

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



**FY 2022 Victim Services Supplemental
Request for Applications**

IMPORTANT NOTICE

**Application Deadline: 11:59pm EST, March 16, 2022
via
OVSJG's electronic Grants Management System (eGMS)
ZoomGrants™**

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

**To access ZoomGrants™ click here
ZoomGrants.com**

For ZoomGrants™ technical assistance, contact questions@zoomgrants.com

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Introduction

The Office of Victim Services and Justice Grants is pleased to announce that it is seeking requests from FY22 OVSJG grantees for supplemental grant funding to provide services and supports for the following purpose areas:

District local funds will support:

- Flexible funding for victims/survivors of domestic violence, sexual assault, stalking, and human trafficking – up to \$1,248,324.

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

- Domestic violence housing and temporarily expanded services to meet increased levels of need related to COVID-19-up to \$995,858.

SECTION 1. APPLICATION OVERVIEW

1.1 Availability of Funds

The funding under this RFA is to support expenditures between **April 1, 2022, 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 bidders 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 application must be submitted to the Office of Victim Services and Justice Grants by **Wednesday, March 16, 2022**. 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 [ZoomGrants](#). For technical assistance with ZoomGrants, contact the helpdesk at 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 applications received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

1.3 Eligibility Requirements

Only organizations with an FY22 grant award from the Office of Victim Services and Justice Grants are eligible to apply for additional grant funding. Applicants may submit a one-time supplemental funding request.

1.4 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. The email should contain the following details in the subject line: FY 2022 Victim Services Supplemental Requests.

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing by email. **All questions must be received by 5 pm ET, Friday, March 9, 2022.**

SECTION 2. FUNDING OPPORTUNITY DESCRIPTIONS

2.1 Locally Appropriated Funds (LOCAL)

Purpose Area 1

Flexible funding for victims of domestic violence, sexual assault, stalking and human trafficking - multiple awards up to \$1,248,324.

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, education needs, 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, [ERAP](#)) have been exhausted or are unavailable.

Flex funding may not be used for personnel costs. Indirect costs (de minimis or NICRA) are allowable.

2.2 Federal Funds - American Rescue Plan Act (ARPA).

Purpose Area 2

Housing and/or temporary expansion of services for victims of domestic violence - multiple awards up to \$995,858.

Projects funded in this purpose area are designed to increase housing availability and/or 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, [ERAP](#)) have been exhausted or are unavailable. Costs not related to housing or temporary expansion of direct services are not allowable under this

purpose area.

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

Section 4. Application Preparation and Submission Information

4.1 Application Instructions

Applicants must log into ZoomGrants and use the application template available within their current ZoomGrants Approved Application, section “**Documents/Required Attachments – FY 2022 OVSJG Victim Services Supplemental Funding Application**”. (A copy of the RFA is also available in this section) The completed application template must be uploaded in this same section as **one file**. Label file this “**FY2022 OVSJG Victim Services Supplemental**”.

*Applicant must add an action request to the Activity Log to ensure application is date/time-stamped and submitted for review. Go to Activity Log, select Grant maker action request. Add Description **FY2022 OVSJG Victim Services Supplemental**.*

Applicants should include all information needed to succinctly and adequately describe how additional grant funding will be utilized for current projects/programs. 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. Any missing content, modifications or deviations from the template will render the supplemental funding request ineligible.

Applicants are strongly encouraged to begin the application submission process at least 48 hours in advance of the March 16, 2022 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

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 (submit only if updates are needed)

Applicants should submit and updated Applicant Profile only if information has changed.

PROJECT ABSTRACT (Update to include existing AND new activities, do not update for Flex Funds)

Each applicant must include an updated description of the project including existing key activities and new requested activities; population targeted, *and* a 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 DESCRIPTION

I. Project Description- Purpose 1 – Flexible Funding - The project narrative should include the following:

- A. A brief description of how Flex Funds will be used in support of clients being served by the OVSJG project including:
 - a. Target population and estimated number of clients who will utilize Flex Funding.
 - b. A description of general intended uses of the funding, i.e. 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, education needs, or other temporary or immediate expenses.
 - c. Describe how you will assess individuals' needs to determine eligibility for flex funding and how you will track distribution of flex funding. (If your agency has written policies and procedures in place related to flex funding, please upload them in the Documents section of ZoomGrants.)
- B. Timeline of any implementation activities necessary to begin disbursing flex funds.

II. Project Description- Purpose 2 – Domestic Violence Housing & Temporary Services

The project narrative should include the following:

- A. A brief description of the need, utilizing agency and/or District specific data.
- B. Target population and geographic area to be served.
- C. A description of the specific proposed activities, including:
 - a. How these activities will meet the needs of the target population, and
 - b. Goals, objectives, and timeline of activities including specific activities for each quarter of the award period and a corresponding numerical target for each quarter. *(Successful applicants will submit an updated agency work plan at the time of award execution)*
- D. How is the proposed use of funding directly responsive to a need created or exacerbated by the COVID-19 pandemic?
- E. 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/or 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/or 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/or 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/or 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 served is expected to fall within this metric and how you arrived at this estimate.

