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**RFA ADDENDUM #1**  
Date of Addendum: **October 13, 2021**

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFA) is modified as set forth in this Addendum. The original RFA Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFA. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

**Page 9 & 15 – RFA**

Page	Section	Description of Change
9-10	2.3  Federal Funds - American Rescue Act Plan (ARPA)  (Purpose Area 5)	Language under performance measures changed to: <ul style="list-style-type: none"><li>• Number of LGBTQ+ residents provided housing with ARPA funds</li><li>• Number of LGBTQ+ residents provided services with ARPA funds</li></ul>
15	VIII. ARPA Funding Specific Questions	Paragraph C. has been removed.

**END OF ADDENDUM**

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



**FY 2022 Victim Services and Supports  
Request for Applications (RFA)**

**IMPORTANT NOTICE**

**Application Deadline: 11:59pm ET, November 10, 2021  
via  
OVSJG's electronic Grants Management System (eGMS)  
ZoomGrants™**

**\*Hard copies of the application will not be accepted**

**To access ZoomGrants™ click on  
[FY22 Victim Services and Supports RFA](#)**

**A Pre-Bidders Webinar will be held details will be posted on the OVSJG  
website at:**

**<https://ovsjg.dc.gov/page/funding-opportunities-current>**

For ZoomGrants™ technical assistance, contact [questions@zoomgrants.com](mailto:questions@zoomgrants.com)

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## **Overview**

The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. OVSJG provides federal and District funding to local initiatives that address the issues of violent crime, public safety, and criminal justice. OVSJG is also responsible for monitoring sub-grantees for compliance with federal and District regulations and working to build a comprehensive network of victim services for the citizens of the District of Columbia.

## **Executive Summary**

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking applications for funding to provide services and supports for the following purpose areas:

District local funds will support grants to provide:

- Flexible funding for victims/survivors of domestic violence, sexual assault, stalking, and human trafficking – up to \$3,000,000;
- A Trauma Response and Community Engagement Program site – up to \$470,000; and
- A Hospital-Based Violence Intervention Program (HVIP) medical-legal partnership – up to \$450,000.

American Rescue Plan Act (ARPA) federal funds will support grants to provide:

- Targeted services and dedicated emergency shelter housing for LGBTQ+ residents – up to \$350,000,
- Domestic violence housing and temporarily expanded services to meet increased levels of need related to COVID-19-up to \$12,000,000.

## **Section 1. Application Overview**

### **1.1 Availability of Funds**

The funding period is **December 1, 2021, through September 30, 2022**. All grant expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the end of the project period are not allowable. 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 and budget amount in the grant, grant agreement, or Memorandum of Understanding, if awarded, are contingent on the continued federal or District funding, sub-grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Treasury, and in accordance with applicable sections within the grant award and/or agreement.

### **1.2 Application Deadline**

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants **no later than 11:59 pm EST, November 10, 2021**. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the following [link](#). For technical assistance with ZoomGrants, contact the helpdesk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com) or phone (866) 323-5404. Please note that ZoomGrants support desk is staffed from 8 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays. Applicants are strongly encouraged to begin the application submission process at least 48 hours in

advance of the November 10, 2021 deadline for submission.

*Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.*

### **1.3 Submission Timeline**

For all important dates regarding this RFA please see OVSJG's regularly updated timeline found under current funding on the OVSJG website linked [here](#). This timeline includes dates for pre-bidders webinar, application deadlines and review dates, decision dates, and additional important dates. These dates are subject to change.

### **1.4 Eligibility Requirements**

Any public or private, community-based non-profit agency, organization, or institution that has a District business license and provides services or goods within the district is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

**For Purpose Area 3 Only:** Eligible applicants are limited to Hospital Based Violence Intervention Programs who are members of Project CHANGE, and victim legal services providers operating in the District.

### **1.5 Inquires/Contact information**

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to [ovsjg.victimservices@dc.gov](mailto:ovsjg.victimservices@dc.gov). The email should contain the following details in the subject line: FY 2022 Victim Services and Supports Grant Application Inquiry.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by e-mail. **All questions must be received by 5 pm ET, Friday, November 3, 2021.** Answers to questions that cannot be answered by referring to sections of the RFA will be posted at <https://ovsjg.dc.gov/page/funding-opportunities-current>. Any modifications to the RFA will also be posted on the OVSJG website and the [District Grants Clearinghouse](#). Oral explanations or instructions given prior to the award of grants will not be binding.

## **Section 2. Funding Opportunity Descriptions**

### **2.1 Service Definitions and Population of Focus Overview**

#### ***Service Definitions***

For purposes of this RFA, the following are the non-exhaustive definitions of service areas considered for funding. Applicants are asked to identify the service area(s) to be addressed. Applicants may identify more than one service in the application. Please refer to Appendix F for full descriptions of service areas including examples of eligible activities.

- **Advocacy/Case Management-** Assessment, planning, facilitation, or coordination with and/or on behalf of victims of crime navigating the criminal/civil legal and social service systems; includes assistance identifying and/or accessing culturally and linguistically appropriate goods or services needed because of victimization, and in accordance with victims' self-identified needs and goals. Case management and advocacy services are intended to be intermediate or long services that meet the needs of the victim that occur after the point of crisis.

- **Civil Legal Services** - Professional legal representation or brief advice to crime victims in the civil judicial process.
- **Criminal Legal Services** - Professional legal representation or brief advice to crime victims with respect to their role in criminal proceedings.
- **Financial or Material Assistance** - Providing services or flexible funding to victims that result in a financial or material benefit.
- **Housing** - Emergency housing or longer-term housing and/or housing support service provided to victims of crime and/or their families when housing is needed as a direct or indirect result of victimization.
- **Safety Planning** - Providing guidance and strategies for victims that, if implemented, may reduce the odds of physical or emotional harm.
- **Trauma-Informed Mental Health Services** - Treatment and care provided by mental health professionals for individuals impacted by crime. Services must be culturally appropriate, victim-centered, and provided in a manner that is welcoming and appropriate to the needs of trauma survivors.
- **Other** - A service area not listed. Please specify the service area(s).

## 2.2 Locally Appropriated Funds (LOCAL)

### ***Program Purpose and Funding Availability***

Locally appropriated funds included in the RFA is to meet needs of victims of crime, and individuals and communities impacted by trauma in the District. Activities funded by this RFA are intended to provide service and supports for victims through their healing process and/or assist them with all stages of the criminal justice process in the following purpose areas.

### **Purpose Area 1**

**Flexible funding for victims of domestic violence, sexual assault, stalking and human trafficking - multiple awards up to \$3,000,000.**

Projects funded in this purpose area meet the *individual* needs of victims of domestic violence, sexual assault, stalking and human trafficking. While the funds are intentionally flexible, eligible uses are restricted to goods and services that are directly related to assessed individual needs. For example, food, housing (access and retention or critical supplies), vital documents (birth certificates, IDs, immigration documents, etc.), access to health care services (co pays, required immunizations), transportation needs, connectivity, and other temporary or immediate expenses.

Costs not related to flexible funding for the target population are not allowable under this purpose area. Please also note the distinction between flex funding, which is responding to the assessed needs of an individual victim/survivor, and supply costs to meet non-individualized needs of multiple victims/survivors. For example, if an individual victim/survivor is assessed as being food insecure, it would be allowable to provide a grocery store gift card for that individual to be able to purchase groceries. However, it would not be allowable to purchase food supplies to stock a food pantry in case someone may have a need for food supplies.

Flex funding for eviction prevention should only be provided in cases where other District eviction prevention resources, e.g., STAY DC, have been exhausted or are unavailable.

### ***Eligible Applicants***

Eligible applicants include community-based organizations that provide direct services to victims of domestic violence, sexual assault, stalking and human trafficking.

