Government of the District of Columbia
Executive Office of the Mayor
Office of Victim Services and Justice Grants
441 4th Street NW, Suite 727N
Washington, DC 20001

FY 2020 Show Up, Stand Out (SUSO)

(Community-Based Truancy Reduction Grant Initiative - CBTR) CONSOLIDATED COMMUNITY BASED ORGANIZATION (CBO) & YOUTH SERVICE PROVIDER (YSP) REQUEST FOR APPLICATIONS (RFA)

RELEASE DATE: April 12, 2019

IMPORTANT NOTICE

Due Date: Applications are due on **May 17, 2019, 3pm** EDT in OVSJG's electronic Grants Management System (eGMS) Zoomgrants™
Hard copies of the application will not be accepted.

To access RFA and Zoomgrants ™, click on
https://ovsjg.dc.gov/page/current-funding
You must have a registered user id, and password to apply in Zoomgrants ™.
For Zoomgrants ™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10am–7pm EDT

Eligibility: Qualified non-governmental organizations only

Pre-bidders conference will be held by webinar on April 22, 2019. Webinar details to be posted on our website at www.ovsjg.dc.gov on April 17, 2019. Questions must be emailed to OVSJG, at brenda.aleman@dc.gov with subject reference "SUSO Truancy RFA" by May 1, 2019.

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I. GENERAL INFORMATION

Introduction

The Office of Victim Services and Justice Grants (OVSJG) mission 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. In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and returning citizens. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts. 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. OVSJG's priority for juvenile justice programs for FY2012 - 2019 include truancy and delinquency prevention programs funded with Federal and local funds. For more information about OVSJG's grant funded opportunities, refer to the website.[1]

In FY20, OVSJG's Request for Applications (RFA) is for programs centered on addressing truancy in elementary and middle schools for the District's most prominent truancy reduction program, *Show Up, Stand Out* (SUSO).[2] Eligible applicants can choose to take the lead in monitoring both family and youth engagement models but are not required to also serve middle schools. Moreover, lead organizations may engage youth service providers as subcontractors to provide the youth engagement model. Only qualified non-governmental organizations with prior experience working with DC's child welfare, youth services, family services, mental health, substance abuse, and/or educational agency professionals are eligible and invited to submit an application. This RFA is released exclusively to execute the *Show Up, Stand Out* mission and program model with local funds to target elementary and middle school students with five to nine unexcused absences and their families in Wards One, Two, Four, Five, Six, Seven, and Eight. For this proposal, applicants may serve students in more than one Ward to meet program capacity for the elementary and middle school models. Qualified applications will be selected for award amount up to $615,000 each. *Please note that this is a consolidated RFA which allow agencies to apply for both the Family Engagement and Youth Engagement components to be implemented by one-lead applicant as a community-based organization. Applicants are not required to apply to serve both elementary and middle schools, though preference is given to applicants that can serve both. Special consideration will be given to applicants experienced in working with the Show Up, Stand Out model.*

[1] http://www.ovsjg.dc.gov

[2] http://www.showupstandout.org & http://ovsjg.dc.gov/service/show-up-out-suso

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SUSO Family Program Model

The SUSO Family Program model serves families referred by each partnered elementary school with five to nine unexcused absences prior to the school enforcing the mandate to refer the student to DC Child and Family Services and/or court social services. This model establishes a home visit case management program that is implemented in grades k-5. Case management consists of meeting with the family on at least twice per month to develop, track, and assist with a development plan in removing barriers to attendance.

SUSO Youth Program Model

The SUSO Youth Program model serves students referred by each partnered middle school with five to nine unexcused absences prior to the school enforcing the mandate to refer the student to DC Child and Family Services and/or court social services. This model establishes an in-school club program that engages students during the school day for peer mentoring, tutoring, fitness, and/or personal development in grades 6-8. Youth service providers conduct programming primarily during lunch, however under special circumstances can be conducted after school, to encourage and reestablish student/school connections that increase school attendance.

The Family and Youth Program model will be implemented by a lead organization that will be responsible for building capacity for case management of the Family Program and youth services of the Youth Program. Youth Service provision can be implemented by the lead organization or by sub-contractors.[3] Successful applicants will be a member of the *Show Up, Stand Out* Program Advisory committee,[4] serve as a brand ambassador, and initiate an interagency team of community-based and school-based professionals to address the complex needs of students failing to attend school regularly. This grant supports efforts to increase family-centered involvement with wraparound practices provided by community-based providers and youth engagement through school-based activities.

Eligible organizations should have the capacity to implement:

Family Program Model

1. Conduct community-based home programming that engages[5] parents at their home, during school, and/or during out-of-school activities based on SUSO program standards throughout the course of the school year, but not at one time.
2. Participate in attendance teams of community-based and school-based professionals to address the complex needs of students failing to attend school regularly.
3. Increase student attendance and engagement at partnered school.

[3] Special consideration will be given to youth service providers who have previous experience with the Show Up, Stand Out program.
[4] Committee meets every other month, but may require more regular meetings as necessary.
[5] Engagement consists of a family that has signed consent to participate in the program.

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Youth Program Model

1. Conduct school-based youth programming that engages students during school hours (lunch time or free block preference) to effectively address truancy.
2. Participate in attendance teams of community-based and school-based professionals to address the complex needs of students failing to attend school regularly.
3. Increase student attendance and engagement at partnered school.

OVSJG will provide an evaluation mechanism to support process and outcome analysis to inform policy and program development of effective truancy reduction initiatives adaptable for the District of Columbia's school system.

For more information on evidence based practices programs, proven concepts, and resources to help build your application please refer to the appendix section of this RFA.

II. *SHOW UP, STAND OUT* (SUSO) GRANT PROGRAM

Vision

The District of Columbia values the highest quality education for all students attending District of Columbia Public Schools. ***Show Up, Stand Out*** strives to ensure that all students in the District of Columbia will have the opportunity to access services and programs that are designed to enhance students learning experience and engage students more holistically in the educational environment.

Purpose

The District of Columbia's Office of Victim Services and Justice Grants (OVSJG) has local funds available for strategies designed to address truancy among students attending DC public and public charter schools. Data-driven and evidence-based practices should be implemented to enhance attendance in Kindergarten through eighth grade and help families and youth, who have five or more unexcused absences, gain access to community-based services.

OVSJG intends to award grants to community-based organizations in the District to provide wraparound services that assist students and their families in addressing the practical, behavioral, financial, and health barriers that prevent them from attending school through execution of the SUSO family and youth program models. The rationale for the focus on truancy reduction is rooted in the ultimate goal to reduce school dropout and other negative student outcomes such as delinquency and economic disadvantage.

OVSJG seeks applicants who have a proven understanding of key indicators to truancy in elementary and middle school, and can demonstrate effective programming within the provided process map and flow framework (Figures 1a., 2a., 2b.).

