ☐ Project objectives, activities and outcomes
- ☐ Method of collecting required data measures and performance outcome data
- ☐ A project objective
- ☐ Estimation of data measurement and performance outcomes

APPENDIX B PROJECT WORK PLAN

Project Goal:

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

Activities:

Outcome:

Project Goal:

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

Activities:

Outcome:

Please use additional pages as necessary

Applicant Checklist

General Requirements

- ☐ Applicant Profile
- ☐ Project Narrative
- ☐ Explanation of the effectiveness and impact of the project to date
- ☐ Explanation of any modifications to current goals and objectives, evaluation plan, an sustainability plan
- ☐ Corrective Action Plan and Progress
- ☐ Project Budget and Narrative
- ☐ Match Budget- only RSTAT
- ☐ Performance Measures
- ☐ Project Work Plan
- ☐ DUNS and SAM numbers

Administrative Requirements

- ☐ Audited Financial Statements
- ☐ IRS 501(c) (3) or business license
- ☐ Disclosure of legal proceedings
- ☐ Statement of certification
- ☐ Statement regarding lobbying, debarment, suspension and drug-free workplace
- ☐ Standard Assurances
- ☐ Board of Directors roster
- ☐ Key Resumes and Job Descriptions
- ☐ Applicable staff license or certification Required to perform Services

NOTE: All grantees will be required to report performance measures. See OVSJG website.

Additional Requirements

✓ Applicants

- ☐ MOUs/Letters of Support
- ☐ Budget Template

TIPS for proposal preparation

- ☐ Make sure Applicant Profile is signed by authorized official
- ☐ Title project different from funding source
- ☐ Use Budget Worksheet to complete the budget
- ☐ Round budget figures to nearest whole dollar
- ☐ High-risk grantees include progress on Corrective Action Plan
- ☐ Follow format
- ☐ **ASK** questions early

F R E N Q U E N T L Y A S K E D

Q. Where do I submit an application?

A. All applications must be submitted electronically at ZoomGrants.com

Q. Will partial applications be accepted?

A. No. Only complete applications will be considered for funding.

Q. What is the maximum award request amount?

A. Applicants should prepare program budgets for \$125,000 to operate a successful program.

Q. Does my organization need to translate all materials to comply with the District of Columbia Language Access Act

A. According to the Language Access Act of 2004, not all materials need to be translated. However, there are threshold requirements. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program. *Stay tuned for notice of upcoming training on Language Access.*

Q. What is the best way to upload resumes, contracts, etc.?

A. Upload separately, labeled with document name.

Q. When will award decisions be made?

A. Notices of intent to fund will be sent to approved applicants late August-September.

Q. When is the award period?

A. October 1, 2017-September 30, 2018

JG Grants Management Staff

Title II and Byrne

Bridgette Royster: bridgette.royster@dc.gov

Mary Abraham: mary.abraham@dc.gov

Show Up, Stand Out

Brenda Aleman: brenda.aleman@dc.gov

Janelle Junior: janelle.junior@dc.gov

Michon Moon: michon.moon@dc.gov

- Website: <http://ovsjg.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 2018-01 Grant Application Inquiry by May 12th. Responses will be available on ovsjg.dc.gov