



**Office of Victim Services
and Justice Grants**

**Pre-Bidders Webinar
FY 2022 Building Blocks DC Services and Supports
Request for Applications (RFA)**

October 19, 2021

- This presentation will be recorded
- Automated closed captioning is available
 - Full transcript available upon request
- Chat Features
- Question Follow-Up
- Technical Assistance/Help
 - Send private chat
 - Email Suzie.Dhere@dc.gov



WebEx Orientation

Michelle Garcia, Director

Cheryl Bozarth, Deputy Director, Victim Services

Presenters



Agency Overview



Office of Victim Services
and Justice Grants



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

Safer Stronger DC

Reduce domestic and sexual violence, and improve outcomes for survivors

Make DC the safest big city in America

End homelessness



Promoting partnerships

Building capacity

Enhancing Trauma Informed Responses

Goals

BUILDING BLOCKS DC

BUILDING
BLOCKS DC



BUILDING BLOCKS DC

WE ARE WASHINGTON
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Building Blocks DC, and its partnered Gun Violence Prevention Emergency Operations Center, is the first-of-its-kind in the country to address gun violence using a public health approach.

Through a whole of government approach and in partnership with the District's most impacted communities, Building Blocks DC is working aggressively to address the urgent needs of District residents.

BuildingBlocks.dc.gov

PURPOSE AREAS

American Rescue Plan Act (ARPA) Federal Funds

- Housing and relocation services and supports for District residents who have been victims of gun violence or are at risk of gun violence – up to \$4,420,000
- Trauma-informed mental health services and alternative healing options for victims/survivors of gun violence – up to \$1,200,000

AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PURPOSE AREAS

The overall purpose of ARPA recovery funds is to address the negative public health and economic impacts created or exacerbated by the COVID-19 pandemic.

- Available funding: up to \$4,420,000
 - Anticipate multiple awards
- Goal to provide a continuum of housing options to meet the needs of individuals and families impacted by gun violence
 - Emergency safe housing
 - Single adults and families, up to three bedrooms
 - Accessible within 6-12 hours of referral
 - Up to 30 days
 - Within our outside of the District
 - Short-term housing (up to 90 days) and medium-term housing (up to six months)
 - Single adults and families, up to three bedrooms
 - Accessible within 7-14 days of referral
 - Up to 90 days
 - Within our outside of the District
- Relocation services
 - Assist individuals and families with relocating temporarily or permanently within or outside of the District
 - Allowable costs include, but are not limited to professional movers, van/truck rental, storage, transportation, housing security deposits, or other associated costs.

Housing and Relocation Services

- Selected grantees will work with Building Blocks DC to develop the process and procedures to connect individuals and families with housing and relocation services.
- Applicants may develop collaborations or partnerships to carry out the goals and objectives of the program
 - Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability.
 - Applicants must submit Memoranda of Understanding with any project partners detailing roles and responsibilities.
- Additional funding in FY23 and FY24 dependent on appropriations and grantee performance

Housing and Relocation Services

Required Performance Measures:

The grantee is required to collect and submit the following performance metric:

Number of victims of gun violence or residents at risk of gun violence provided access to safe housing.

Grantees will submit data quarterly in ZoomGrants.

Housing and Relocation Services

- Available funding: up to \$1,200,000
 - Anticipate multiple awards
- The goal of this funding is to provide an array of trauma-informed, trauma-specific, complementary, and/or alternative therapies and healing practices to meet the needs of individuals, families, and communities impacted by gun violence including:
 - Community healing circles
 - Neighborhoods will be identified in collaboration with BBDC
 - Trauma-specific individual, family, and group services

Trauma-Informed Mental Health and Healing Services

- Participants will be referred through a process developed in collaboration with Building Blocks DC
- Service provision must include access to therapeutic services minimally within one business day of referral
 - Grantee(s) will work collaboratively with Building Blocks DC, OVSJG, and other project partners to develop an implementation plan for walk-in, same day access to *minimum* therapeutic services including, but not limited to:
 - Crisis Intervention/Counseling
 - Individual or Family Therapy
 - Alternative Healing Services
 - Access to mental health assessments or other assessments alone will not be sufficient for this purpose area

Trauma-Informed Mental Health and Healing Services

Required Performance Measures:

Grantees are required to collect and submit the following performance metrics, as appropriate to the service provided:

Number of primary and secondary victims of gun violence provided trauma-informed therapeutic services.