## **Purpose Area 2**

### **Trauma Response and Community Engagement Program (TRCEP) - one award up to \$470,000.**

The purpose of this funding is to identify a community-based organization or organizations to develop and implement one TRCEP site that will provide a community defined array of trauma-informed services utilizing a place-based community engagement approach in either **Historic Anacostia** or **Buena Vista Terrace SE**, focusing efforts to address the impacts of trauma as a result of interpersonal and community violence, both contemporary and historical. Specifically, the TRCEP program will enhance individual and community capacity to respond effectively to past and contemporary traumatic events, address issues that arise from those events, and plan for the future in order to decrease instances of interpersonal violence and trauma impacting persons in the targeted communities. The successful applicant(s) will work in collaboration with OVSJG leadership and staff, District agencies, community based non-profit organizations, community leaders, and residents to implement and sustain the program. TRCEP center will:

- Provide trauma-specific mental health services, social service navigation, trauma-informed culturally competent mentorship, and supportive peer-led workshops. Educate and train practitioners and community members in responding effectively to trauma and traumatic events.
- Identify, train, and support community leaders to respond to traumatic events in the community and connect residents to services.
- Engage with interagency and community-based stakeholders including Building Blocks DC, the Office of Neighborhood Safety and Engagement (ONSE), the Department of Behavioral Health (DBH), the Child and Family Services Agency (CFSA) Family Success Centers, and OVSJG, to leverage and support existing city-wide community engagement and trauma/violence reduction initiatives.

The selected grantee will work in tandem with OVSJG staff to develop and implement the program. Substantial involvement and collaboration is expected between OVSJG and the award recipient. The successful grantee will be allowed a planning period during which they must engage community stakeholders and partners and finalize all program activities, develop necessary policies and procedures, and enter into necessary Memorandums of Understanding and other agreements essential to the successful implementation of the program. Applicants must indicate in the Project Description all activities that will be conducted during the Planning Period December 1, 2021 - February 1, 2022.

### ***Eligible Applicants***

Eligible applicants include community-based organizations that provide direct services to victims of crime. Applicants may develop collaborations or partnerships to carry out the goals and objectives of the program. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. Applicants must submit Memoranda of Understanding with any project partners detailing roles and responsibilities.

### **Required Program Activities**

Required services are defined as those efforts that:

- Respond to the psychological and physical needs of those who have experienced traumatic incidents, particularly incidences related to violence;
- Assist primary and secondary victims and members of the community to stabilize their lives after victimization or community incidents of violence;
- Provide training to community members, grass-roots organizations, and allied service providers on the impacts of trauma and trauma-informed responses;
- Provide education and outreach to the larger community regarding trauma and victimization, how to reach the continuum of services available in the District;
- Support the comprehensive network of services available in the District.



Program activities should include:

- Providing professional, trauma-informed mental health services;
- Community defined alternative trauma healing activities
- Providing training, education, and outreach to multidisciplinary professionals and community members regarding trauma and trauma services. Applications in this area must detail the applicant's plan to provide the, education, training, and outreach activities. Applications will not be accepted for activities that promote the disempowerment of victims. Applications in this category will only be considered for activities in the following areas:
  - Community engagement and education activities that seek to engage members of the neighborhoods to enhance their ability to provide trauma-informed responses to incidents of violence in their neighborhoods.
  - Outreach, community engagement, and support activities that work with children who have been exposed to or have witnessed violence.
  - Outreach activities that are conducted in tandem with direct services to crime victims; and
  - Outreach, education, training, and community engagement activities that describe robust, significant, and measurable activities and outcomes.

### **Trauma Informed Care Standards of Practice (TICSP)**

All TRCEP centers will demonstrate adherence to OVSJG Trauma Informed Care Standards of Practice (See Appendix J). These standards are intended to provide benchmarks for determining the quality and consistency of care provided by all Trauma Response and Community Engagement Program (TRCEP) grantees and to help grantees build and enhance already existing trauma informed practices and policies within their program, site, or agency. The Standards of Practice for Trauma Informed Care were developed by the Office of Victim Services-Justice Grants and are adapted from nationally recognized principles of trauma informed care (TIC) including Portland State University Trauma Informed Oregon<sup>1</sup> and SAMHSA's "Concept of Trauma and Guidance for a Trauma-Informed Approach."<sup>2</sup>

### **Purpose Area 3**

**Hospital based violence intervention program partnership with legal services provider - one award up to \$450,000.**

Projects funded in this purpose area develop and implement a partnership that will provide access to free legal services for participants in a hospital-based violence intervention program (HVIP). For the purposes of this funding an HVIP is defined as a hospital-based violence intervention program that is a member of Project CHANGE.

#### ***Eligible Applicants***

Eligible applicants are limited to Hospital Based Violence Intervention Programs who are members of Project CHANGE, and victim legal services providers operating in the District.

## **2.3 Federal Funds - American Rescue Plan Act (ARPA)**

### ***Program Purpose and Funding Availability***

The purpose of ARPA funds included in the RFA is to meet the needs that have been caused and/or exacerbated by the COVID-19 pandemic for victims of domestic violence and LGBTQ+ crime victims.

### **Purpose Area 4**

**Housing and temporary expansion of services for victims of domestic violence - multiple awards up to \$12,000,000.**

Projects funded in this purpose area are designed to increase access to housing and provide for the temporary expansion of services to meet increased levels of need resulting from the COVID-19 pandemic for victims/survivors of domestic violence. Allowable expenses include acquisition of new properties (i.e., purchase), expanding existing properties, renovation/rehabilitation or repair of property, rental assistance (including security deposit, first/last month's rent, eviction prevention, etc.), providing hotel stays, and temporary staffing to meet increased demand for services. Related costs such as utilities, furniture, and appliances are also allowable. Applicants must clearly demonstrate that the proposed project and/or expanded services are directly related to the COVID-19 pandemic. Eviction prevention may only be provided in cases where other District eviction prevention resources, e.g., STAY DC, have been exhausted or are unavailable.

Costs not related to housing or temporary expansion of direct services are not allowable under this purpose area.

### ***Eligible Applicants***

Eligible applicants are community-based organizations that provide direct services or housing to victims/survivors of domestic violence. Applicants may develop collaborations or partnerships to carry out the goals and objectives of the program. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. Applicants must submit Memoranda of Understanding with any project partners detailing roles and responsibilities.

### **Applicants must be able to demonstrate the following for any proposed use of funds:**

- The proposed use of funding is directly responsive to a need created or exacerbated by the COVID-19 pandemic.
- The proposed use of funding is addressing a negative public health or economic impact. This can be demonstrated in several ways:
  - Housing or services will be provided in a [Qualified Census Tract](#);
  - Housing or services will be provided to individuals or households living in a [Qualified Census Tract](#);
  - Housing or services will be provided to low-income individuals or households; and/or
  - Housing or services will be provided to a population or geographic area that has been disproportionately impacted, as determined by another different metric.

*See Section VII. ARPA Funding Specific Questions for questions that must be addressed by applicants for this funding.*

### ***Performance Measures***

The grantee is required to submit quarterly performance reports on the following metrics as they pertain to the funded project and its purpose areas:

- Number of DV victims provided housing with ARPA funds
- Number of DV victims provided services with ARPA funds

## **Purpose Area 5**

### **Grants to provide LGBTQ+ residents with targeted services and dedicated emergency shelter housing - one award up to \$350,000.**

The project funded in this purpose area will meet the housing and supportive services needs of LGBTQ+ residents with victimization and trauma histories. Allowable activities/services include but not limited to, housing, emergency shelter, case management, educational guidance and support, service referrals, individual or group counseling, therapy, sexual health education, outreach, and community education.

Funds may be used to provide new services or expand existing services for LGBTQ+ residents.

### ***Eligible Applicants***

Eligible applicants include community-based organizations that provide direct services to victims of crime. Applicants may develop collaborations or partnerships to carry out the goals and objectives of the program. Partnerships must designate one eligible entity to serve as the fiscal agent; the fiscal agent is an active partner providing grant oversight and accountability. Applicants must submit Memoranda of Understanding with any project partners detailing roles and responsibilities.