Program Objective

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The program objective is to reduce unexcused absences by mitigating barriers to school attendance of children and their families with five to nine unexcused absences prior to escalation to Child and Family Services Agency (CFSA) and court referral. Community-based organizations are partnered with schools to provide wraparound services that assist children and their families in addressing the practical, behavioral, financial, and health challenges that prevent them from attending school.

Goals

The goals of ***Show Up, Stand Out*** are to:

A. Create a culture of educational attainment and youth engagement in the District of Columbia Public and Public Charter Schools so as to prevent unexcused absences and promote regular attendance;
B. Respond efficiently, and in a student-centered, research-informed manner to students who have been identified by their schools as having five to nine unexcused absences;
C. Evaluate the efforts of the community-based service providers and youth service providers in accessing the students identified as truant;
D. Facilitate an electronic database for information-sharing and evaluation purposes between the service providers; and
E. Make policy recommendations to the District of Columbia Mayor and Council regarding policies and legislation aimed at preventing future truancy.

SUSO Family Program Model: Elementary School Intervention

Show Up, Stand Out is designed to reduce absenteeism by providing support services to identified families while fostering student achievement. Upon reaching five unexcused absences, a student is referred by the school to their partnered Community-based Organizations (CBO) that will work closely with the school's Student Support Team (SST) to identify barriers to attendance. A CBO Family Support Worker (FSW) engage families in their home to identify barriers to school attendance and create a Family Development Plan that will assess the needs of the student and their family. Ongoing communication between the FSW and the SST ensure that the student's needs are being properly addressed. Figure 1a outlines the process and flow of the program.

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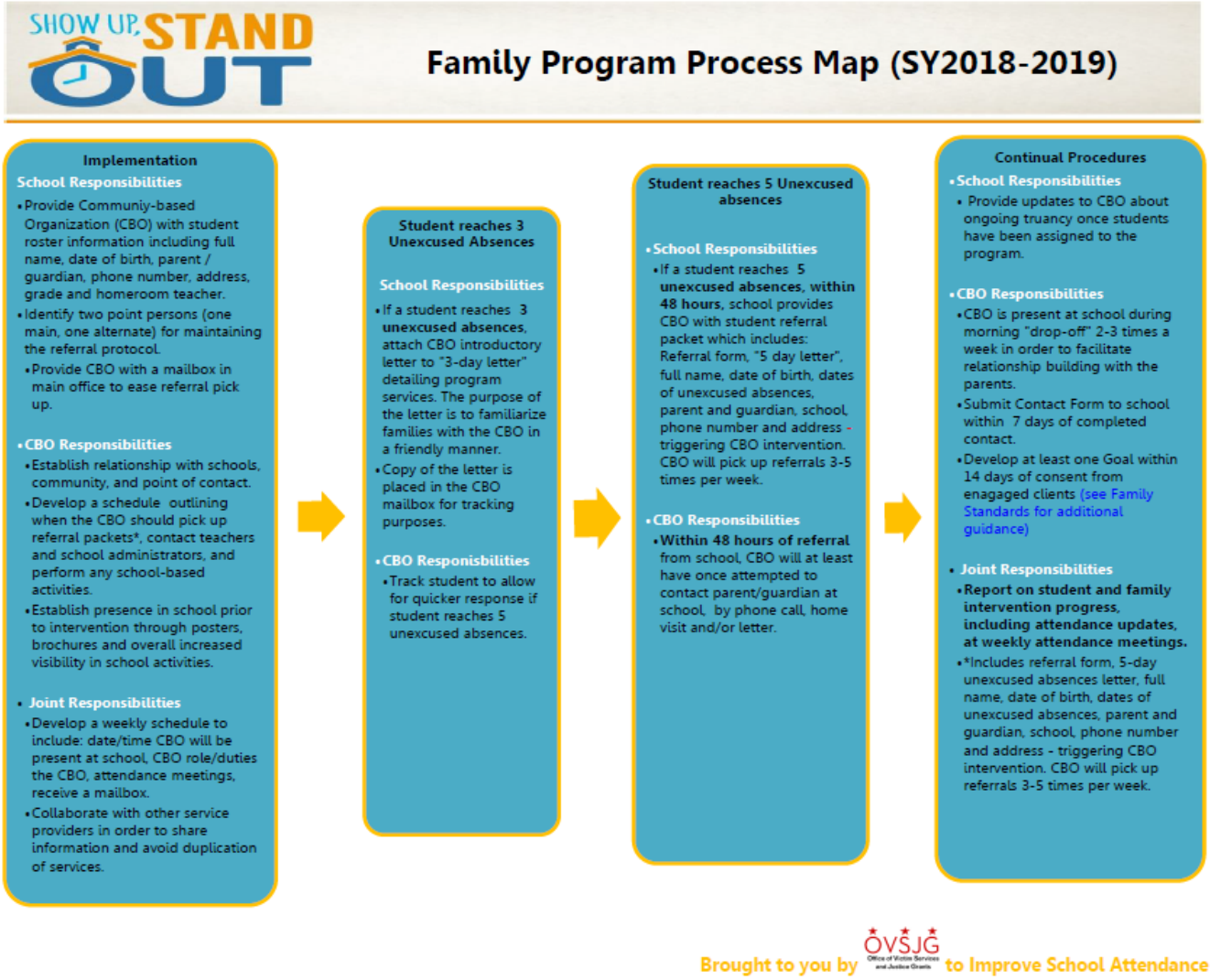
Figure 1a. Show Up, Stand Out Elementary School Referral Process Map[6]



<u>SUSO Youth Program: Middle School Intervention</u>

The primary purpose of the Youth Program is to reengage students who have between five to nine unexcused absences and are falling into a pattern of low attendance that may have negative long term consequences for their academic careers. The goal of the middle school youth engagement model is to provide students and schools with access to additional resources that will positively impact student attitudes towards school and the school environment. The middle school program directly engages target students in such activities as tutoring, personal development, mentoring, technology workshops, and fitness clubs (facilitated by Youth Service Providers –YSP in some cases) and provides family support case management services when necessary.

[6] Process map is updated each year based on best-practices of the prior year

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At the middle school level, *Show Up, Stand Out* is designed to reduce absenteeism by providing support services and fostering student achievement for identified students and, if necessary, their families. Upon reaching five unexcused absences, a student is referred by the school to their partnered CBO who will work closely with the school's SST to identify barriers to attendance. A Youth Coordinator (YC) will connect with the youth and facilitate the navigation of the various school-based club activities. The YC is essential in holding students accountable and in serving as the liaison between the school and the YSP. If the need arises, each middle school student will have access to a CBO Family Support Worker (FSW) and who will conduct home visits to conduct a more in-depth assessment of familial needs, and develop a case management plan. Ongoing communication between the YC, YSP, the SST, and FSW (if applicable) ensures that the student's needs are being properly addressed. Each CBO should have capacity to build a team consisting of YC and YSP to serve each partnered middle school. Figure 2a outlines the process and flow of the middle school program.

