



**Office of Victim Services
and Justice Grants**

**Pre-Bidders Webinar
FY 2024 Consolidated Request for Applications for
Crime Victim Services**

May 24, 2023

- This presentation will be recorded
- Mute
- Chat Features
- Question Follow-Up
- Technical Assistance/Help
 - Send private chat
 - Email Suzie.Dhere@dc.gov



WebEx Orientation

Jennifer L. Porter

Director

OVSJG

Cheryl Bozarth

Deputy Director, Victim Services

OVSJG

Brenda Aleman

Grants Management Specialist, Victim Services

OVSJG

Kelley Dillon

Senior Grants Management Specialist, Victim Services

OVSJG

Presenters



Agency Overview



Office of Victim Services
and Justice Grants



The mission of the Office of Victim Services and Justice Grants (OVSG) 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

Making DC Safer

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

Grant awards will be consistent with the Mayor's priorities and federal funding purposes and requirements.

OVSJG prioritizes funding that falls within a continuum of services, i.e. each grant applicant has a responsibility to work with other funded programs to best serve the needs of the client.

Funded programs will have objective, concrete, measurable outcomes; include formal procedures for evaluating progress towards those outcomes; and exhibit a commitment to continuously improve the program.

Funding Principles

OVSJG will concentrate funding on agencies and organizations that are responsible administrators of awarded funds and comply fully with:

- OVSJG programmatic and financial requirements
- Local and federal laws and requirements

OVSJG will seek to ensure that every funded initiative achieves outcomes that improve the District's justice system, strengthen services for crime victims, reduce truancy and juvenile delinquency, and give returning citizens increased opportunities to lead successful lives.

Funding Principles

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.



one-year grant awards

Anti-Deficiency Act

The Crime Victim Services RFA will give priority to maintaining services provided by existing OVSJG Victim Services grantees.

FY24 OVSJG Funding





Request For Applications

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



**FY2024 Consolidated Request for
Applications (RFA) Crime Victim Services**

IMPORTANT NOTICE

Application Release: May 15, 2023

Application Deadline: 11:59pm ET June 15, 2023

Applications must be submitted via OVSJG's electronic Grants Management System
(eGMS)ZoomGrants™

*Hard copies of the application will not be accepted

To access ZoomGrants™ click on
[FY2024 Consolidated Victim Services RFA](#)

A pre-bidder webinar will be held for the FY2023 Consolidated Victim Services RFA. Webinar details
will be posted on the OVSJG website at <https://ovsjg.dc.gov/page/funding-opportunities-current>.

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Electronic Application

Apply using ZoomGrants™



Powered by ZoomGrants™

Existing ZoomGrants™ Users: Email

Password

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Login

[Forgot password?](#)

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Search

Search

DC Office of Victim Services and Justice Grants

Open Programs

[How do I do this?](#)

Open Programs

You must be logged in to start a new application.

FY2024 Consolidated Victim Services RFA

Victim Services

8/15/2023 - Organizations Only

Apply

Preview

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type ☒ Organization

New Account

If you already have an account,
[Login Here](#) as an existing
ZoomGrants user.

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

Grants Management System

Applications are due by 11:59pm EDT on

June 15, 2023

- Applicant profile
 - Include ZIP+4
 - Signed by Applicant's legal authority
- Project Abstract
- Project Narrative
 - Project Description
 - Evidence Based
 - Trauma Informed
 - Community Informed
 - Organization Experience and Qualifications
 - Date and Evaluation
- Theory of Change/Project Work Plan
- Budget
 - Match Budget or Match Waiver Request (VOCA applicants)
- Letters of Support/Memoranda of Understanding (MOU)
- Financial Statements
- Disclosure of Legal Proceedings

APPLICANT PROFILE	
Fiscal Year of Funding: 2024	
Organization Name:	
Address:	
ZIP + 4:	
Unique Entity Identifier # (EUI):	
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:
<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>	
Printed Name of Authorized Official	
Signature of Authorized Official	
Date	

Proposal Instructions Highlights

Advocacy

Awareness and Outreach

Case Management

Community Education

Legal services (civil and criminal)

Crisis Counseling and Intervention

Financial or Material Assistance

Forensic Services

Hotline

Housing

Language Access

Medical Services

Professional Training

Safety Planning

Trauma-Informed Mental Health Services

Service Areas Funded

Applicant Profile

Project Abstract (2.5%)

Project Narrative (50%)

Proposal Scoring

Each applicant must include a brief description of the project including key activities; target population, and proposed number to be served.