### ***Performance Measures***

The grantee is required to submit quarterly performance reports on the following metrics as they pertain to the funded project and its purpose areas:

- Number of LGBTQ+ residents provided housing with ARPA funds
- Number of LGBTQ+ residents provided services with ARPA funds

### **Applicants must be able to demonstrate the following for any proposed use of funds:**

- The proposed use of funding is directly responsive to a need created or exacerbated by the COVID-19 pandemic.
- The proposed use of funding is addressing a negative public health or economic impact. This can be demonstrated in several ways:
  - Housing or services will be provided in a [Qualified Census Tract](#);
  - Housing or services will be provided to individuals or households living in a [Qualified Census Tract](#);
  - Housing or services will be provided to low-income individuals or households; and/or
  - Housing or services will be provided to a population or geographic area that has been disproportionately impacted, as determined by another different metric.

*See Section VII. ARPA Funding Specific Questions for questions that must be addressed by applicants for this funding.*

## **Section 3. General Grantee Requirements**

The following sections provide an overview of general requirements and expectations for all applicants funded under this RFA. Successful applicants must adhere to OVSJG's general grantee requirements for compliance and to maintain funding for the award period.

### **3.1 Monitoring**

The Grant Program Manager will monitor program services and financial 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 District and federal requirements and identify specifically whether the grantee's operational, financial, and management systems and practices are adequate to account for program funds. Failure to maintain compliance with requirements may result in payment suspension, payment reduction, or termination of the grant. New grantees and grantees that have a high-risk classification must provide all financial back-up when submitting reimbursements and are also subject to more frequent onsite visits.

### **3.2 Risk Assessment Classification**

If the application is awarded a grant, a risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. After grants are awarded, each grantee will receive a risk classification based on past financial and programmatic

reporting of the grantee, documentation submitted with the application, and other factors as detailed in the [OVSJG Grants Management Policies and Procedures Manual](#). If OVSJG determines that an award will be made to a high-risk organization, 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 the process for requesting reconsideration.

### **3.3 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 OVSJG, 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.

### **3.4 Privacy and 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.

### **3.5 Data Collection Requirements and Information**

#### ***Performance Management Information***

Performance management is a system of tracking progress for accomplishing goals, objectives, and activities. Performance management provides direction as well as a basis for evaluating the progress of applicants who received funding under this RFA. Applicants are required to provide a set of common data points and service-specific outcome measures that captures the results of their work. Applicants who are awarded grants will report on their specific outcomes in the software platform that is provided by OVSJG. Information on the Performance Management Initiative (PMI) including data measures and an instructional video on how to enter data can be found on the [OVSJG website](#).

Additionally, all applicants must develop a set of goals, objectives, and activities specific to the application that clearly illustrate how and when the identified services and needs of the target population(s) will be addressed. Goals are generally broad statements that encompass objectives and activities. Proposed objectives must describe a measurable outcome and activities should describe the specifics used to meet objectives. Applications should also include programmatic outcomes, e.g. the desired result of the goals, objectives, and activities, and a description of how the grantee will measure the desired results.

Please be sure in the application to (1) specify the type of services that will be provided; (2) indicate how the required data measures will be captured (see Appendix F); (3) how to indicate the outcome measures required for the type of service provided will be captured, and (4) detail how recordkeeping will be achieved.

Please note that OVSJG reserves the right to conduct a site visit at any point during the grant period and request backup documentation of all data measures and performance outcomes. All grantees are required to demonstrate the ability to collect data to support all services performed and all outcomes achieved.

OVSJG also reserves the right to withhold reimbursement requests pending verification of all data provided. OVSJG also reserves the right to immediately disqualify any application that does not include performance and outcome measurements established in this section.

### ***Application-Specific Goals, Objectives, Activities, and Outcomes***

*Example of Goals, Objectives, and Activities Format:*

Goal 1: To ensure immediate safety to victims of domestic violence.

Objective 1: In FY 2020, provide case management to 200 victims of domestic violence.

Activity 1: Conduct lethality assessments with victims of domestic violence.

Activity 2: Develop safety plans with victims of domestic violence.

Outcome 1: Successfully ensure the safety of the women and children in care, as measured by the percentage of women and children who reentered the domestic violence crisis system.

## **3.6 Reporting Requirement**

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports must indicate the status of the goals and objectives as determined by the grantee in their application, as well as the data and outcome measures as detailed in the [Performance Management Initiative \(PMI\)](#). The grantee should also include any successes or challenges encountered during the reporting period. The financial reports indicate the status of program spending by category and are submitted along with all receipts, invoices, or other documentation of expenditures, as required based on risk status. **Both financial and programmatic reports are due no later than the 15th day after the end of the reported quarter. All fourth-quarter reports will be due by the 10th of October.**

**Failure to submit complete programmatic reports by the date due will result in withholding of reimbursements, as well as a Notice of Programmatic Delinquency. More than one Notice of Programmatic Delinquency may result in the termination of funding for the fiscal year.**

## **Section 4. Application Preparation and Submission Information**

### **4.1 Application Instructions**

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 are 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.

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services and Justice Grants no later than 11:59 pm EST, November 10, 2021. Applications submitted manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline via the following this [link](#). For technical assistance with ZoomGrants, contact the helpdesk at (866) 323-5404 or by [email](#). Please note that ZoomGrants support desk is staffed from 8 am to 5 pm Mountain time, Monday through Friday, and is not staffed on federal holidays.

Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the November 10, 2021 deadline for submission. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

## 4.2 Description of Proposal Sections

The purpose and content of each section are described below. Applicants should include all information needed to adequately describe plans for services. It is important that proposals reflect continuity among the program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

### ***Applicant Profile (2.5%)***

Each applicant must include all information requested in the Applicant Profile. The title of the project should be different than the name of the funding source. The Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant. Each applicant is also required to select the type(s) of services for which the applicant is requesting funding. Applicants may select more than one type of service. However, applicants are required to detail a plan for collecting the required data for each type of service and detail the applicant's role in each continuum of service. Use the template provided in appendix A.

### ***Project Abstract (2.5%)*** – 150 character limit

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

Examples:

- *Provide trauma-informed mental health services to 50 justice-involved individuals throughout the District.*
- *Conduct 24-30 trainings to criminal justice professionals on working with victims of domestic violence throughout DC.*
- *Engage at least 100 families and provide holistic services to reduce student truancy in Wards 7 & 8.*

### ***Project Narrative (45%)***

#### **I. Project Description - 15,000 character limit**

This section of the application should contain a description of activities that justify and describe the program to be implemented. The project narrative should include the following:

- A. A description of the need for the project, including supporting data. Local data is preferable.
- B. Target population and geographic area to be served
  - a. Additionally, for TRCEP applications only:
    - i. Community and stakeholder engagement plan
    - ii. Description of physical location
- C. A description of the specific proposed activities, including details on how these activities will meet the needs of the target population.
- D. Provide a detailed description of the purpose and service area(s) to be addressed and how services will be provided in the project, including in person vs. virtual, and days and hours of operation.
- E. Goals, objectives, and timeline of startup and implementation activities with associated project deliverables.
  - a. Additionally, for TRCEP applications only:
    - i. Training plan - initial and ongoing
    - ii. Staff supervision plan
- F. A clear explanation of how activities will support the achievement of intended outputs/outcomes.
  - a. Include a clear description of the process of measuring the outcomes indicated.
- G. How the program/project is consistent with and will further the applicant organization's mission.

## **II. Evidence Based - 5,000 character limit**

Describe how the project reflects identified promising and/or best practices in serving the target population. Is the program model/approach supported with empirical research? Has your program been evaluated?

## **III. Trauma Informed - 5,000 character limit**

Describe how the proposed services are trauma-informed. Describe how the project will ensure and monitor that project staff are using trauma-informed strategies in service delivery.

### **A. Additionally, for TRCEP applications only:**

The application must describe the organization's approach to providing trauma-informed services including: (See Appendix J: TICSP)

- Client and stakeholder input
- Staff training and use of best practices
- Cultural competence and cultural humility
- Organizational decisions and operations
- Physical environments
- TIC Evaluation

## **IV. Organization, Experience, and Qualifications of Applicant - 5,000 character limit**

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- A. Information and evidence about the qualifications, experience, expertise, and capability of the applicant to address the needs of the targeted population and provide services proposed.
- B. Past and present specific experience in successfully operating a program similar to that proposed in the application, or
- C. Education, training, collaborations and/or supports identified to assist the applicant and ensure startup and successful operation of the program proposed.
- D. If applicable, explain past programmatic and administrative experience with OVSJG grants.
- E. Description of the applicant's financial and accounting systems to properly administer and track award funds.