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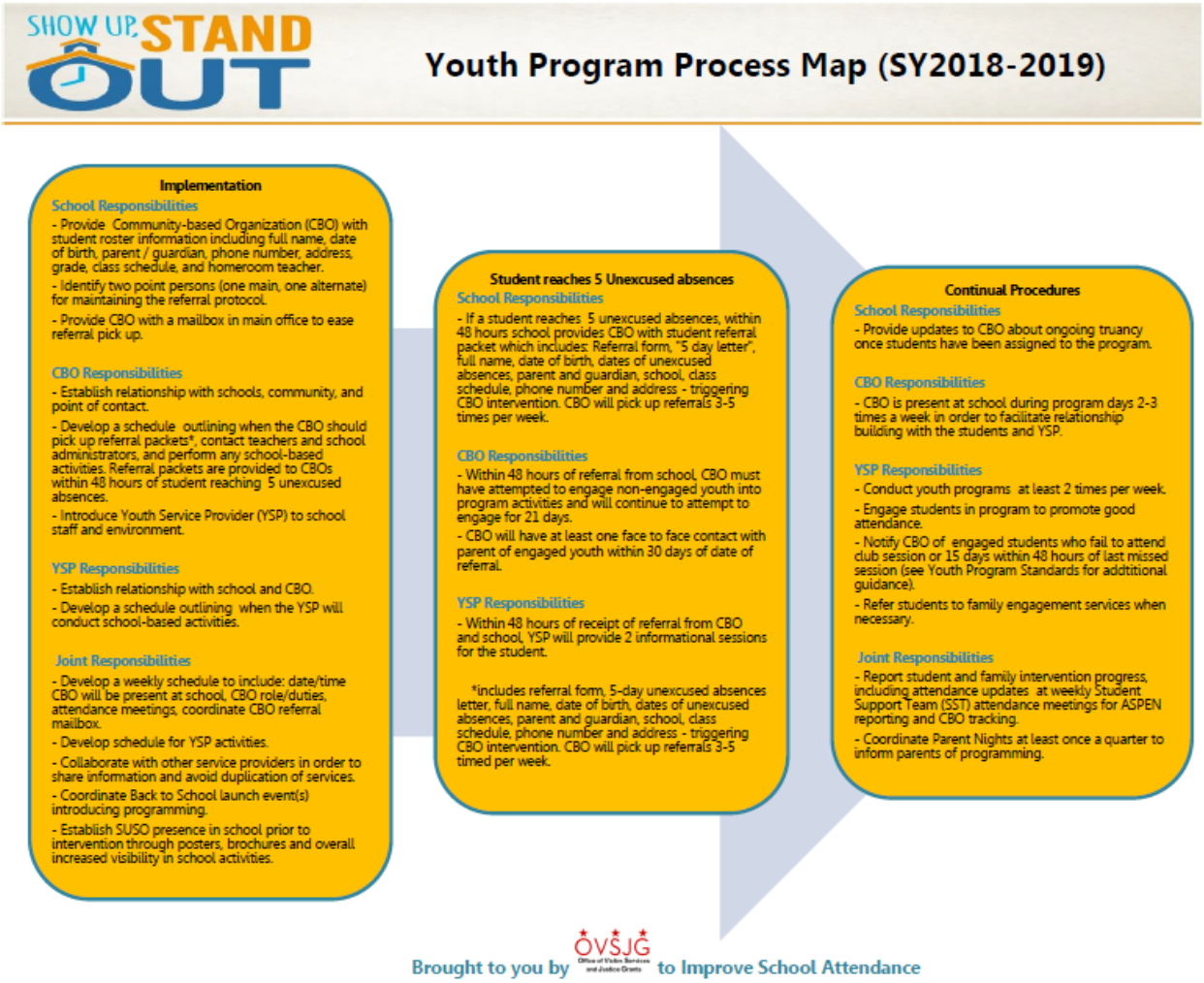
Figure 2a. Show Up, Stand Out Middle School Referral Process Map[7]



Award Limits

Qualified applications will be selected for an award amount up to $615,000 each. Award amounts are dependent upon the quality of proposals and program design.

Eligibility Requirements

Only qualified non-governmental organizations registered in the District are eligible and are invited to submit applications specific to the allowable funding described in this RFA. Experienced SUSO providers will have preference.

[7] Process map is updated each year based on best-practices of the prior year.

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Program Components

Priority consideration will be given to proposals that address prevention and early intervention of truancy. Treatment for trauma, mental health, and substance abuse should be integrated into intervention and response programs. Program components should include:

1. Case management;
2. Systems navigation assistance and fast tracked referrals;
3. Skill-streaming/positive socialization;
4. Cognitive-behavioral interventions; and
5. Child and family support utilizing family support workers, home outreach workers and home visits.

Acceptable strategies aimed at addressing truancy problems shall incorporate best practices based on research and proven concepts, and address risk and protective factors among students and their families. Applicants should propose structured activities to engage children and their families in interventions associated with issues including substance abuse, mental health and life skills problems. Applicants must be able to demonstrate experience with implementing strategies in partnership with public schools, human services agencies, and/or local child serving agencies. Successful grantees shall have the capacity to engage k-8th grade students and their families for periods of 12 weeks to intervene with factors contributing to poor school attendance.

Program Requirements

- Applicants must execute *Show Up, Stand Out* programming to reduce truancy of elementary and middle school students, grades k-8, with five to nine unexcused absences that attend DC Public and Public Charter Schools located in Wards One, Two, Four Five, Six, Seven, and/or Eight. Intervention is targeted to avoid student/family referral to the Child and Family Services Agency (CFSA) or Court Social Services Division (CSSD).
- Applicants must collect and track all data and program efforts into OVSJG's Efforts to Outcomes (ETO) database.

- Applicants must be familiar with absence and truancy protocols as defined by Office of the State Superintendent of Education (OSSE) and legislature, such as the Attendance Accountability Amendment Act of 2013 and the Attendance Clarification Act of 2015.
- Applications must describe their capacity to expand to additional schools. Expansion to elementary and/or middle schools that feed into current school partners is encouraged, even if not listed on preliminary list. Truancy rates will be verified.
- New applicants must identify public or public charter schools that have high truancy and have capacity to support the *Show Up, Stand Out* program at their schools. Minimum of five schools.

