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Office of Victim Services and Justice Grants

Pre-Bidder's Webinar
FY 2018 Consolidated Request for Applications (RFA)
Victim Services

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Objectives

- To review in detail the FY 2018 Consolidated Request for Application (RFA) for Victim Services

- 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

What types of services are available to victims in D.C.?

Housing (emergency, transitional)

Mental health care

Medical forensic care

Case management and advocacy

Legal services (civil protective, criminal advocacy, immigration, administrative, Title IX)

Prevention and community engagement

Outreach

Emergency financial reimbursement

Education and training

Language access

Crisis intervention and hotline

Victim Services

Emergency Housing	• Housing within a few hours or days after a crime has displaced the victims and their family from their home • 20-30 days
Transitional Housing	• Housing typically for 3 months up to 2 years
Mental Health Services	• Treat symptoms of trauma resulting from a crime • Provide client-focused counseling • Meet the specific needs of a diverse population

Funding Priorities

- 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

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

STOP Formula Grant Funding

Eligible Applicants

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

Eligible Program Areas

- Training law enforcement officers, judges, other court personnel, & prosecutors
- Developing, enlarging, or strengthening victim services programs
- Developing, enlarging, or strengthening programs addressing stalking
- Supporting multi-disciplinary efforts (not otherwise supported by state funds)
- Training of sexual assault forensic medical personnel
- Providing assistance to victims in immigration matters
- Maintaining core victims services and criminal justice initiatives & supporting new initiatives

No Match requirement

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STOP Formula Grant Funding

Restrictions on Funding

- Children's intervention or prevention programs (however may support complimentary new initiatives and emergency services, i.e. child witnesses of domestic violence)
- Teen dating violence initiatives are permitted if teen is direct victim of abuse
- Legal Services (with exception of assistance to victims seeking CPOs)
- Abuser Intervention Programs (if part of a graduated system of sanctions)

Other Requirements

- Annual report (SAPR) due no later than 30 days after grant period
- Three (3) letters of support-preference given to applicants that submit MOA/MOUs
- Law enforcement/court applicants must submit a Victim Services Consultation Certification letter

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Polling Question

1. Who is eligible to apply for STOP funding?

A. Local government agencies
B. Non-profit, non-governmental victim service organizations
C. Faith-based and community-based victim service organizations
D. Domestic violence & sexual assault coalitions
E. Local Courts
F. All of the Above

Answer: (F) All of the Above

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Crime Victims Assistance Grant Program (VOCA)

Eligible Applicants
Non-profit, non-governmental victim service organizations

AWARD LIMITS

Target Population	Percent
Sexual Assault	At least 10%
Domestic violence	At least 10%
Child Abuse	At least 10%
Underserved	At least 10%

Eligible Program Areas
Direct services for victims of crime, including incarcerated victims of crimes

Match Requirement
20% (cash or in-kind) of total cost of project from non-federal sources
(**OVSJG will consider written requests to waive Match requirement**)

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Crime Victims Assistance Grant Program (VOCA)

VOCA Restrictions on Use of Funds

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

Prosecution of criminal activities

Fundraising activities

Property loss

Medical care (except as otherwise allowed by other provisions in the VOCA Rule)

Activities exclusively related to crime prevention

Other Requirements

- Annual Report- (APR) –due no later than thirty (30) days after the grant period ends
- Three (3) letters of support- Strong preference given to applicants that submit MOUs

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Polling Question

2. Can grant applicants request a waiver of the match requirement for VOCA funding?

A. Yes
B. No

Answer: (A) Yes

Sexual Assault Services Formula Grant Program (SASP)

Eligible Applicants

- Rape Crisis Centers
- Nonprofit, nongovernmental organizations which support dual programming of domestic violence and sexual assault direct intervention

Eligible Program Areas

- Rape crisis centers
- Dual programming – sexual assault and domestic violence services to enhance sexual assault-related direct intervention
- Retain core services for victims of sexual assault
- Increase support for underserved populations

No Match requirement

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Sexual Assault Services Formula Grant Program (SASP)

Funding Restrictions

- Research projects
- Sexual assault forensic examiner projects
- Prevention activities
- Criminal justice-related projects
- Domestic violence services not related to sexual violence

Other Requirements

- Annual Report (SAPR) submitted no later than thirty (30) days after grant period ends
- Three (3) letters of support- strong preference given to applicants that submit MOUs

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Polling Question

3. Can non-profit Domestic Violence programs apply for SASP funding?

A. Yes
B. No
C. Yes, if the program supports dual programming of domestic violence and sexual assault direct intervention

Answer: (C) Yes, if the program supports dual programming of domestic violence and sexual assault direct intervention

Locally Appropriated Funds (LOCAL)

Eligible Applicants
- Established coalitions
- Community-based organizations (CBOs)
- District agencies

Priority Programs and Activities
- Organizations/agencies that provide direct services to adult, teen, or child victims of crime
- Organizations integral to the District's continuum of services

No Match requirements

Funding Restrictions
Funds restricted to direct services, training, or education on behalf of victims of violent crime, outreach to community or community engagement, and prevention activities