Job descriptions, resumes, and any supporting reports, awards, certifications, or references should be included as attachments.

## **V. Data and Evaluation - 5,000 character limit**

Evaluation section **must include** a detailed plan of how the applicant intends to collect, analyze, and report the data and outcome measures related to the proposed program or services and should include how the applicant intends to keep records of services provided and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals, objectives, and evaluation plan.

- A. Include the standard data measures and performance outcomes, as well as the application specific outcomes.
- B. Include a narrative explanation of any additional performance measures that will be collected.

## **VI. Corrective Action Plan - 5,000 character limit**

For applicants who received funding in FY 21 and were subject to a Corrective Action Plan, please describe progress related to the corrective action plan (if applicable).

**VII. Sustainability Plan – (Purpose Area 4 Only) 10,000 character limit**

***For ARPA Capital Projects Only:*** Applicant proposing capital projects including construction, acquisition, renovation, or expansion of existing facilities must additionally include a detailed plan for continued operating, maintenance, and repairs for the project from all sources. The applicant must state, with specificity, the amounts, sources, and uses of funding, and indicate the current status of that funding as either prospect, proposed, committed, or received.

**VIII. ARPA Funding Specific Questions – 30,000-character limit**

Applications to housing and services supported by ARPA funding **must** answer the following questions.

- A. How is the proposed use of funding directly responsive to a need created or exacerbated by the COVID-19 pandemic?
- B. How will the proposed use of funding address a negative public health or economic impact? This can be demonstrated in several ways:
  - The housing and services will be provided in a [Qualified Census Tract](#) (QCT). *Describe (or provide a map that shows) the extent to which the program, service, or activity will be provided or carried out in a Qualified Census Tract (QCT).*
  - The housing and services will be provided to individuals or households living in a [Qualified Census Tract](#) (QCT). *Describe the extent to which flex funding will be provided to residents living in a QCT. Estimate the percentage of the total population anticipated to be served that lives in QCTs and describe how you arrived at this estimate.*
  - The housing and services will be provided to low-income individuals or households. *Describe how you define “low-income” and what percentage of the total population anticipated to be served is expected to be low-income and how you arrived at this estimate.*
  - The housing and services will be provided to a population or geographic area that has been disproportionately impacted, as determined by another different metric. *Describe the metric and what percentage of the total population anticipated to be served is expected to fall within this metric and how you arrived at this estimate.*

***Project Work Plan (20%)*** (submit an attachment)

Please list all project goals, objectives, activities, and outcomes in the Project Work Plan (See Appendix B). Workplan must include specific activities for each quarter of the award **and** a corresponding numerical target for each quarter. All applicants must include a project objective indicating that they will notify clients about the potential benefits provided by the Crime Victim Compensation Program. Additionally, an estimation of data measures and performance outcomes should be included.

***Logic Model (10%)*** (submit an attachment)

Please submit a logic model (See Appendix C) detailing how the project plans to achieve outcomes through the proposed activities.

***Budget (17.5%)*** (submit an attachment)



The OVSJG Budget Template must be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Budget Template for more information on budget requirements. Costs included in the budget must be reasonable, allowable, and necessary to the completion of the specific project activities proposed.

The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct.

The applicant must also note what percentage of their overall organization budget they are seeking to cover with this application and if the organization receives other funding or has applied for other funding in FY 2022 to do similar work.

***Note: The award period is December 1, 2021 – September 30, 2022. Please submit a 10-month budget.***

***Letters of Support and Memoranda of Understanding (MOU) (2.5%)*** (submit an attachment)

All applicants must include at least two (2) letters of support. These letters should be representative of a multi-disciplinary support base, demonstrate the need, the intended use and expected results from the use of grant funds.

If the application proposes partnership(s) with other providers to meet the goals and objectives of the proposal, a Memorandum of Understanding (MOU) is required outlining the relationship between the applicant and the identified partners, including the roles and responsibilities of each. This may be submitted as a single MOU between all partners or individual MOUs with each partner. Letters of Support and Memoranda of Understanding must be submitted in the "Documents" tab. ***Applications for Purpose Areas 3 that do not include a detailed MOU as an attachment will not be reviewed.***

## **4.3 Application Submission Checklist**

### **What an Application Must Include Checklist**

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

#### **General Requirements:**

- Abstract
- Applicant Profile
- Project Narrative
- Project Description
  - Evidence Based
  - Trauma Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
  - Corrective Action Plan (if applicable)
  - Sustainability Plan (if applicable)
  - ARPA Funding Specific Questions (if applicable)
- Project Work Plan (using template provided)
- Logic Model (using template provided)
- Budget (using template provided)
- Memoranda of Understanding (MOUs)/Letters of Support

## **Administrative Requirements**

- Audited Financial Statements of the organization's most recent Fiscal Year. Failure to submit may lead to an automatic rejection of the application.
- IRS 501 (c) (3) Determination Letter (required for FEDERAL applicants)
- DUNS, EIN#
- Active SAM.gov registration
- Current DC Business License
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- DC 'Clean Hands'
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

## **4.4 Tips for Proposal Preparation**

OVSJG recognizes the level of time and effort that applicants must put into developing proposals for submission. In order to tailor the application process to be as efficient and expeditious as possible we request that each applicant adhere to the following:

- The Application Profile must be signed by the Authorized Official
- Title of the project should be different than the name of the funding source
- Round all budget figures to the nearest dollar
- Follow the format outlined in Proposal Instructions when developing your proposal
- Use the What an Application Must Include checklist to guide the completion of your grant application packet

## **Section 5. Application Review Information**

### **5.1 OVSJG Screening Process**

**This is a competitive solicitation. OVSJG does not guarantee funding, funding amounts, nor funding source based on previous awards.** Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a review panel.

### **5.2 Review Process and Decision on Awards**

The Office of Victim Services and Justice Grants may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be reviewed and scored by external peer reviewers and/or internal reviewers to determine which projects will be funded. Peer reviewers and/or internal reviewers will assign scores based on the required elements listed in proposal instructions. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of Victim Services and Justice Grants will consider the eligibility of costs and project activities contained in the application based on District and federal grant requirements; past performance of the applicant (including compliance with provisions of grant agreements, if applicable); overall priorities of the District and amount of funds available to meet the requests and known community need.

The final decision on awards rests solely with the Director of the Office of Victim Services and Justice Grants. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVSJG shall decide which applicants to fund, amounts to be funded, and funding source. Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.

### **5.3 Award Notification**

The Office of Victim Services and Justice Grants follows the competitive process for awarding grants in accordance with the [OVSJG Grant Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services and Justice Grants will notify all applicants of the final award decisions within fifteen (15) working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

### **5.4 Decision Review Process**

An applicant has ninety (90) calendar days from the date the notification letter is sent to request in writing a more elaborate explanation of OVSJG's decision. The request should be sent to the following address:

Office of Victim Services and Justice Grants  
ATTN: FY 2022 Victim Services and Supports  
Grant Application Inquiry  
441 4<sup>th</sup> Street, NW, Suite 727N  
Washington, DC 20001

It may also be submitted via email to: [ovsjg@dc.gov](mailto:ovsjg@dc.gov)

Please refer [OVSJG Grant Management Policies and Procedures Manual](#) for the complete review policy.

### **5.5 Contingency Clauses**

OVSJG reserves the right to require additional certifications and/or information in accordance with applicable federal or District requirements including the [OVSJG Grants Management Policies and Procedures Manual](#) and the [City-Wide Grants Manual and Sourcebook](#). OVSJG will provide written notice of any additional requirements at the time of the award.

- 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.
- This RFA does not commit OVSJG to award grants. OVSJG reserves the right to accept or reject

any or all applications. The agency will notify the applicant Authorized Official 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.