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- Applicants must demonstrate how funding will be used to improve and/or expand existing services in partnership with local school administrators and Student Support Teams (SST).
- Applicants must emphasize a public health and trauma-informed family strengthening and youth engagement approach, with assigned teams to the initiative that can start the truancy response at the school in conjunction with the school attendance designee, provide case management, youth activity navigation and coordination, and have considerable capacity to conduct home/face-to-face visits where needed. OVSJG recommends staff program capacity to include: one program manager (at least 75%), multiple family support workers (100%), multiple youth coordinators/navigators (100%), one data quality assurance personnel (at least 50%).
- Applicants must have capacity to respond to crisis with sufficient clinical social workers and case managers.
- Applicants must include a detailed description of how OVSJG funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
- Applicants must participate in all *Show Up, Stand Out* sponsored technical assistance, meetings, and *Show Up, Stand Out* Training Academy.
- Applicants must designate the program manager (and one alternate) to participate in the *Show Up, Stand Out* Advisory Committee which meets on a bi-monthly basis.
- Applicants must participate in a process and outcome evaluation that will be funded separately by OVSJG.
- Applicants must serve as brand ambassadors for the *Show Up, Stand Out* program by promoting the program by name during service, using *Show Up, Stand Out* collateral (i.e., letterhead, posters, flyers), and operating programming under the *Show Up, Stand Out* program.

Required Collaboration

- Letters of support, addressed to OVSJG Director Michelle Garcia, from partnering local schools are required from applicants. Letters from schools should state the following: *"I am familiar with the Show Up, Stand Out (SUSO) program and I am interested in receiving the support of this program to mitigate barriers to school attendance of children and families within my school. If a grant is awarded to <insert CBO name>, we would be interested in collaborating with this agency to implement the SUSO program."*
- A Memoranda of Agreement with DCPS must be in place within the first 30 days of the grant period. OVSJG will develop the MOA and assist in its execution. Any partnerships described in letters of commitment should be formalized by this time.

Required Performance Measures

For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. Each applicant must agree to enter all data into the SUSO Efforts to Outcomes™ (ETO) Enterprise system in accordance with the data

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collection standards as specified by OVSJG. It may also be necessary for grantees to collect additional data to meet the requirements of this project.

Common data elements will be required from all grantees, and must be provided through the ETO system. ETO is used to collect data at the participant level and to align staff service efforts to participant outcomes. This provides applicants with the tools to measure the progression of a participant or family over time, and assess the impact of each program overall. The customized ETO Dashboard allows applicants to quickly and easily compare the efforts expended for a given participant, family, or program with the outcomes achieved. The ETO Dashboard and other reporting features allow for quality assurance and real-time data informed adjustments to service delivery to maximize impact and increase the likelihood of success for program participants. OVSJG will provide training and technical assistance to applicants throughout the grant period. In addition, data must be provided at the individual or participant level in order to assess whether or not the program is meeting process standards and implementing the program as intended.

Currently, the ETO system captures the following types of information for each program participant:[8]

- Date referred to grantee
- Date of first contact
- Date and time of all contact efforts
- If agreed to participate, date of parental consent
- Date discharged from program
- Reason for discharge
- Dates family and needs assessments are completed - and the relevant scores or sub scores
- Dates of home visits, outcome, and next steps
- Referrals to services - and whether client was linked to that service
- Demographics of participant and family
- Incarceration and/or justice involvement of family
- If siblings are receiving services from your agency or other agencies
- Whether parents are engaged in services from your agency or other agencies (mental health, substance abuse, criminal involvement)
- Dates of each contact with youth and families (i.e., treatment dosage)
- Number and/or dates truant since referral to your CBO

The following data will be reported by aggregating the individual case data the applicant enters into ETO:

School Referrals

- Number of cases referred by school

[8] Subject to change based on prior year's best practices.

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- Of total referrals, how many were appropriate (fit the criteria)?
- Of appropriate cases, how many cases had an attempted contact within 48 hours of referral?

Engaged

- Of those referred, number engaged (consented) in the program
- Total number who did not engage
- Of those not engaged, how many due to no response
- Of those not engaged, how many refused to participate
- Of those engaged**,** number who have completed program intake
- Number who have completed intake and received first home visit within first seven days
- Number who signed program consent letter
- Number who have Individual Service Plan developed
- Number who have completed a needs and strength assessment

The following program administrative data may be required to report to OVSJG on a quarterly basis through Zoomgrants or may be aggregated from individual case data in the ETO Enterprise system:

- Number of program slots available
- Number of staff funded by local funds
- Number and percent of program staff trained
- Number of ETO authorized users
- Number of hours of program staff training provided
- Number of MOUs developed
- Number of planning activities conducted
- Average length of stay in program (students and families)
- Number of referrals made to Child and Family Services Agency (CFSA)
- Number of families referred to DMH and/or DOH
- Number of family assessments conducted
- Increase in school attendance based on previous year
- Number and percent of program youth completing program requirements
- Number and percent of program families satisfied with program
- Number and percent of program staff with increased knowledge of program area (culture change).
- Percent change in school related discipline incidents or suspension
- Number of program materials developed

Note that this is a preliminary list of data elements - the list will be finalized as the evaluation plan concludes by the end of the FY19 funding cycle.

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TARGET POPULATION: Preliminary list of Elementary Schools (ES), Education Campuses (EC), and Middle Schools (MS) Partners[9]

Ward One	
Bruce-Monroe ES at Park View	Columbia Heights EC
Cardozo EC	H.D. Cooke ES
Cleveland ES	Marie Reed ES
Ward Two	
Garrison ES	
Ward Four	
Barnard ES	MacFarland MS
Brightwood Education Campus	Paul PCS
Dorothy Heights ES	Raymond EC
Hope Community PCS-Lamond	Takoma EC
LaSalle-Backus EC	Truesdall EC
EL Haynes PCS	Whittier EC
Ward Five	
Bridges PCS	McKinley Tech MS
Brookland MS	Mundo Verde PCS
Browne EC	Noyes EC
Langdon ES	Perry Street Preparatory PCS
Langley ES	Wheatley EC
Ward Six	
Amidon-Bowen ES	Stuart-Hobson MS
Eliot-Hine MS	Two Rivers PCS
Jefferson MS	Walker-Jones EC
KIPP DC WILL Academy	Wilson, J.O. ES
Payne ES	
Ward Seven	
Aiton ES	Kimball ES
Burroughs ES	KIPP DC Arts & Technology PCS
Burrville ES	Nalle ES
C.W. Harris ES	Plummer ES
DC Scholars PCS	KIPP DC Quest Academy
Drew ES	Randle Highlands ES
Houston ES	Smothers ES
Friendship PCS	Sousa MS
Kelly Miller MS	Thomas ES
Ward Eight	

[9] Schools are subject to change based on end of year results. Schools with at least 50 students and/or 15% truancy rate will be given priority; some school may end up with light touch (lower levels of service) designation if truancy rate is lower ranked in comparison to other schools.