Percent of primary and secondary victims of gun violence requesting same-day access to trauma-informed therapeutic services who receive care within 24 hours.

Number of primary and secondary victims of gun violence who participate in healing circles or other alternative healing options.

Grantees will submit data quarterly.

Trauma-Informed Mental Health and Healing Services

ADDITIONAL GRANTEE REQUIREMENTS

- All District government contractors and grantees are required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.
 - Employees, agents, and subcontractors who provide goods or perform services in person in District of Columbia facilities or worksites, or who have in-person contact with other persons in order to complete their work under the grant have been either:
 - (i) fully vaccinated against COVID-19, or
 - (ii) granted one of the exemptions identified in Section III of the Order by the grantee, are undergoing weekly COVID-19 testing and only reporting to the workplace when such test result is negative and are wearing masks while working.
- Grantees are responsible for ensuring compliance with this Order by their employees, agents, and subcontractors.
 - At the request of the District government, grantees may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.
- For additional guidance regarding this requirement visit <https://coronavirus.dc.gov/page/recovery-dc-gov-contractorsgrantees>

COVID-19 Vaccine Requirement



Request For Applications

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



Fiscal Year 2022 (FY22) Building Blocks DC Services and Supports Request for Applications (RFA)

IMPORTANT NOTICE

Application Release: October 8th, 2021

Application Deadline: November 10th, 2021

Applications must be submitted via OVSJG's electronic Grants Management System, ZoomGrants™. To access the application in ZoomGrants™ visit https://www.zoomgrants.com/zgf/FY22_BBDC_RFA

Hard copies of the application will not be accepted.

A pre-bidder webinar will be held. Webinar details will be posted on the OVSJG website at <https://ovsjg.dc.gov/page/funding-opportunities-current>.

FY 2022 Building Blocks DC Services and Supports Request for Applications (RFA)

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Electronic Application

Apply using ZoomGrants™

- First time user register at www.zoomgrants.com
- Technical Assistance: Questions@zoomgrants.com/(866)323-5404 10am - 7pm MT

Email questions to ovsjg@dc.gov subject reference “FY22 BBDC Services and Supports Grant Application Inquiry” by **5pm ET on Friday, November 3, 2021**

- Questions that cannot be answered by referring to the RFA will be answered as they are received and posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>

Application Deadline in ZoomGrants: **November 10, 2021, 11:59 pm ET**



Powered by ZoomGrants™

Existing ZoomGrants™ Users: Email

Password

Stay logged in? (Admins and Reviewers only) [Login](#)

[Forgot password?](#)

[HELP](#) ▲▼

[Search](#)

You must be logged in to apply.

[New ZoomGrants™ Account](#)

DC Office of Victim Services and Justice Grants

Deadline 11/10/2021

FY22 Building Blocks DC Services and Supports

- [VIEW OPEN PROGRAMS](#)
- [HIDE DESCRIPTION](#)
- [HIDE REQUIREMENTS](#)
- [SHOW PROGRAMMATIC AND ADMINISTRATIVE REQUIREMENTS & NOTIFICATIONS](#)
- [SHOW LIBRARY](#)
- [CONTACT ADMIN](#)

Description [\[hide this\]](#)

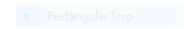
The Office of Victim Services and Justice Grants (OVSJG) provides District and federal funding to local initiatives that improve public safety; enhance the administration of justice, and create systems of care for crime victims, youth, and their families in the District. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive Office of the Mayor on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

Requirements [\[hide this\]](#)

The funding period is December 1, 2021 through September 30, 2022. 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.

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, November 10, 2021. 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.

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 the 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 March 28, 2021 deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle. **PLEASE REFER TO FULL RFA FOR MORE DETAILS AND INSTRUCTIONS**



Application Status: Not Submitted

You must be logged in to begin.