- OVSJG reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- 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.
- 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.
- OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- 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.

## **Section 6. Programmatic and Administrative Requirements**

### **6.1 Oversight**

Applicants are required to ensure that there is adequate oversight over their grant programs and partner(s). In designing and managing programs, applicants need to consider how they will ensure that grant activities and partner(s) will adhere to applicable Federal, Local, and programmatic regulations.

### **6.2 Financial Management and Systems of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the [Part 200 Uniform Requirements](#) as set out at 2 C.F.R. [200.302](#) and [200.303](#), comply with standards for financial and program management. The "[Part 200 Uniform Requirements](#)" means the DOJ regulation at [2 C.F.R. Part 2800](#), which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

#### ***6.2.1 Financial Capability***

The following are minimum requirements necessary to accept, manage, and spend funds awarded under this RFA.

- A. Organization's accounting system provides accurate and current financial reporting information.
- B. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OVSJG.
- C. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
- D. Organization's time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective.
- E. Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

### **6.3 Restrictions on Use of Funds**

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the [City-Wide Grants Manual and Sourcebook](#), the Office of Management and Budget (OMB) [Uniform Administrative Requirements, Cost](#)

[Principles, and Audit Requirements \(2 CFR 200\)](#), and, if applicable based on funding source, the U.S. Department of Justice, Office of Justice Programs Financial Guide, [www.ojp.usdoj.gov/financialguide](http://www.ojp.usdoj.gov/financialguide).

#### **6.4 Non-Supplanting**

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available.

#### **6.5 Payment Provisions**

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submissions to this RFA. Grant funds will be awarded on a cost reimbursement basis. At any time 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

#### **6.6 Applicant's Financial Statements**

All applicants are required to provide a copy of their most recent and complete set of financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from state and federal entities must also include their Single Audit Report. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or 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 the three (3) years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. OVSJG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

#### **6.7 Internal Revenue Service Requirement**

All applicants must submit evidence of being a legally authorized entity (e.g., 501(c)(3) determination letter), a current business license, 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. This requirement should not be construed to mean that all applicants are required to be a 501(c)(3) entity.

#### **6.8 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 applicant's 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.

## **6.9 Office of Tax and Revenue (OTR) Requirement**

All grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR.

## **6.10 Insurance Requirement**

All grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, etc.). Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in ZoomGrants. Applicants do not have insurance secured at the time of application who are awarded a grant are required to provide insurance documentation prior to award execution.

## **6.11 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.

## **6.12 Civil Rights Requirement**

Successful applicants must be able to demonstrate compliance with District and federal civil rights requirements. If an applicant is selected for a grant award, the grantee will be required to 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. 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 Program. For more information on the District of Columbia Language Access Act [visit this site](#).

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal

regulation 28 C.F.R. Part 38, governing “Equal Treatment for Faith based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice(DOJ) 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](http://www.ojp.gov/about/ocr/equal_fbo.htm).

### **6.13 Non-discrimination in Hiring and 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 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act(34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(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); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order13279 (Partnerships with Faith-Based and Other Neighborhood Organizations).

### **6.14 Vaccination Certification Requirement**

The grantee(s) selected in response to this Request for Applications is/are required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to Mayor’s Order 2021-099, unless and until they are rescinded or superseded.

### **6.15 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*. OVSJG will provide written notice of any additional requirements at the time of the award.

## **Appendices**

- Appendix A: Application Checklist**
- Appendix B: Applicant Profile**
- Appendix C: Project Workplan Template**
- Appendix D: Logic Model Template**
- Appendix E: OVSJG Budget Template**
- Appendix F: Data and Outcome Measures**
- Appendix G: Standard Assurances**
- Appendix H: Statement of Certification**
- Appendix I: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug- Free Workplace Requirements**
- Appendix J: OVSJG TRCEP Program Standards of Practice for Trauma Informed Care.**



## **Appendix A: Application Checklist**

### **What an Application Must Include Checklist**

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

#### **General Requirements:**

- Abstract
- Applicant Profile
- Project Narrative
- Project Description
  - Evidence Based
  - Trauma Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
  - Corrective Action Plan (if applicable)
  - Sustainability Plan (if applicable)
  - ARPA Flex Funding Specific Questions (if applicable)
- Project Work Plan (using template provided)
- Logic Model (using template provided)
- Project Budget (using template provided)
- Letters of Support/ Memoranda of Understanding (MOUs)

#### **Administrative Requirements**

- Audited Financial Statements of the organization's most recent Fiscal Year. Failure to submit may lead to an automatic rejection of the application.
- IRS 501 (c) (3) Determination Letter (required for FEDERAL applicants)
- Current DC Business License
- Disclosure of Legal Proceedings
- DUNS, EIN#
- Active SAM.gov registration
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- DC 'Clean Hands'
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- Applicable staff license or certification required to perform services

**Appendix B: Applicant Profile**

<b>Government of the District of Columbia Office of Victim Services and Justice Grants</b>	
<b>APPLICANT PROFILE</b>	
Fiscal Year of Funding: 2022	
Organization Name:	
Address:	
ZIP + 4:	
Dun & Bradstreet # (DUNS):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: \$	
<b>AUTHORIZED OFFICIAL</b>	
Name:	
Title:	
Telephone:	
Email:	
<b>PROJECT DIRECTOR</b>	<b>FINANCIAL OFFICER</b>
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<i>Application is made for a grant under the above-mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services. I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.</i>	
<i>Printed Name of Authorized Official</i>	
<i>Signature of Authorized Official</i>	<i>Date</i>