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Achievement Prep PCS EC	Lawrence E. Boone ES (formerly Orr)
Democracy Prep PCS EC	Leckie EC
Eagle Academy PCS ES	Malcolm X ES
Friendship Tech PCS	Moten ES
Garfield ES	Rocketship Rise Academy PCS
Hart MS	Savoy ES
Hendley ES	Simon ES
Ketcham ES	Stanton ES
King, M.L. ES	Turner ES
Kramer MS	

III. PROPOSAL INSTRUCTIONS

Description of Proposal Sections

Applicants are required to follow the format in Zoomgrants™. **Any missing items or deviations will render the application ineligible.** The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

Applicant Profile/Summary

All applicants must include all information requested in the Applicant Profile. The title of the project should be *Show Up, Stand Out*. Certified assurances must be signed by the authorized official who is a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the applicant profile.

Project Abstract

A project abstract must be included as the first page of the project narrative. It must not exceed 150 words and should briefly describe the following: the project's purpose; the population and number of students to be served; summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

Project Narrative

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. (Not to exceed 30,000 characters) The narrative must contain the following elements:

- A description of the specific proposed activities required by the RFA and how these activities will meet the needs of the targeted population.
- Project/program model and approach, and how this approach is supported by promising research/best practices; **provide in detail how the evidence-based practice will be used**

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in executing *Show Up, Stand Out* programming.

- A clear explanation and Logic Model[10] describing how the proposed activities will facilitate the identified outputs/outcomes. All charts should be included with the Project Work Plan; Please use the template provided in this RFA.
- Timeline of key startup and implementation activities with associated project deliverables; program implementation must begin within the first quarter of school.
- Target population/stakeholders to be served.
- Geographic area to be served.
- How the program/project is consistent with and will further the applicant organization's mission, and will build/strengthen its own and/or the District's capacity and expertise.

Evaluation and Data

This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data in ETO during the grant period; and how, if at all, the applicants will use OVSJG funds to improve this capacity. Provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current outputs and outcomes and evaluation plan. Applicants should also state how data collected and reported in ETO will be used to inform and enhance service delivery. The list of outputs and outcomes must be included in the Project Work plan and not as part of this section.

Evidence Based

This section must describe how the proposed program model and approach are supported by identified promising or best practices.

Trauma-Informed

Applicants must describe how the services for students and families are based on trauma-informed practices.

Statement of Qualifications

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with OVSJG grants.

Sustainability Plan

[10] A graphic representation that clearly lays out the logical relationships between the problem to be addressed, program activities, outputs, and outcomes.

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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. For agencies that received SUSO grant funding during fiscal year 2019, indicate if any new grants have been received from efforts made during that year. 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.

Project Work Plan/Logic Model

This section should list the required outputs and outcome measures as well as any additional outputs and outcomes to be included as part of the project. Please include the logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. The associated charts should also be included in this section.

Process and program standards were developed to maintain uniformity, please consider all standards prior to developing you program and logic model.

Corrective Action Plan

For applicants who received funding in FY19 and are designated as High-Risk, describe progress related to the corrective action plan.

***SHOW UP, STAND OUT* – PROCESS STANDARDS: FAMILY ENGAGEMENT**

The following are the project process standards established with the Community Based grantees of the Office of Victim Services and Justice Grants *Show Up, Stand Out* Truancy Prevention Project through family engagement. Data to measure these standards will be obtained from the Efforts to Outcomes system. The term “client” refers to youth and their family. Data collection standards are also outlined below.

Program Standards

The CBO will make an attempted contact (by phone or face-to-face) with **100%** of clients within **48** hours of the receipt of referral form.

1. **60%** of clients will have a completed contact (by phone or face-to-face) with those families with current contact information, within **10** days of the date of referral.

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2. CBOs will follow the attempted contact steps (in no particular order): 1) Attempt to ccontact at school; 2) phone call to parent/guardian home visit; 3) send letter to home; if returned by post office; 3a) deliver letter to school and notify school office.
3. CBOs will attempt contact by phone, mail, home or school visit for **14** days before closing referral.
4. For **75%** of clients with an initial completed contact, the first home visit will occur within seven days of the date of the completed contact.
5. **100%** of clients engaged into the program will sign the program consent letter during their first face-to-face contact with the client.
6. **100%** of clients will have a completed Contact Log within seven days of initial completed contact;
7. **100%** of clients engaged into the program will have at least two one-on-one face-to-face contacts per month, of which at least **one** is a home visit.
8. **100%** of clients who sign the program consent letter to engage in case management services will complete a Family Basic Needs Assessment within five days of consent and subsequently within **90 days** or at **case closure** (if duration of program is different than 90 days).
9. **100%** of engaged clients will have at least one Goal developed within 14 days of consent to participate in the program.
10. For **100%** of clients engaged into the program, CBOs will complete the SUSO Assessment at least once within the first **30** days of consent to participate in the program.

Data Collection Standards

Data: All of the data collection standards below will be evaluated based on data entered by CBOs into Efforts-to-Outcomes (ETO).

1. All key events of program participation will be tracked for **100%** of *referrals* including date referred, whether it was an appropriate referral (students in the target age range of k-fifth with five to nine absences from school), if client was engaged in the program (and if not, why not -- e.g., refused, unable to contact), date of initial contact, dates of *all* attempted and completed contacts, type of contact (e.g., phone, home or school visit, letter, text, or email), barrier to attendance, and if engaged as a client in the program -- date of discharge and reason for discharge, dates when assessments were completed, and dates of home visits.
2. For **100%** of active cases (defined as families actively engaged in case management services), CBOs will track (and enter into ETO) all case management notes and services/referrals provided by caseworker.
3. CBOs will track attendance of engaged clients in various project related events (e.g., fun or movie night, homework support, celebrations, field trips, in-school parent training/curriculum).

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4. For **100%** of clients who do not sign the consent to participate in the program on the first face-to-face contact, the reason will be documented.
5. **100%** of face-to-face visits will be documented including date of visit and what happens at the visit (e.g., if referred to services, specify what types of services and where; assessments conducted; parent training or other case management services).

SHOW UP, STAND OUT - YOUTH ENGAGEMENT PROTOCOL

The following are the project protocols established with community based grantees and Youth Service Providers of the Office of Victim Services and Justice Grants Truancy Prevention Project through youth engagement with truant students in middle school.