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 address trauma in Wards 7 & 8.*

Project Abstract

This section of the application should contain a description of activities that justify and describe the program to be implemented.

- Description of the need for the project, including supporting data
- Target population and geographic area to be served
- Description of specific proposed activities
- Detailed description of service area to be addressed
- Goals, objectives, and timeline of startup and implementation activities
- Explanation of how activities will support the achievement of intended outputs/outcomes
- How program/project is consistent with applicant organization's mission
- Description of intended community impact
- Evidence of applicant's participation in the crime victims' continuum of services/supports

Project Description

Trauma Informed

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.

Community Informed

Describe how your organization meaningfully involves internal and external community stakeholders in your program design and proposal development.

Trauma and Community Informed

Qualifications, Experience, Expertise

- Evidence that applicant can address the needs of target population
- Organization's capacity to achieve identified outcomes
- Past and present experience operating a similar project

Support and Partnerships

- MOUs/letters of support
- Evidence of collaboration with partners
- Connection to other service providers in continuum

Organization, Experience, and Qualifications

- Detailed plan of how applicant will collect and report data measures
- Describes how data will inform and enhance service delivery
- Must include plan for addressing short-term and long-term goals

Evaluation and Data Collection Plan



APPENDIX B: THEORY OF CHANGE-WORKPLAN

Instructions: Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. **DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.**

EXAMPLE

Project Goal 1		Decrease 30-day alcohol use by youth aged 12 to 20 in the target community.						
Project Objective 1		By June 30, 2023, 75% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.						
Inputs (Budget Items)	Activity	Outputs Q1	Outputs Q2	Outputs Q3	Outputs Q4	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
Personnel/Fringe: 2.5 FTE Peer Mentors 1 FTE Program Coordinator .75FTE Program Director	1. Convene a youth work group to design marketing campaign	9 social media campaigns	45 flyers distributed	7 school presentations	5 community presentations	By June 30, 2023, 75% of target youth ages 12 to 20 will have increased knowledge about the problems and consequences associated with underage drinking	30-day alcohol use among target youth ages 12 to 20 will decrease by 20%	30-day alcohol use among target youth ages 12 to 20 will decrease 40%
Personnel/Fringe: 2.5 FTE Peer Mentors 1 FTE Outreach worker .75FTE Program Director	2. Conduct face-to-face youth mobilizing	4 meetings with community stakeholders; recruit 5 youth participants	4 meetings with community stakeholders; recruit 5 youth participants	4 meetings with community stakeholders; recruit 5 youth participants	4 meetings with community stakeholders; recruit 5 youth participants	By June 30, 2023, 30 youth will participate in activities to increase knowledge about the problems and consequences associated with underage drinking		
Operating: Rent, Utilities								
Impact		Overall decrease in the number of alcohol related fatalities, violence, and crime for youth aged 12-20 in the target community.						

Theory of Change/Project Work Plan

Goals and Objectives

- Standard data measures and performance outcomes
- Measurable and specific
- Clearly outlines project activities
- Outcomes clearly stated and process of measuring outcomes

Example of Goals, Objectives and Activities Format

Goal 1: Decrease 30-day alcohol use by youth aged 12 to 20 in the target community.

- **Objective 1:** By June 30, 2023, 75% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmful.
 - **Activity 1:** Convene a youth work group to design marketing campaign

- **Output Q1:** 9 social media campaigns
- **Short-Term:** By June 30, 2023, 75% of target youth ages 12 to 20 will have increased knowledge about the problems and consequences associated with underage drinking
- **Mid-Term:** 30-day alcohol use among target youth ages 12 to 20 will decrease by 20%
- **Long-Term:** 30-day alcohol use among target youth ages 12 to 20 will decrease 40%
- **Impact:** Overall decrease in the number of alcohol related fatalities, violence, and crime for youth aged 12-20 in the target community.

Outcomes

Must include:

- Measurable Project Goals and Objectives
- Inputs correlate with program budget
- Activities with measurable Outputs per quarter
- Outcomes: short term, mid-term, and/or long term
- Impact statement
- Goal to notify clients about Crime Victim Compensation (**VOCA required**)
- Goal with an intent to use volunteers (**VOCA required**)

Theory of Change Work Plan

All applicants must use the Budget Template to prepare the budget

- Budgets must be submitted as attachments using the Excel template
- Budgets must include computations and justifications

Submit Budget amounts in the ZoomGrants Budget tab

Budget Submission

BUDGET EXAMPLE

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.