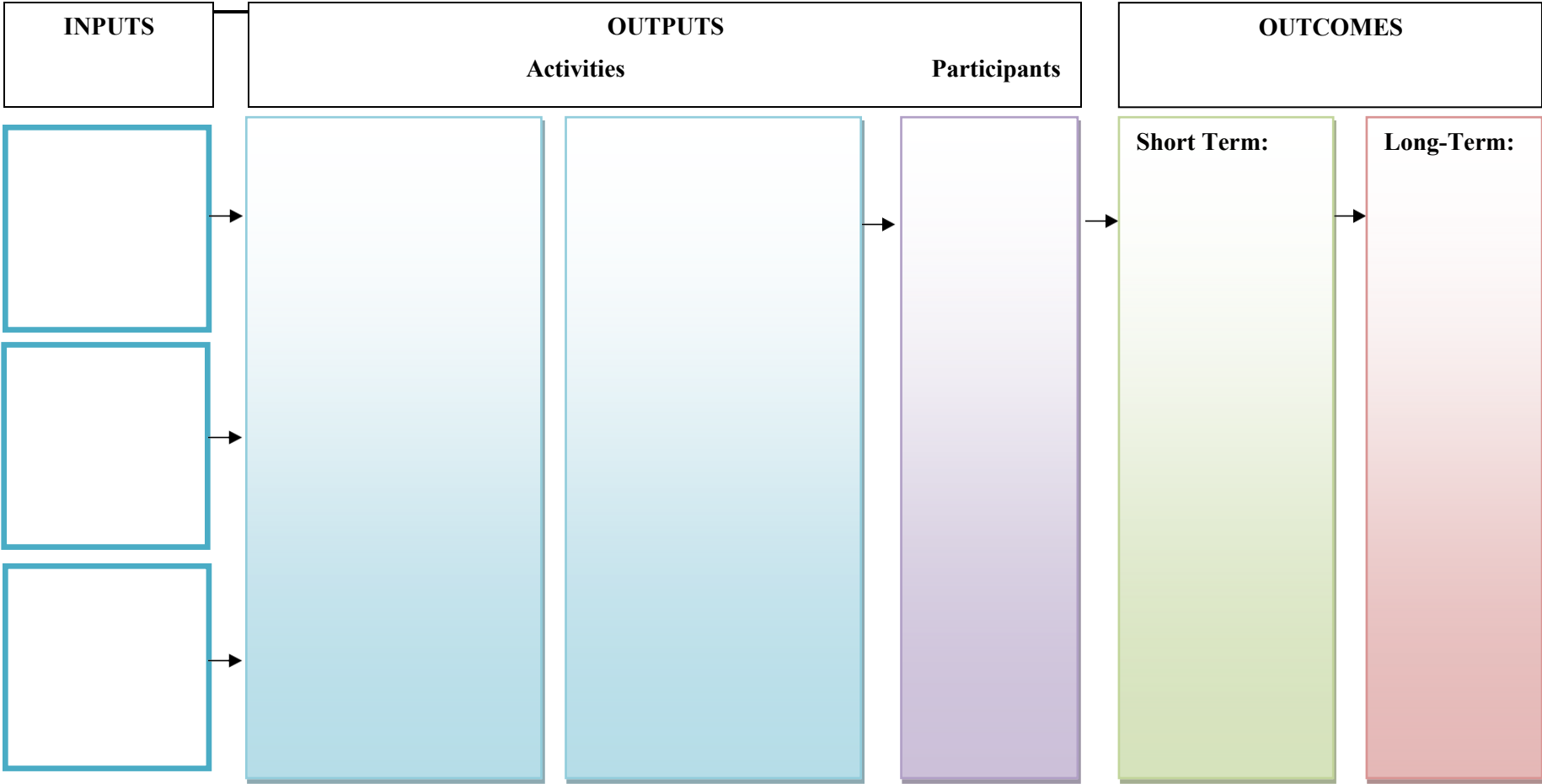
## Appendix C: Project Work Plan

<b>Project Goal:</b>				
<b>Objective:</b>				
<b>Activities:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
<b>Outcomes:</b>				

<b>Project Goal:</b>				
<b>Objective:</b>				
<b>Activities:</b>	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
<b>Outcomes:</b>				

*Please use additional pages as necessary.*

**Appendix D: Logic Model Template**



## Appendix E: OVSJG Budget Template

**Applicants should submit a budget for December 1, 2021 – September 30, 2022**

**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.**

***Note: Please do not include the instructions or examples in the budget you submit with your application. This is a sample only for your reference.***

### **A. PERSONNEL:**

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

#### **EXAMPLE:**

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$60,000/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:**

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

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

**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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Transporting clients to/from court	50 trips x 6.4 miles x \$0.535	\$ 171
Attendance at task force 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:**

<u>Consultant Name</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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 usage.

**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/software, 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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Metro Smart Trip cards	\$100/card x 100 cards	\$10,000
Metro Smart Trip cards will be provided to 100 clients to facilitate transportation to court dates, health care, and other appointments.		
Rental assistance	\$2600 x 100 individuals	\$260,000
Funds will be provided to support 100 individuals in securing private rental housing where lack of a security deposit or first/last month’s rent poses a barrier.		
Vital documents	\$70 x 100 individuals	\$7,000
Funds will be provided to support 100 individuals to access vital documents including birth certificates (est. \$23) and drivers licenses (est. \$47).		
		<b>TOTAL FLEX FUNDS: \$277,000</b>

**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:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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.		
		<b>TOTAL OPERATING: \$2,790</b>



## 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.

*Applicant must detail calculations for determining indirect costs.*

## BUDGET SUMMARY

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

## **APPENDIX F: Data Outcomes and Measures**

### ***Data Measures***

*All* sub-grantees will be required to report the following information on a quarterly basis. These data measures are also located on the [OVSJG webpage](#).

**Number of unique primary victims** served by OVSJG funding each quarter. *(For the purposes of this performance measure, unique means one person. In this number, you should count both new and continuing victims. A primary victim is a person who has been directly injured as the result of the crime; it is the person against whom the crime was committed. A primary victim is the direct target of the victimization and/or was the person that is legally considered the victim of the crime. Sub-grantees may not count a person twice in this category even if that person received more than one service.)*

#### New vs. Continuing

- New primary victims served (e.g. victims who began service during this reporting period)
- Continuing primary victims served (e.g. victims who began service during a prior reporting period but have continued receiving service in this reporting period)

#### Unique new primary victims served, by victim's stated gender

- Man/boy
- Woman/girl
- Self-identified as transgender woman/girl
- Self-identified as transgender man/boy
- Prefer not to say
- Unknown Gender
- Other

#### Unique new primary victims served, by victim's stated race or ethnicity<sup>1</sup>

- White Non-Latino/Caucasian
- Black/African American
- African
- Hispanic/Latinx/Latino/a
- Indigenous/American Indian/Alaska Native
- Asian/Native Hawaiian/other Pacific Islander
- Two or more races
- Other
- Unknown

#### Unique new primary victims served, by victim's age<sup>2</sup>

- <10
- 11-12
- 13-17
- 18-24
- 25-30
- 31-34

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<sup>1</sup> Based on classification used in Truman, J, Langton, L., and Planty, M. (2013). *Criminal Victimization, 2012*. Bureau of Justice Statistics

<sup>2</sup> Based on classification used in Truman, J, Langton, L., and Planty, M. (2013). *Criminal Victimization, 2012*. Bureau of Justice Statistics

- 35-59
- 60-65
- 66 and older
- Unknown

**Number of unique secondary victims** served by OVSJG funding each quarter. (For the purposes of this performance measure, unique means one person. In this number, you should count both new and continuing victims. A secondary victim is a person who has been injured as the result of the primary victim's victimization; it is a person who, by the nature of their relationship to the primary victim, is injured. It is understood that a sub-grantee may not serve secondary victims or may not track secondary victims. However, a person who is injured as the result of a loved one's homicide is, by definition, a secondary victim. Sub-grantees may not count a person twice in this category even if that person received more than one service.)

New vs. Continuing

- New secondary victims served (e.g. victims who began service during this reporting period)
- Continuing secondary victims served (e.g. victims who began service during a prior reporting period but have continued receiving service in this reporting period)

Unique **new** secondary victims served, by victim's stated gender

- Man/boy
- Woman/girl
- Self-identified as transgender man/boy
- Self-identified as transgender woman/girl
- Prefer not to say
- Unknown Gender
- Other

Unique **new** secondary victims served, by victim's stated race or ethnicity<sup>2</sup>

- White Non-Latino/Caucasian
- Black/African American
- African
- Hispanic/Latinx/Latino/a
- Indigenous/American Indian/Alaska Native
- Asian/Native Hawaiian/Other Pacific Islander
- Two or more races
- Unknown
- Other

Unique **new** secondary victims served, by victim's age<sup>3</sup>

- <10
- 11-12
- 13-17
- 18-24
- 25-30
- 31-34
- 35-59
- 60-65

- 66 and older
- Unknown

**Number of unique (primary and secondary, new and continuing) victims served by the organization’s victim services programs as a whole each quarter.** (This performance measure should include, but not be limited to, the number served by OVSJG funding. For organizations that serve populations other than crime victims, this number is the total number of people served by the organization’s crime victim services or violence prevention program only.)

**Location of residence for each unique new crime victim served each quarter** (both primary and secondary). (For the purposes of this performance measure, unique means one person. Sub-grantees may not count a person twice in this category even if that person received more than one service. Location of residence means the quadrant in which the crime victim resides. If the crime victim has a permanent address out of the District, there will be a category to capture that data. If the crime victim has no fixed address, there will be a category to capture that data. While OVSJG will accept “Unknown” as a category, every effort should be made by the sub-grantee to determine the crime victim’s location of residence.