All applicants must include three (3) letters of support. Strong preference given to applicants that submit MOUs

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Locally Appropriated Funds (LOCAL)

Eligible Programs and Activities

- Medical forensics
- Vertical victim advocacy to primary and secondary victims of crime
- Victim-focused legal services
- Training law-enforcement and court personnel
- Strengthening victim services in DC government or on DC campuses
- Improving culturally-specific services to underserved populations
- Specialized court advocates
- Reducing attrition rates of violent crimes
- Strengthening stalking programming
- Supporting multi-disciplinary efforts of coordinated response to crime
- Training of medical forensic personnel
- Assistance to victims of crime in immigration matters
- Housing for victims of crime
- Direct services to incarcerated victims of crime
- Training, education, and outreach to allied professionals (special conditions apply)

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Polling Question

4. All grant applications, regardless of funding source, need to include how many letters of support/MOUs?

A. One (1)
B. Two (2)
C. Three (3)
D. There is no requirement to submit letters of support

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

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Applying for OVSJG (Victim Services) Funds

Proposal Instructions

- Applications are due no later than 3pm on May 17, 2017

- 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

APPLICANT PROFILE

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

VICTIM SERVICES GRANT APPLICATION

Type of Application: ☐ Continuation ☐ New Project

Funding Source (check one): ☐ VAWA ☐ VOCA ☐ SASP ☐ LOCAL

Type of Service (check all that are relevant to the application):
☐ Case Management and Advocacy ☐ Housing ☐ Crisis Intervention and Hotline
☐ Legal ☐ Outreach, Education, and Training ☐ Mental Health
☐ Financial Assistance ☐ Prevention and Community Engagement
☐ Medical or Forensic ☐ Language Access

Fiscal Year of Funding: 2018

Organization Name:

Address:

ZIP + 4:

Dun & Bradstreet# (DUNS):

Project Title:

Duration (Begin/End Dates): 10/1/2017-9/30/2018

PROJECT COST: $

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.

_____   _____
Signature of Authorized Official   **Date**

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Project Narrative

Required by all NEW PROJECT applications.
Note: Continuation applications do not need to complete this section.

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 (for continuation applicants)

Project Update
For grantees requesting continuation funding for the same project only
- ❑ 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

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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:

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

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

EXAMPLE:

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

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

EXAMPLE:

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

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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)

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 indicating intent to notify clients about CVC **(VOCA required)**
- ❑ A project objective indicating an intent to use volunteers **(VOCA required)**
- ❑ Estimation of data measurement and performance outcomes

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

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Applicant Checklist

General Requirements
- [ ] Applicant Profile
- [ ] Project Narrative
- [ ] Explanation of the effectiveness and impact of the project to date **(continuation only)**
- [ ] Explanation of any modifications to current goals and objectives, evaluation plan, an sustainability plan**(continuation only)**
- [ ] Corrective Action Plan and Progress **(continuation, High-risk applicants only)**
- [ ] Project Budget and Narrative
- [ ] Match Budget (VOCA applicants) or **waiver request**
- [ ] Performance Measures
- [ ] Project Work Plan

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.

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Polling Question

5. As it relates to the Project Narrative, what is required for continuation applications?

A. Explanation of the effectiveness and impact of the project to date
B. Explanation of any modifications to current goals and objectives, evaluation plan, an sustainability plan
C. Corrective Action Plan and Progress **(if applicable)**
D. All of the Above

Answer: (D) All of the Above

Additional Requirements

VAWA applicants
- ❑ MOUs/Letters of Support
- ❑ Victim Services Consultation Certification Letter
- ❑ Forensic Compliance Certification Letter

VOCA applicants
- ❑ MOUs/Letters of Support
- ❑ VOCA Certification of Assurance
- ❑ Match budget

SASP applicants
- ❑ MOUs/Letters of Support

LOCAL applicants
- ❑ MOUs/Letters of Support

TIPS for proposal preparation
- ❑ Make sure Applicant Profile is signed by authorized official
- ❑ Continuation applications do not need to complete full Project Narrative
- ❑ 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 in section VI when developing proposal
- ❑ **ASK** questions early

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FRENQUENTLY ASKED

Q. Where do I submit an application?
A. All applications must be submitted electronically at ZoomGrants.com

Q. Will partial applications be accepted?
A. Complete applications will be considered for funding.

Q. What is the maximum award request amount?
A. Applicants should prepare program budgets with reasonable expenses 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. How do I request a waiver for the VOCA match requirement?
A. Written requests should include an explanation of how applicant meets 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 VictimAssistance Program Final Rule* *https://www.ovc.gov/pubs/comparison-VOCA-victim-assistance-guidelines-and-final-rule.pdf*

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.

Q. Do I have to complete the survey in survey monkey as indicated in the RFA?
A. No. The RFA has been amended to remove that requirement.

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OVSJG Grants Management Victim Services

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- **Submit online applications to ZoomGrants.com**
- **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 Grant Application Inquiry.

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