Name	Position	Computation				
List each name, if known.	List each position.	Show annual salary rate & amount of time devoted to the project for each name/position.				
		Salary	Rate	FTE	Percentage of Time	Total Cost
EXAMPLE: Aaron Jones	Outreach Worker	\$ 20.00	hourly	1	100%	\$ 13,000.00
EXAMPLE: Maria Smith	Project Manager	\$ 60,000.00	yearly	0.5	50%	\$ 30,000.00
EXAMPLE: TBD	Staff Assistant	\$ 45,000.00	yearly	0.25	25%	\$ 11,250.00
						\$ -
						\$ -
				1.75		\$ 54,250.00
					TOTAL PERSONNEL	\$ 54,250.00

Narrative

EXAMPLE: The Outreach Worker, Aaron Jones, is a part-time employee who will 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.

The Project Manager, Maria Smith, will oversee the daily operations of the project and supervise and 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.

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

Name	Position	Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for the computation.			
		Base	Rate	Total Cost	
EXAMPLE: Aaron Jones	Outreach Worker	\$ 13,000.00	9.15%	\$ 1,189.50	
EXAMPLE: Maria Smith	Project Manager	\$ 30,000.00	22.40%	\$ 6,720.00	
EXAMPLE: TBD	Staff Assistant	\$ 11,250.00	22.40%	\$ 2,520.00	
0	0	\$ -		\$ -	
0	0	\$ -		\$ -	
				TOTAL FRINGE BENEFITS	\$ 10,429.50

Narrative

EXAMPLE: 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 and training for staff 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.

Purpose of Travel	Location	Type of Expense	Basis	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination (if known, virtual is allowable)	Lodging, Meals, etc.	Per day, mile, trip, etc.	Cost	Quantity	# of Staff	Total Cost	
Transporting clients to/from court	DC Superior Courts, Washington, DC	Gas (Mileage)	Trip	\$ 0.585	6.4	50	\$ 187.20	
Attendance at task force meetings	Washington, DC	Metro	Meetings	\$ 4.40	6	1	\$ 26.40	
		Airfare	Trip	\$ 500.00		2	\$ 1,000.00	
Staff Training - National Trauma Conference for 2 staff members	Dallas, TX	Lodging	Per Day	\$ 154.00	3	2	\$ 924.00	
		Per Diem	Per Day	\$ 63.00	4	2	\$ 504.00	
		Transportation (Uber/Cab)	Trip	\$ 50.00	2	2	\$ 200.00	
							TOTAL TRAVEL/TRAINING	\$ 2,889.60

Narrative

EXAMPLE: Staff will use private vehicles to transport clients to/from court as needed; mileage calculated at the GSA rate.

Enter the employee's salary. This value can be entered as hourly, daily, weekly, or yearly rate.

Enter the rate classification for this employee's salary. Possible values are "hourly, daily, weekly, or yearly." This column is not used by the calculation and is only for narrative purposes.

The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTE. Employees scheduled to work 20 hours per week are 0.5 FTE. This number will not be calculated with the total cost.

Enter the number of hours, days, weeks, or years this employee will be employed on the project. This column should be calculated. Total cost is the calculated value of the data provided and should match the total amount to be paid to this employee as fringe benefits over the life of the program. **Total Cost = Salary x Time Worked x Percentage of Time**

These names will auto-populate from section A.

This number will auto-populate from section A for each employee. Personnel that will receive fringe benefits as part of working on this grant. The salary value may be the Total Cost value calculated for the

Enter the percentage of the employee's salary that is paid as fringe benefits.

Most often, Fringe Benefit Rate = (Total Fringe Benefits / Annual Wages) X 100

Total cost is the calculated value of the data provided and should match the total amount to be paid to this employee as fringe benefits over the life

Enter the cost of the travel item. For example, the total cost of a single, round-trip airline ticket, the reimbursement cost of a mile of car travel, or the per

Enter the distance traveled or the duration of the stay. For example, the number of nights staying in a hotel, the number of miles traveled by car, the number of days that per diem will be claimed. If using GSA rates, separate the full daily amount received for a single calendar day of travel vs. the first/last day

Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being

Total Cost is the calculated value of the data provided and should match the total amount to be

Budget Template

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)

Project 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



A REVIEW OF FUNDING SOURCES

Locally Appropriated Funds (LOCAL)

Eligible Applicants

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

Priority Programs and Activities

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

No Match requirement

Funding Restrictions

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

LOS/MOU

All applicants must include two (2) letters of support. If the application proposes partnership(s) with other providers to meet the goals and objectives of the proposal, a Memorandum of Understanding (MOU) is required

Locally Appropriated Funds (LOCAL)

Eligible Programs and Activities

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.

Consideration also to 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.