Grants Management System



Applications are due by 11:59pm EDT on November 10, 2021

- Applicant profile
 - Include ZIP+4
 - Signed by Applicant’s Legal Authority
- Project Abstract
- Project Narrative
 - Project Description
 - Evidence Based
 - Trauma Informed
 - Organization, Experience and Qualifications
 - Data and Evaluation Plan
- Corrective Actions Plan (if applicable)

APPENDIX B: Applicant Profile

  <p>Government of the District of Columbia Executive Office of the Mayor Office of Victim Services and Justice Grants</p>	
APPLICANT PROFILE	
Fiscal Year:	
Organization Name:	
Address:	
Zip + 4:	
DUNS #:	
Project Title:	
Project Period (Start/End Dates):	
Requested Amount:	
AUTHORIZED OFFICIAL:	
Name:	
Title:	
Telephone:	
Email:	
PROJECT DIRECTOR:	FINANCIAL DIRECTOR:
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<p><i>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.</i></p>	
<i>Printed Name of Authorized Official</i>	
<i>Signature of Authorized Official</i>	
<i>Date</i>	

Proposal Instructions Highlights

Applicant Profile (2.5%)

Project Abstract (2.5%)

Project Narrative (45%)

Project Work Plan (20%)

Logic Model (10%)

Budget (17.5%)

Letters of Support and Memoranda of Understanding (2.5%)

Proposal Scoring

PROJECT NARRATIVE

- Project Description
- Evidence Based
- Trauma Informed
- Organization, Experience, and Qualifications of Applicant
- Data and Evaluation
- Corrective Action Plan (if applicable)
- ARPA Funding Specific Questions (if applicable)

Applications for Housing and Relocation Services and Supports:

- Describe process, procedures, and systems in place addressing the safety of individuals and families placed in housing.
- Describe how the basic needs of individuals and families (e.g., meals, laundry, etc.) will be provided.
- Describe how housing will be provided in observance of all required protocols related to COVID-19.
- Describe how planning will occur to transition clients from emergency, short- and medium-term housing to safe, stable housing.

Project Description

ATTACHMENTS

Appendix C: Project Work Plan

Must include:

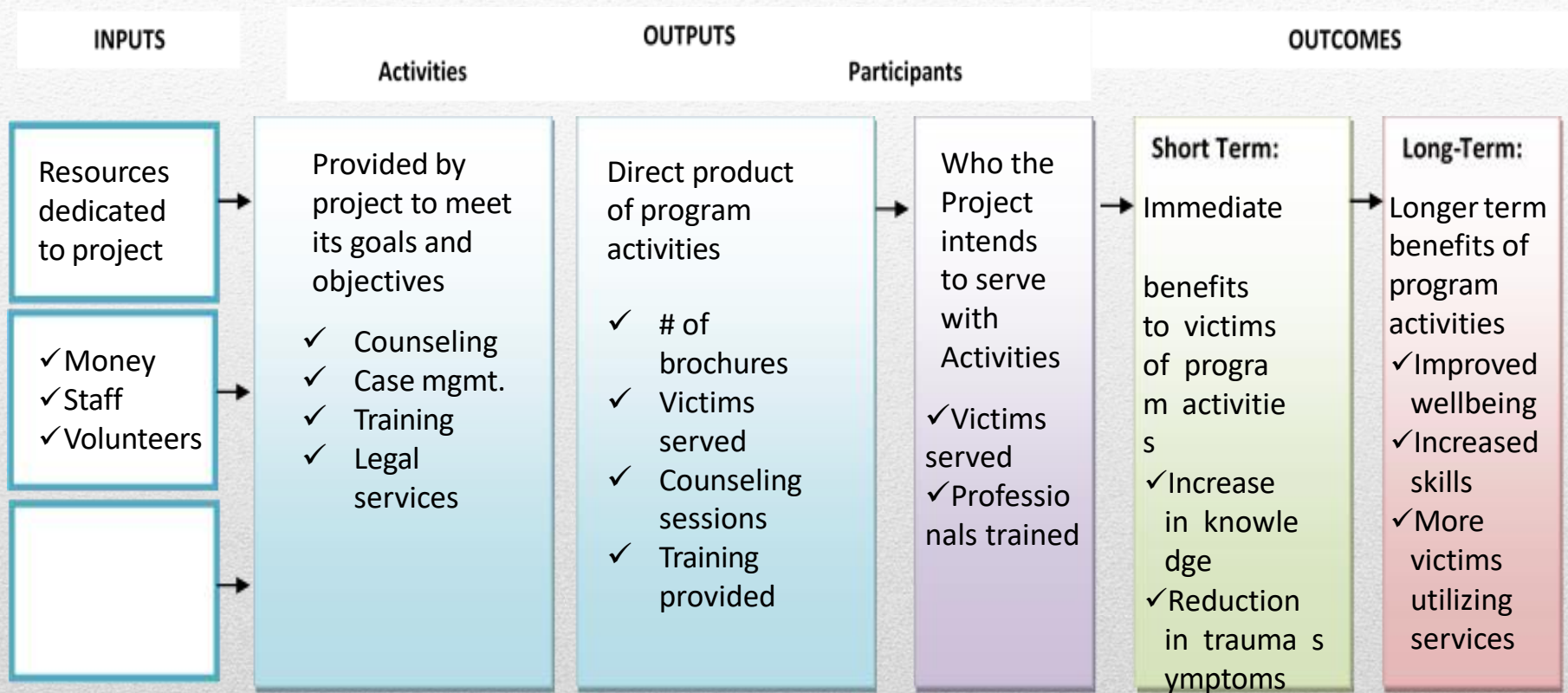
- Project goals, objectives, activities, and outcomes
- Provide a numerical target for each quarter and each activity on the workplan
- Data measures/ performance outcome data, and method of collecting data