Program and Data Collection Protocol for CBO Youth Coordinator

1. Provide each middle school student at each participating middle school the permission slip to pre-enroll the student.
2. The Youth Coordinators will use Efforts to Outcomes (ETO) to track all referred youth from referral to case closure. All data must be entered within **48** hours of occurrence.
3. The Youth Coordinator will attempt contact with youth for participation in youth engagement activities with 100% of youth referred within **48** hours of the receipt date of referral form.
4. The Youth Coordinator will attempt contact non-engaged youth for **21** days before closing referral.
5. Youth will be enrolled into clubs through the Youth Program Tab on ETO within **14** days of the date of first completed contact with the youth.
6. CBOs will follow the attempted contact steps (not limited to and in no particular order) to reach the family to obtain parental consent: 1) attempt to contact at school; 2.) phone call to parent/guardian 3) send letter to home; if returned by post office; 3a) deliver letter to school and notify school office.
7. Youth may attend up to two club sessions prior to receiving parental consent. Thereafter, **100%** of youth who have been enrolled into clubs will have a signed parental consent letter within seven days of the enrollment or from their attendance at their second informational club session. If consent is not provided, the Youth Coordinator will:
    a. Reach out to the family through a phone call and/or reach out to the youth in the school if the youth is present in school; then disenroll the youth from that club if there has been no successful contact with the family or youth after seven days.
    b. If the youth has been disenrolled from all clubs and is not engaged into Family Engagement Services, the Youth Coordinator will close the case within **48** hours of disenrollment.

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c. If disenrollment is recommended by the Youth Service Provider for reasons other than the youth not having consent to participate (i.e., the youth has not attended sessions), the Youth Coordinator will determine case closure on a case by case basis.

8. The Youth Coordinator will have at least one (1) face-to-face contact with the parent of the engaged youth within **30** days of the date of referral.
9. **Engaged youth** will participate in youth engagement activities at least two times per week. If student's schedule does not permit two times per week, adjust accordingly
10. If the Youth Service Provider identifies a need for the Family Engagement model, a referral will be made to the Youth Coordinator within **48** hours of identifying that need. Youth who are referred for family engagement to the Youth Coordinator for services may have more than five to nine absences and remain eligible for family engagement services, provided CFSA is not yet working with the youth.
11. Within **48** hours of referral to the Youth Coordinator, youth identified as having a need for the Family Engagement model will be engaged by the Youth Coordinator's CBO.
12. For 100% of youth engaged in the program, the CBO Youth Coordinator will track (and enter into ETO) all unexcused absences every three weeks.

Program and Data Collection Standards for Youth Coordinators and Youth Service Providers

1. 100% of youth enrolled into a club will be logged into ETO by the CBO Youth Coordinator and on to the club roster within **24** hours of engagement into the club. These youth are to be added to the correct Collection (i.e., club roster) on ETO. As the status of youth participation changes during their enrollment, the club roster must be updated.
2. For each meeting/activity that the youth attends, the Youth Service Provider is responsible for entering the attendance and session information into ETO within **24** hours for 100% of youth attending their club.
3. For 100% of engaged youth who fail to attend the club for **15** days(see 7c of Program and Data Collection Protocol for CBO Youth Coordinator), , the Youth Service Provider will provide the CBO Youth Coordinator with a disenrollment form within 48 hours of the last missed session.
4. If the Youth Service Provider identifies a need for the Family Engagement model, a referral will be made to the CBO Youth Coordinator within **48** hours of identifying that need. Youth who are referred for family engagement from the youth coordinator for services may have more than five to nine absences and remain eligible for family engagement services, provided CFSA is not yet working with the youth.

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LOGIC MODEL: Show Up Stand Out Template

INPUTS | **OUTPUTS** | **OUTCOMES**

Activities | **Participants**

Short Term:

Long-Term:

Show Up Stand Out EVALUATION

Comprehensive data collection and participation in evaluation activities.

Electronically track 100% of all program activities.

Record family needs, services delivered and referrals provided, and outcomes

Submit data to evaluator and OVSJG for evaluation

Evaluator analyzes data, reports the findings, and suggests program improvements

PROJECT WORKPLAN

Organization:				
Project Director:				
Project Title:				
Project Goal:				
Objective:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Activities:				
Project Outcome:				
Project Goal:				
Objective:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Activities:				
Project Outcome:				

Please use additional pages as necessary

Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

General Requirements:

- ☐ 1 original application submitted in Zoomgrants ™
- ☐ Signed Applicant Profile
- ☐ Project Description:
  - Abstract
  - Narrative
  - Evaluation and Data
  - Evidence Based
  - Trauma-Informed
  - Statement of Qualifications
  - Sustainability Plan
  - Corrective Action Plan (if applicable)
- ☐ Project Budget/ Budget Narrative and applicable Match Budget
- ☐ Project Work plan
- ☐ Logic Model
- ☐ Letters of Support with schools / MOUs with youth service providers

Administrative Requirements:

- ☐ Audited Financial Statement with Management Letter
- ☐ IRS 501 (c) (3) Determination Letter and/or Business License
- ☐ *DUNS, EIN #
- ☐ Disclosure of Legal Proceedings
- ☐ DC Cleans Hands Certification
- ☐ Statement of Certification
- ☐ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- ☐ Standard Assurances
- ☐ Roster of Board of Directors (if applicable)
- ☐ Key Resumes and Job Descriptions

Successful applicants must be registered to conduct business in DC and validated in Ariba **https://service.ariba.com/Supplier.aw**

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

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:	**FINANICAL DIRECTOR:**
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*

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.** Please do not include the instructions or examples in the budget you submit with your application.

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 $0.535	$ 171
Attendance at task forece 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 useage.

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.**

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, computer hardware/softward, 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.

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 with agency contact information will be distributed during outreach activities. The 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. FLEX FUNDS:

These costs are to be used for client support services.

EXAMPLE:

Item	Computation	Cost
Metro Smart Trip Cards	$30/card x 100 cards	$3,000

Metro Smart Trip Cards will be provided to 100 clients to facilitate transportation to court dates.

TOTAL FLEX FUNDS: $3,000

H. 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. These funds are limited to 10% of total project cost.

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

I. 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.

BUDGET SUMMARY

Budget	OVSJG Grant Funds Requested
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Contracts/ Consultants	
E. Supplies	
F. Equipment	
G. Flex Funds	
H. Operating	
TOTAL DIRECT COST	
I. Indirect Costs	
TOTAL PROJECT COST	

IV. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Submission Requirement

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to the identified low-performing DC Public Schools and DC Public Charter Schools in Ward One, Two, Four, Five, Six, Seven, and Eight. The primary school location of the child is the basis for services provided to families; however case management practices may occur anywhere in the District. Applicants must establish partnerships with local schools prior to submission with documented letters of commitment. OVSJG will not accept more than one proposal per applicant. All applicants are required to submit the application online, signed by the Authorized Official to **OVSJG's electronic grants management system (eGMS), Zoomgrants ™, found on** http://ovsjg.dc.gov. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by **Friday, May 17, 2019, 3pm.**

Availability of Funds

The funding period is October 1, 2019 through September 30, 2020. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Current grantees may reapply to OVSJG for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance**.**

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 are contingent upon continued District funding, grantee performance, and/or reduction, elimination, or reallocation of local funds by DC Government, and in accordance with applicable sections within the grant award and/or agreement. OVSJG reserves the right to accept or deny any or all applications if OVSJG determines it is in the best interest to do so. For more information, refer to OVSJG Grant Policy at www.ovsjg.dc.gov

OVSJG will notify applicants if the application is not selected for funding. OVSJG does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Office of Victim Services and Justice Grants
ATTN: Grant Application Selection Inquiry – Truancy RFA SUSO
441 4th Street NW, Suite 727N Washington, DC 20001
Email: ovsjg@dc.gov

Please include the application ID # and title on all correspondence.