BUDGET

Note: The funding under this RFA is to support expenditures between **April 1, 2022, through September 30, 2022**. Applicants must submit a 6-month budget.

The Budget section of the Supplemental Application Template **must** be used in the preparation of the budget and budget narrative. **Do not upload a separate budget attachment.** Costs included in the budget must be reasonable, allowable, allocable, 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.*

Memoranda of Understanding (MOU) (submit an attachment if applicable)

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. Memoranda of Understanding must be submitted in "Documents" tab, labeled ***"Supplemental MOU"***.

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 4th Street, NW, Suite 727N Washington, DC 20001
It may also be submitted via email to: 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.

6.3 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 Treasury.

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, 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.

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).

APPENDICES

Appendix A: Budget Instructions

Appendix B: Application Checklist

Appendix C: Supplemental Funding Application

Appendix A: OVSJG Budget Instructions

Budget, Budget Narrative Worksheet, and Budget Summary

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:

Consultant Name Service Provided Computation Cost

Dr. Leslie Smith Trauma training \$500/day x 2 days

\$1,000

Mileage: 88 miles x \$0.535/mile \$47

Dr. Smith will prepare and provide a one-day training on the neurobiology of trauma and providing trauma-informed services for staff and project partners. Dr. Smith will travel from Baltimore to provide the training.

Contract Item Computation Cost

Printer/Copier Lease \$400/month x 12 months \$4,800

Printer/copier use is tracked by project codes; budgeted amount is based on historical 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).		
		TOTAL FLEX FUNDS: \$277,000

H. OPERATING COSTS

List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors. These funds are limited to 10% of total project cost.

EXAMPLE:

<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.

TOTAL OPERATING: \$2,790

I. INDIRECT COSTS

If the applicant possesses a negotiated indirect cost rate (NICRA), they can submit it in this section and request reimbursement for operating expenses at said rate. **Any costs included in the calculation of the NICRA cannot also be requested as direct costs.** NICRA documentation must be submitted with the application.

Alternatively, applicants can request reimbursement of the "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC). When using this method, cost must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with approval.

Applicant must detail calculations for determining indirect costs.

BUDGET SUMMARY

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

APPENDIX B: 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 11:59pm EST, March 16, 2022

Application Requirements:

- Project Abstract
- Applicant Profile (submit only if updates are needed)
- Project Description
- Budget (use template provided in RFA)
- Memorandum of Understanding (if applicable)
- Add Action Request to Activity Log (Grant maker action request: FY2022 OVSJG Victim Services Supplemental)

Appendix C: FY 2022 OVSJG Victim Services and Supports Supplemental Funding

Organization	
Project Name	
Point of Contact	
Telephone Number	
Email	

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.

A. PROJECT ABSTRACT– (update to include proposed new and existing activities- do not update for Flex Funds)

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

B. PROJECT DESCRIPTION

I. Project Description- Purpose Area 1- Flexible Funding – (limit 1500 characters)

In the space provided below, the project description must include the following:

- A. A brief description of how Flex Funds will be used in support of clients being served by the OVSJG project including:
 - a. Target population and estimated number of clients who will utilize Flex Funding.
 - b. A description of general intended uses of the funding, i.e. 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, education needs, or other temporary or immediate expenses.
 - c. Describe how you will assess individuals’ needs to determine eligibility for flex funding and how you will track distribution of flex funding. (If your agency has written policies and procedures in place related to flex funding, please upload them in the Documents section of ZoomGrants.)
- B. Timeline of any implementation activities necessary to begin disbursing flex funds.

II. Project Description- Purpose Area 2 – (limit 5,000 characters)

The project narrative should include the following:

- A. A brief description of the need, utilizing agency and/or District specific data.
- B. Target population and geographic area to be served.
- C. A description of the specific proposed activities, including:
 - a. How these activities will meet the needs of the target population, and
 - b. Goals, objectives, and timeline of activities including specific activities for each quarter of the award period and a corresponding numerical target for each quarter. *(Successful applicants will submit an updated agency work plan at the time of award execution)*
- D. How is the proposed use of funding directly responsive to a need created or exacerbated by the COVID-19 pandemic?
- E. 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/or 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/or 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/or 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/or 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 served is expected to fall within this metric and how you arrived at this estimate.*

C. PROJECT BUDGET

Complete all relevant sections of the table below for your budget. 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 mathematically correct. Insert additional rows if necessary.

Note: The award period is April 1, 2022 – September 30, 2022. Please submit a 6-month budget. Flex funding (Purpose 1) may not be used for personnel costs. Indirect costs (De minimis or NICRA) are allowable.