Project Goal:				
Objective:				
Activities:	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Outcomes:				

Project Goal:				
Objective:				
Activities:	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Outcomes:				

Please use additional pages as necessary.

Project Work Plan



Logic Model

All applicants must use the Budget Template to prepare the budget

- Budgets must be submitted as attachments – either Word or Excel
- Budgets must include calculations and justifications

Budget/award period under this RFA is December 1, 2021 – September 30, 2022

Budget amounts must also be submitted in the ZoomGrants Budget tab

Budget

Building a Budget webinar
available at
www.ovsjg.dc.gov>Grants
and Funding>Training and
Technical Assistance

[https://ovsjg.dc.gov/page/
training-and-technical-
assistance](https://ovsjg.dc.gov/page/training-and-technical-assistance)

Budget

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

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$30,000 x 22.4%	\$6,720
Staff Assistant, TBD	\$11,250 x 22.4%	\$2,520
Outreach Worker, Aaron Jones	\$13,000 x 9.15%	\$1,190

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

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

TIPS for Proposal Preparation

- ❑ Make sure Applicant Profile is complete and signed by authorized official
- ❑ Title project different from funding source
- ❑ Use Budget Template to complete the budget
- ❑ Round budget figures to nearest dollar
- ❑ Follow format outlined in Proposal Instructions when developing proposal
- ❑ Use the *What an Application Must Include* checklist to guide the completion of your grant application packet
- ❑ **ASK** questions early
- ❑ ZoomGrants Tech Support Contact Information ((866) 323-5404)
<https://www.zoomgrants.com/about-us/request-technical-help/>
- ❑ **Submission Deadline is 11:59pm EDT November 10, 2021**
 - Applicants are encouraged to submit 48 hours in advance
 - ZoomGrants office closes at 7pm EST
 - OVSJG office closes at 5pm EST

Applicant Checklist

General Requirements

- Abstract
- Applicant Profile
- Project Narrative
- Project Work Plan
- Logic Model
- Project Budget
- Letters of Support
- Memoranda of Understanding (MOUs)

Administrative Requirements

- Audited Financial Statements
- IRS 501(c) (3) Determination Letter
(Required for FEDERAL applicants)
- Current DC Business license
- Disclosure of legal proceedings
- Statement of certification from DC Office
of Tax & Revenue
- Certification Regarding Lobbying,
Debarment, Suspension and Drug-
free Workplace
- Standard Assurances
- DC 'Clean Hands' (mytax.dc.gov)
- Tax Affidavit
- Board of Directors Roster
- Key Resumes and Job Descriptions
- Applicable Staff License or
Certification Required to Perform
Services