Application Deadline
All required sections of the funding application must be received by 3pm EDT **Friday, May 17, 2019, through OVSJG's electronic grants management system (eGMS), Zoomgrants, found on** http://ovsjg.dc.gov. Hard copies will not be accepted.

Inquiries
All inquiries to this RFA should be submitted by May1, 2019 via email to brenda.aleman@dc.gov with "**Truancy RFA SUSO**"in the subject line.

Financial Statements
All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (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 three years before the date of the grant application.

Business License/Pre-qualification Criteria
All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c) (3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, 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. Applicants must have valid Employment Identification Number (EIN), DUNS number and SAM registration. OVSJG pre-approval is required for this section in **Zoomgrants ™**.

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 applicants' 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.

Award Decisions and Notification
OVSJG follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant.

OVSJG will notify all applicants of the final award decision no later than *August 3, 2019* pending notification to OVSJG of the federal/local award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

Payments Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a **cost- reimbursement basis only**. 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.

Restrictions on the Use of Funds

NOTE: The Office of Justice Programs Financial Guide serves as a reference manual for all OVSJG sub-grantees. In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Guidance delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Programs, Financial Guide (http://www.ojp.usdoj.gov/financialguide/), the District of Columbia *City-Wide Grants Manual and Sourcebook, and the OVSJG Policy Manual***.**

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 Federal and District Civil Rights Requirements. If applicant is selected for a grant award, relevant staff will be required 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. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. 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 Act.

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 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(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); 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 (equal protection of the laws for faith-based and community organizations).

Tax Requirement
If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

Insurance Requirement
If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on insurance documentation and requirements 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 *City-Wide Grants Manual and Sourcebook and the OVSJG Policies and Procedures Manual*. 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 or sub grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all 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/or 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.

Reporting

Reimbursement Requests and Expenditure Reports

If applicant is selected for a grant award, grantee will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e., financial bank statements, etc.) and signature pages to OVSJG via the established online financial reporting system.

Programmatic Reporting

If applicant is selected for a grant award, grantee will be required to submit quarterly electronic programmatic reports to OVSJG. Grantees will be required to report on the performance measures (outputs/outcomes) through quarterly programmatic reports and data reporting

submitted to OVSJG in Zoomgrants™ and ETO. In order to maintain quality in data collection standards, reports will be issued prior to the approval of reimbursements to evaluate the accuracy and completeness of data entered into ETO.

OVSJG may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVSJG. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

Monitoring

If applicant is selected for a grant award, grantee may receive, a site visit from OVSJG staff to review their grant file, administrative procedures, and program operations. The Grant Program Manager will monitor program services and conduct grant 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 Federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with Federal and/or District requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

Corrective Action and Termination of Funding

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of the Office of Victim Services and Justice Grants, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

High Risk Designation

Pursuant to OVSJG policy, grantees will be designated "high risk" if OVSJG determines that the organization is otherwise responsible but:

- Submitted at least three (3) late or deficient programmatic, fiscal, or data reports over the past fiscal year without advance OVSJG approval; or
- Consistently failed to meet programmatic goal; or
- Been found to have failed to fully account for all the funds disbursed to them.
- Consistently failed to respond to OVSJG requests; or
- Been found, upon review of an application for funding, to not have adequate internal controls; or
- Financial instability; or
- Been classified as "high risk" by the federal government or another District government agency.

If OVSJG determines that an award will be made to a high-risk organization, then funding restrictions may be included. If OVSJG decides to impose any funding restrictions, then OVSJG will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of OVSJG funds shall use or reveal any research or statistical information furnished under OVSJG 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 the OVSJG program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 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 and Justice Grants determines to sub 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 Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 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 sub-awards at all tiers (including sub-grants, 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)

3. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at

28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. The applicant certifies that it and its principals:

1. 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.

2. 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;

3. 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

4. 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.

4. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

1. 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;

2. Establishing an on-going drug free awareness program to inform employees about—
   i. The dangers of drug abuse in the workplace;
   ii. The 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;

3. 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);

4. 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;

5. 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: the Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;

6. 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;

7. 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 grantee must 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 (GRANTEES WHO ARE INDIVIDUALS)

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

A. 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

B. 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 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.

_____

Grantee Name

_____

Address

_____

Application Number and/or Project Name

_____

Grantee IRS/Vendor Number

_____

Typed Name and Title of Authorized Representative

_____

Authorized Representative Signature **Date**

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, (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(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); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community 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 –

   a. will comply with the requirements of 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. it will comply with requirements of 5 U.S.C.§§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

_____ _____

Authorized Official Date

STATEMENT OF CERTIFICATION

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. That 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;
4. That the 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 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;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Office of Victim Services and Justice Grants, the 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;
7. That the 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;
8. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
9. That the 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;
10. That the applicant has 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. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. That the applicant has a satisfactory record of integrity and business ethics;

12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the 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 sub grant 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 organization, I hereby certify that the applicant will comply with the above certifications.

_____

Grantee Name

_____

Address

_____

Application Number and/or Project Name

_____

Typed Name and Title of Authorized Representative

_____

Authorized Representative Signature **Date**

V. APPENDIX

Evidence-based Programs and Proven Concepts

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design in order to ensure success. All program elements should be backed by research.

OVSJG will give priority consideration to proposals that use evidence-based practices to respond:

- to factors contributing to truancy at an early age (elementary school) specific to the community/neighborhood (risk & protective factors);
- to factors contributing to truancy at an adolescent age (middle school) specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional, behavioral well-being, and trauma-informed care of targeted children and their families engaged in the grant program;
- with creative opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Evidence-Based Programs & Literature Search - Chronic Truancy

Chronic youth absences from school are generally recognized to negatively affect school performance, be indicative of school detachment, and to enhance the likelihood a student will drop out completely. The issue of truancy reduction and prevention has thus received a lot of attention as an effort to address one of the issues perceived to be at the root of both poor school performance and juvenile delinquency. Available literature provides insight into both the risk factors involved for truant behavior and the negative effects of prolonged absence and dropping out of school. With the opportunity to prevent these long term negative effects and deter delinquency, the literature supports early interventions—preventing elementary truancy from developing into long term detachment from school (Dembo & Gulledge, 2009; Chang & Jordan, 2011; Lehr et al, 2004). While there appears to be a lack of rigorously evaluated truancy interventions due to limitations (e.g., the lack of a universal definition of truancy and the consequent difficulties in collecting data) (Dembo & Gulledge, 2009; Gandy & Schulz, 2007), some interventions have produced significant reductions in truant behavior thus providing a set of best practices to draw upon.