- NE
- SE
- NW
- SW
- No fixed address
- Out of District
- Unknown

**Category of crime victim for each unique new victim (primary and secondary) served with OVSJG funding each quarter.** Sub-grantees should list a crime victim in the category (or categories) for which the crime victim accessed or is accessing services right now. Do not include crimes that occurred to the victim in the past unless that crime is the reason for which the victim is accessing services in this reporting quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, and stalking (For the purposes of this performance measure, clients who are victims of multiple crimes may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served. For example, one unique victim may have been a victim of both intimate partner violence and sexual assault. That would be counted in both categories.)<sup>3</sup>

- **Adult Survivors of Childhood Abuse**

*Defined as a person – an adult – who is seeking service for a crime that was committed against them or was witnessed by them during their childhood or adolescence.*

- **Arson**

*Defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.*

- **Assault/Attempted homicide**

*Defined as an unlawful attack by one person on another, with or without a weapon, that inflicts, or attempts or threatens to inflict, personal injury or death.*

- **Bullying**

*Defined as unwanted aggressive behavior among school aged children that involve a real or perceived power imbalance.*

- **Child physical abuse**

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<sup>3</sup> Office for Victims of Crime (2015). Crime Victimization Glossary. <http://ovc.gov/library/glossary.html>

*Defined as non-accidental injury to a child by a parent or other adult that may include severe beatings, burns, strangulation, or human bites.*

- **Child sexual abuse**

*Defined as sexual offense, i.e. forcible rape, attempted rape, statutory rape, sexual harassment, prostitution, or other unlawful sexual contact and other unlawful behavior intended to result in sexual gratification or profit from sexual activity, against a child by a parent or other adult.*

- **Child exposed to violence**

*Defined as a form of child maltreatment in which the child is exposed as an eyewitness to violence, crime, or abuse in their homes or communities.*

- **DUI/DWI**

*Defined as an accident involving one or more motor vehicles in which at least one driver was under the influence of alcohol and/or drugs or was legally intoxicated at the time of the crash.*

- **Elder abuse**

*Defined as abuse perpetrated by a caretakers on an elderly individual who depends on others for support and assistance.*

- **Family violence or abuse**

*Defined as crime or abuse committed within a family structure that is not intimate partner violence or abuse*

- **Gun violence**

*Defined as an act of violence committed with the use of firearms, for example pistols, shotguns, assault rifles or machine guns.*

- **Hate/bias crime**

*Defined as a crime, violent or property, which is motivated by the perpetrator's bias towards the victim's perceived identity and/or the victim's association with others of a perceived identity.*

- **Homicide**

*Defined as the death of a person caused by criminal activity committed by another human being.*

- **Human trafficking**

*Defined as sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.*

- **Identity theft/fraud**

*Defined by a crime in which an imposter obtains key pieces of personal information to impersonate someone else; or a crime in which a person uses deliberate deception for unlawful or unfair gain.*

- **Intimate partner violence**

*Defined as violent or abuse acts which involve a current or former spouse, domestic partner, or dating partner*

- **Kidnapping**

*Defined as the unlawful taking or holding of another person by force or threat of force.*

- **Robbery**

*Defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence*

- **Sexual assault (adult or minor)**

*Defined as forcible rape, attempted rape, statutory rape, sexual harassment, prostitution, or other unlawful sexual contact and other unlawful behavior intended to result in sexual gratification or profit from sexual activity*

- **Stalking**

*Defined as any pattern of unwanted contact between two people that directly or indirectly communicates a threat or places the victim in fear*

- **Terrorism**

*As defined as the use of violence or intimidation to coerce a government or civilian population to further political or social objectives*

- **Other**

*Defined as other crimes not listed*

**Type of service provided to each unique crime victim (primary and secondary) served with OVSJG funding each quarter.** Sub-grantees should list a crime victim under the type of service (or services) for which the crime victim accessed or is accessing services right now. Do not include services accessed by a continuing (e.g. received by a victim served earlier in this fiscal year) in this reporting period but a sub-grantee MAY include a new type of service accessed by the crime victim in this quarter.

*For example, if a victim is served in Quarter 1 and receives case management, and the same victim is served in Quarter 2 and receives case management and mental health care, you only include mental health care in this reporting period since you already reported the case management in the prior reporting period. Examples of type of service include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing, hotline services, etc. (For the purposes of this performance measure, clients who are being provided more than one type of service may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)<sup>4</sup>*

- **Advocacy-** Providing information and personal support in clarifying options, learning or asserting rights, and accessing services to support recovery from crime victimization.
- **Awareness and Outreach** – Providing information to the community at large on crime victimization issues and promoting services available for victims. Activities may include using social media to raise awareness, tabling at a community event, or distributing materials.
- **Case Management** - Assessment, planning, facilitation, coordination, and advocacy with and/or on behalf of victims of crime navigating the criminal/civil legal and social service systems; includes assistance identifying and/or accessing culturally and linguistically appropriate goods or services needed because of victimization, and in accordance with victims' self-identified needs and goals.
- **Civil Legal Services** - Professional legal representation or brief advice to crime victims in the civil judicial process.
- **Community Education** – Providing presentations to a defined population on crime victimization issues, activities aimed at stopping victimization, or enabling the participation of citizens and communities in developing strategies to and implement solutions to crime and victimization. Presentations are aimed at increasing knowledge of the participants.
- **Criminal Legal Services** - Professional legal representation or brief advice to crime victims with respect to their role in criminal proceedings.
- **Crisis Counseling and Intervention** – An individualized supportive service for persons impacted by crime who are experiencing intense difficulty or emergency, related to crime victimization.
- **Financial or Material Assistance** - Providing services to victims that result in a financial or material benefit.

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<sup>4</sup> Office for Victims of Crime (2015). Crime Victimization Glossary. <http://ovc.gov/library/glossary.html>

- **Forensic Services** - Provides for the collection of evidence for a criminal investigation.
- **Hotline** - Operation of a 24-hour, 7-days a week communication system which is in constant operational readiness to facilitate immediate communication with victims in need of information and support.
- **Housing** - Emergency or longer-term housing provided to victims of crime and their families when housing is needed as a direct or indirect result of victimization.
- **Language Access** - Interpretation and translation services needed to assist victims of crime to be able to communicate effectively with staff, and to provide victims of crime with meaningful access to, and an equal opportunity to participate fully in services and activities.
- **Medical Services** - Intended to treat, identify, and improve the physical health of a victim.
- **Professional Training** - Develop and deliver training designed for individuals working in a professional capacity with crime victims. Training is designed to enhance professional skills, develop strategies, or implement activities to address crime victimization.
- **Safety Planning** - Providing guidance and strategies for victims that, if implemented, may reduce the odds of physical or emotional harm.
- **Trauma-Informed Mental Health Services** - Treatment and care provided by mental health professionals for individuals impacted by crime. Services must be culturally appropriate, victim-centered, and provided in a manner that is welcoming and appropriate to the needs of trauma survivors.
- **Other** - A service area not listed. Please specify the service area(s).

#### **Service to Victims with Limited English Proficiency**

**Number of Limited English Proficient (LEP) clients served each quarter.** (For the purpose of this performance measure, LEP means a client who does not speak English proficiently or who speaks English in a limited way.)

**Number of times your agency accessed the victim services interpreter bank each quarter.** (For the purpose of this performance measure, the victim services interpreter bank means the interpreter bank provided through grant funding by the Office of Victim Services and Justice Grants.)

#### **Service to Victims with Crime Victims Compensation (CVC)**

**Number of unique victims provided with information about the (Crime Victims Compensation) CVC.** (For the purpose of this performance measure, The Crime Victims Compensation Program provides financial assistance and reimbursement to innocent victims of violent crime and their families with crime-related expenses.)

**Number of unique victims' CVC claims for which your agency or organization provided assistance in filing or referrals for filing.**

(For the purpose of this performance measure, providing CVC assistance includes support in clarifying options, reviewing eligibility, assistance in applying or referring a victim to a program that can assist them in applying for CVC.)

#### **Outcome Measures**

*For a complete set of outcome measures expected from the sub-grantees under this RFA, please see the OVSJG website.*



## **APPENDIX G: Standard Assurances**

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

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](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), The 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, (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(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); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); 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 (Partnerships with Faith- Based and Other Neighborhood 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, it will comply with the requirements of–
- a. 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. 5 U.S.C. §§ 501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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Authorized Official

Date

## **APPENDIX H: Statement of Certification**

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

#### **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.

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Grantee Name

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Address

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Application Number and/or Project Name

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Typed Name and Title of Authorized Representative

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Authorized Representative Signature

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Date

# **Appendix I: Certifications 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**

### ***Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements***

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, “New Restrictions on Lobbying” and 28 CFR pt. 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 determines to 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 pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 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 subawards at all tiers (including subgrants, 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)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR pt. 67, for prospective participants in primary covered transactions, as defined at 28 CFR pt. 67, Section 67.510— Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons

entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

a. The applicant certifies that it and its principals:

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>.

i. 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;

ii. 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

iii. 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.