STOP Formula Grant Funding (VAWA)

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
- Legal Services
- Maintaining core victim services and criminal justice initiatives

No Match requirement

STOP Formula Grant Funding (VAWA)

Restrictions on Funding

- Immigration fees for battered immigrant women
- Renovations or construction
- Standard issue law enforcement equipment
- Programming/serving children 10 or younger
- Voucher program for housing or counseling
- Moving household goods, acquiring furniture, or housing in a new location

Other Requirements

- Two (2) letters of support- preference given to applicants that submit MOUs
- Applicants must submit Victim Services Consultation Certification and/or Forensic Compliance Certification
- Annual Subgrantee Report

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 Waiver Requirement

Matching contributions of 20% (cash or in-kind)

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 allowed by other provisions in the VOCA Rule)
- Activities exclusively related to crime prevention

Other Requirements

- Subgrantee Award Report (SAR) - due no later than thirty (30) days after award start date
- OVC Performance Measures (PMT) - due each quarter
- Annual Report – due no later than thirty (30) days after the grant period ends

Sexual Assault Services Formula Grant Program (SASP)

Eligible Applicants

- Rape crisis centers
- Nonprofit, nongovernmental organizations that support programs and projects to assist individuals who have been victimized by sexual assault without regard to the age of the individual

Eligible Program Areas

- 24-hour hotline services
- Accompaniment and advocacy through medical, criminal justice, and social support systems
- Crisis intervention, short term support services, direct payments, and comprehensive service coordination
- Programs that increase support for underserved communities

No Match requirement

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
- Two (2) letters of support- strong preference given to applicants that submit MOUs

Additional Funding-Source Specific Requirements

All **VAWA** applicants must include:

- 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)

All **VOCA** applicants must include:

- VOCA Certification of Assurance
- Match Budget or Match waiver request



TIPS for Proposal Preparation

- ❑ Make sure Applicant Profile is complete and signed by authorized official
- ❑ Title project different from funding source
- ❑ Round budget figures to nearest dollar
- ❑ Follow format outlined in proposal instructions when developing proposal
- ❑ Use the applicant 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 June 15, 2023**
 - Applicants are encouraged to submit 48 hours in advance
 - ZoomGrants office closes at 7pm ET
 - OVSJG office closes at 5pm ET

Applicant Checklist

General Requirements

- ☐ Applicant Profile
- ☐ Abstract
- ☐ Project Narrative
- ☐ Theory of Change/Project Work Plan
- ☐ Budget
 - Match waiver request (VOCA)
- ☐ Letters of Support/Memoranda of Understanding (MOU)
- ☐ Financial Statements
- ☐ Disclosure of Legal Proceedings

Administrative Requirements

- ☐ Current DC Business license
- ☐ DC 'Clean Hands' (mytax.dc.gov)
- ☐ Key Resumes and Job Descriptions
- ☐ Applicable staff license or certification required to perform services
- ☐ Board of Directors roster
- ☐ Certification regarding lobbying, debarment, suspension and drug-free workplace
- ☐ Standard Assurances
- ☐ Statement of certification from DC Office of Tax & Revenue
- ☐ NICRA, if applicable

NOTE: All OVSJG grantees will be required to report performance measures, see [OVSJG website](#).

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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 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.

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

A. Upload individually, labeled with specific document name.

Q. When will award decisions be made?

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

Q. How do I apply for the FY2024 Consolidated Victim Services RFA?

A. You can apply via ZoomGrants within this specific RFA application at:

https://www.zoomgrants.com/zgf/FY2024_Consolidated_Victim_Services_RFA

- Cheryl Bozarth, Deputy Director for Victim Services, cheryl.bozarth@dc.gov
- Brenda Aleman, brenda.aleman@dc.gov
- Kelley Dillon, kelley.dillon@dc.gov
- Alina Gomez, alina.gomez@dc.gov
- Daniza Medina, daniza.medina@dc.gov
- Daniel Rappaport, daniel.rappaport@dc.gov

Victim Services Grant Management Staff

- Questions that cannot 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.rfaquestions@dc.gov by **5pm ET June 5, 2023**, Attn: FY 2024 VS Consolidated RFA Inquiry. Questions that cannot be answered by referring to the RFA will be answered as they are received as posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>
- Submit online applications at: <https://www.zoomgrants.com>
- OVSJG website: <http://ovsjg.dc.gov>

Information and Questions



Email questions to ovsjg.rfaquestions@dc.gov subject reference “FY 2024 VS Consolidated RFA Inquiry” by **5pm, June 5, 2023**

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