<u>Best Practices</u>

Truancy interventions should involve multi-modal services at an individualized level. Demonstrated successes in the literature appear when multiple agencies and providers work together to target the varying factors involved in truant behavior. Youth behavior is influenced by many factors; thus truant behavior could be a result of a student's academic difficulties, a family's financial difficulties, or substance use or abuse by parent or student. Understanding the various potential causes of truant behavior is imperative to determining which services provide the best

opportunity for improving student outcomes; multiple services may be needed (academic tutoring, housing assistance, substance counseling). From this it should also be clear that each student's needs will be different, so interventions must be individualized to each student specifically. An individualized course of action, consistent and persistent involvement with each student and family improve the likelihood of positively impacting behavior. This important aspect of interventions is also one which poses challenges. It may be difficult to maintain such interaction with students and/or parents throughout the course of an intervention due to inconsistent contact information and interest, but parental involvement is crucial. Truant behavior may also be reflective of a lack of attachment to school—on the part of parent and student—so an important aspect of any intervention should focus on changing family attitudes towards school and attendance in order to build a strong attachment and better prepare students for overall success. The earlier this attachment is made stronger, the better, as it allows children to fully enjoy the benefits of their education.

Truancy: Contributing Factors and Negative Outcomes

Students with truant tendencies often face numerous contributing factors ranging across personal, family, and school issues. Literature shows common causes of withdrawal from school to include among others: low self-esteem, substance use or abuse, poor academic performance, poverty, unstable home, poor access to health care and transportation, and poor teacher relationships (National Center for School Engagement, 2007; Dembo & Gulledge, 2009 Baker et al, 2001). Many of these issues prevent children from being able to attend school regularly—through no fault of their own—causing long term negative effects. Given the wide range of contributing factors, truancy interventions should be collaborative efforts that attempt to address as many of the root causes as possible; truancy is not strictly a school or law enforcement problem.

Truancy itself is also considered a contributing factor to further negative outcomes such as delinquency, substance use and abuse, and poor financial outcomes as it is linked to higher likelihood of high school dropout (NCSE, 2007; Baker et al, 2001). A National Center for School Engagement (NCSE, 2007) report describes the relationship between truancy and such negative behaviors as delinquency, substance use and abuse, and high school dropout as "circular" because truancy is both a " cause and consequence" of these behaviors.

Early Intervention

The potential to prevent not only truancy but further delinquent and negative behavior supports efforts to intervene at the earliest possible stages. Dembo and Gulledge (2009) caution against delaying attention or intervention until after a youth's absence becomes chronic, as at that point additional, more serious problems are likely to have developed. Chang and Jordan (2011) also stress the importance of early interventions as a means to prevent later academic difficulties which lead to increased likelihood a student will dropout. Citing the findings of an Attendance

Works Report,[11] they state that only 17 percent of kids chronically absent (missing at least 10 percent of school) in kindergarten and first grade were proficient readers by the end of third grade compared to two thirds of their peers with regular attendance (Chang & Jordan, 2011).

"The detrimental path leading to school withdrawal starts early," Lehr et al (2004, p. 280) also support early interventions based on evidence showing that early home environment and the quality of care-giving are powerful predictors of whether students remain in or drop out of school. Most dropouts exhibit signs of school withdrawal and disengagement including poor attendance and academic or behavioral troubles prior to making the decision to drop out (Lehr et al, 2004). Citing a Barrington and Hendricks retrospective study of early school patterns of dropouts, they state that, "students who dropped out could be differentiated from those who completed school with nearly 70 percent accuracy by third grade" (Lehr, 2004, p. 280).[12] Thus the authors stress the importance of early identification of attendance issues and building student engagement in school so as to prevent the long term negative effects experienced by dropouts—unemployment, underemployment, incarceration, and long term dependency on social services (Lehr et al, 2004).

Truancy: Middle School

Truancy is directly correlated with other school experiences (e.g., poor academic grades, grade retention, and discipline problems) that are all major risk factors for school dropout. Concentrating on truancy as a means to bolster educational achievement can reduce school dropout and the subsequent consequences involved. Compared to high school graduates, those who drop out of school are 72% more likely to be unemployed, earn approximately $10,000 less per year, are more likely to receive public assistance, and are more likely to become teenage parents (Sweeten, Bushway, & Paternoster, 2009). These consequences of school dropout increase the risks that those individuals that are disengaged from school will engage in delinquency and criminal behavior (Huizinga & Jakob-Chien, 1998). Effective truancy reduction efforts divert high-risk students away from this disadvantaged life trajectory by intervening early enough to stop many of these negative consequences from coming to fruition.

Below are some resources to build your application:

- Crime Solutions - www.CrimeSolutions.Gov
- OJJDP's Model Programs Guide - http://www.ojjdp.gov/mpg/
- Blueprints for Health Youth Development -http://www.blueprintsprograms.com/
- SAMHSA's national Registry of Evidence-based Programs and Practices - http://www.nrepp.samhsa.gov/

[11] Applied Survey Research. (2011, May). Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes. Watsonville, Calif.

[12] Barrington, B.L., & Hendricks, B. (1989). Differentiating Characteristics of High School Graduates, Dropouts, and Nongraduates. *Journal of Educational Research, 89,* 309-319.

- Better Schools for All Students: DCPS' Consolidation and Reorganization Plan - https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Consolidation%20Plan.pdf
- Supporting Your Students at Home -
    - https://dcps.dc.gov/publication/supporting-your-first-grader-home
    - https://dcps.dc.gov/publication/supporting-your-second-grader-home
    - https://dcps.dc.gov/publication/supporting-your-third-grader-home
    - https://dcps.dc.gov/publication/supporting-your-fourth-grader-home
    - https://dcps.dc.gov/publication/supporting-your-fifth-grader-home
- Parent and Student Guide to Attendance - https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Parent%20and%20Student%20Guide.pdf
- The Importance of Regular Attendance - https://dcps.dc.gov/page/attendance
- Measuring Success: A Guide to Becoming an Evidence-Based Practice - http://archive.vera.org/sites/default/files/resources/downloads/measuring-success.pdf
- Truancy Reduction: Keeping Students in School - https://www.ncjrs.gov/pdffiles1/ojjdp/188947.pdf
- Crossover Youth: Practice Model - http://cjjr.georgetown.edu/wp-content/uploads/2015/07/CYPM-Abbreviated-Guide-2015.pdf
- Attendance Works – https://www.attendanceworks.org/
- Mayor Bowser Every Day Counts! - https://attendance.dc.gov/