**3. DRUG FREE WORKPLACE (SUB-GRANTEES OTHER THAN INDIVIDUALS)**

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

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

a. 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;

b. Establishing an on-going drug free awareness program to inform employees about

i. The dangers of drug abuse in the workplace;

ii. The sub-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.

- c. 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);
- d. 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;
- e. 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: Office of Victim Services, 441 4<sup>th</sup> Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;
- f. 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;
- g. 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 sub-grantee may 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 (SUB-GRANTEES WHO ARE INDIVIDUALS)**

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

1. 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
2. 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 ten (10) calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4<sup>th</sup> Street, N.W., Suite 727N, Washington, DC20001.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant Name	
Address	
Application Number and/or Project Name	
Applicant IRS/Vendor Number	
Typed Name and Title of Authorized Representative	
<b>Authorized Representative Signature</b>	<b>Date</b>



## **Appendix J: TRCEP Standards**

### **TRAUMA RESPONSE AND COMMUNITY ENGAGEMENT PROGRAM STANDARDS OF PRACTICE FOR TRAUMA INFORMED CARE**

The following Standards of Practice for Trauma Informed Care were developed by the Office of Victim Services-Justice Grants and are adapted from nationally recognized principles of trauma informed care (TIC) including Portland State University Trauma Informed Oregon<sup>5</sup> and SAMHSA's "Concept of Trauma and Guidance for a Trauma-Informed Approach."<sup>6</sup> These standards are intended to provide benchmarks for determining the quality and consistency of care provided by all Trauma Response and Community Engagement Program (TRCEP) grantees and to help grantees build and enhance already existing trauma informed practices and policies within their program, site, or agency.

**A. AGENCY COMMITMENT AND ENDORSEMENT: *Agency leadership acknowledges that an understanding of the impact of trauma is central to effective service delivery and makes operational decision accordingly.***

- a. Trauma informed care appears as a core principle in TRCEP program materials, including brochures, online content, and social media.
- b. Agency demonstrates a commitment to diversity, equity, and cultural humility, by ensuring that all staff have been trained and wherever possible have lived experience as a member of the population being served. Agency leadership is representative of the population served and agency presence online and in print is representative of the population served.
- c. Agency demonstrates a process of evaluation designed to ensure that changes in policy, practices, procedures, and personnel are made in a way that minimizes negative impact on workforce and on program participants.
- d. Agency demonstrates that agency-wide workforce wellness is systematically addressed.

**B. ENVIRONMENT AND SAFETY: *There is a demonstrated commitment to creating a welcoming environment and responding to and mitigating perceived challenges to safety.***

- a. Physical facility (external environment, exits and entrances, waiting room, offices, streetlights, offices, halls, restrooms, etc.) is regularly evaluated for physical safety concerns that may impact staff and program participants who receive services.
- b. Physical office space has been evaluated for its therapeutic quality (e.g., color of paint, décor, furniture, lighting, odor, and cleanliness).
- c. Physical office space reflects cultural identity of program participants and the community served by the center (e.g., art, images, and décor).
- d. Agency has physical safety and crisis intervention policies and protocols for staff and program participants which are reviewed no less than annually.
- e. Program participants are provided the opportunity for input into the development and evaluation of safety protocols.

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<sup>5</sup> Trauma Informed Oregon, Mar. 2018, [traumainformedoregon.org/wp-content/uploads/2018/08/Guidelines-and-Standards-of-Practice-for-Trauma-Informed-Care\\_March-2018.pdf](http://traumainformedoregon.org/wp-content/uploads/2018/08/Guidelines-and-Standards-of-Practice-for-Trauma-Informed-Care_March-2018.pdf).

<sup>6</sup> Substance Abuse and Mental Health Services Administration, *SAHMSA's Concept of Trauma and Guidance for a Trauma-Informed Approach*. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

- f. Program participants are provided ongoing opportunity to provide feedback and express safety concerns to center leadership.

**C. WORKFORCE DEVELOPMENT: *Human Resource policies and practices reflect a commitment to TIC for employees and program participants.***

**a. HIRING AND ONBOARDING**

- i. Employment screening and interviewing protocols include applicant's understanding of trauma informed care and their professional experience working with diverse populations that have histories of trauma.
- ii. New employee orientation and training materials include the SAMHSA core principles of trauma informed care and affirms the agency's commitment to ongoing trauma awareness and education for staff.

**b. TRAINING REQUIREMENTS - NEW STAFF**

**i. All Agency Staff**

- 1. Within three months of hire, all TRCEP center staff must complete a course in basic Trauma Informed Care for non-clinicians.
- 2. Within three months of hire, all TRCEP center staff must demonstrate completion of at least eight hours training in Cultural Humility.
- 3. Within three months of hire all TRCEP center staff must demonstrate completion of at least four hours training on vicarious trauma, compassion fatigue, burnout, resiliency, and self-care.

**ii. Therapists (*Therapist requirements are in addition to all agency staff requirements*)**

- 1. Prior to treating participants, all therapists must demonstrate completion of at least 20 hours of training covering the following topic areas:
  - Basic Trauma Informed Care
  - The Neurobiology of Trauma
  - Impact of Adverse Childhood Experiences
- 2. Prior to treating participants, all therapists must demonstrate training and certification (where applicable) in at least one evidence-based clinical intervention; e.g., Trauma Focused-Cognitive Behavioral Therapy (TF-CBT), EMDR, Somatic Experiencing, Dialectical Behavioral Therapy, Trauma Recovery and Empowerment Model (TREM), Addictions and Trauma Recovery Integration Model (ATRIUM), etc.

**c. TRAINING REQUIREMENTS – EXISTING STAFF**

**i. Annual Training–All Agency Staff**

- 1. All TRCEP center staff must demonstrate completion of at least four hours training in Cultural Humility.
- 2. All TRCEP center staff must demonstrate completion of at least four hours training on vicarious trauma, compassion fatigue, burnout, resiliency, and self-care.

**ii. Annual Training - Therapists (*Therapist requirements are in addition to all agency staff requirements*)**

- 1. Therapists must complete a minimum of ten Continuing Education hours of training in at least one evidence based clinical modalities annually, (e.g., Trauma Focused-Cognitive

Behavioral Therapy (TF- CBT), EMDR, Somatic Experiencing, Dialectical Behavioral Therapy, Trauma Recovery and Empowerment Model (TREM), Addictions and Trauma Recovery Integration Model (ATRIUM), etc.

**d. SUPERVISION AND STAFF SUPPORT**

- i. All staff providing program services, clinical and non-clinical, receive regular Trauma Informed Supervision. TIC supervision Includes:
  - 1. Regularly Scheduled Meeting Time
  - 2. Didactic Case Review/Summary (if applicable)
  - 3. Discussion of current or potential trauma triggers, impacts and responses
  - 4. Self-Care Plan(s)
- ii. Staff are encouraged to engage in regular peer supervision and support process whereby emotional support and professional guidance can be offered from other peer colleagues and the importance of self-care and wellness can be encouraged.

**D. PROGRAM SERVICES AND SERVICE DELIVERY: *Service delivery practices reflects a commitment to trauma informed practice.***

- a. Program participant's first point of contact with the agency is welcoming, engaging, and empathetic.
- b. Intake forms and processes are streamlined and request the minimum information necessary.
- c. Agency has written easy-to-read documentation for staff and service recipients that explain core services key rules and policies and process for concerns and complaints.
- d. No-show and late cancellation policies and procedures reflect an understanding of trauma and its impact and offer participants the opportunity to appeal administrative decisions that impact access to ongoing care.
- e. Program participants are not terminated from receiving services without notice or direct contact from staff.
- f. Evidence based culturally appropriate trauma specific intervention modalities that reflect current best practices are offered.