



## FY 2026 Request for Applications



### **Justice Grants Program**

Consolidated funding initiative for  
FY 2026

### **Request for Applications**

Opportunities for organizations to  
apply for funding

### **Pre-Bidder Conference**

Held May 22, 2025, providing  
guidance and Q&A

# WebEx Orientation

- Automated Closed Captions
- Mute
- Chat and Q&A Features
- Question Follow-Up
- Technical Assistance/Help
  - Send private chat to Henry Saunders



# Presenters

**Jennifer Porter**

Director, Office of Victim Services and Justice Grants

**Anissa Walker**

Grants Management Specialist

**Linda Irizarry**

Grants Management Specialist

**Kandis Catalan**

Grants Management Specialist

**Katherine Valett / Henry Saunders**

Training Specialist(s)



# Mission



**Improve public safety through effective programs**



**Enhance administration of justice systems**



**Create care systems for victims, youth, returning citizens and families in the District**

**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.**

# Agency Overview

## Justice Programs

Supporting initiatives that improve public safety and enhance justice administration

## Victim Services

Creating comprehensive systems of care for crime victims

## Youth & Family Programs

Developing resources for youth and families affected by crime



# Funding Goals



## Improve Public Safety

Promote safer neighborhoods through proactive initiatives



## Enhance Justice Administration

Strengthen fair and effective justice systems



## Support Crime Victims

Deliver compassionate, comprehensive victim services



## Strengthen Communities

Build resilience through collaborative programs

# Funding Principles



# Anti-Deficiency Act

## One-Year Grant Awards

All grant awards made under this RFA will be for one year only. This is in compliance with the Anti-Deficiency Act, which prohibits government agencies from obligating funds beyond the current fiscal year.

## No Guarantee of Future Funding

Receipt of funding in one fiscal year does not guarantee continued funding in subsequent years.

Organizations should plan accordingly and develop sustainability strategies as part of their program design.

## Annual Application Required

Even successful grantees must reapply each year through the competitive application process. Each application is evaluated on its own merits against the current funding priorities and available resources.

The Anti-Deficiency Act is a federal law that prohibits federal agencies from incurring obligations or making expenditures in excess of amounts available in appropriations. This legal requirement shapes how OVSJG structures its grant cycles and why grants are limited to one-year terms.

# OVSJG Justice Grants Division

The Justice Grants Division within OVSJG administers funding to support programs that improve public safety and justice outcomes in the District. This team provides oversight, technical assistance, and support throughout the grant lifecycle.

Staff members bring expertise in criminal and juvenile justice, grants management, and program development to support grantees in implementing effective, evidence-based programs that advance District priorities.



## Grant Management

Oversees all aspects of the grant lifecycle from application through closeout, ensuring compliance with requirements and effective use of funds.



## Technical Assistance

Provides guidance, training, and support to help applicants and grantees develop strong proposals and implement effective programs.



## Performance Measurement

Works with grantees to develop meaningful metrics and collect data that demonstrates program impact and informs improvements.

# Justice Grants Team

The OVSJG Justice Grants team consists of dedicated professionals with expertise in grant management, criminal and juvenile justice, and program development. These staff members provide guidance and support throughout the application and implementation process.

Team members are available to answer questions, provide technical assistance, and help grantees navigate requirements to ensure successful program implementation and compliance with all grant conditions.



**Linda Irizarry**



**Anissa Walker**



**Kandis Catalan**



## FY2026 Justice Grants Consolidated Request for Applications (RFA)

### IMPORTANT NOTICE

**Application Release: May 19, 2025**

**Application Deadline: 11:59pm ET, June 24, 2025**

**Applications must be submitted via OVSJG's electronic Grants  
Management System GovGrants**

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

To access GovGrants click on  
[FY2026 Opportunities for Funding](#)

A pre-bidder webinar will be held for the FY2026 Consolidated Justice Grants RFA. Webinar details will be posted on the OVSJG website at <https://ovsjg.dc.gov/page/funding-opportunities-current>.

# FY26 Justice Grants Request for Applications

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# FY26 Justice Grants Priorities

The FY26 Justice Grants program is designed to address critical needs within the District's justice system. These priorities are established through community input, data analysis, and alignment with evidence-based practices in juvenile and criminal justice.



# Understanding Funding Sources

OVSJG administers four main funding sources for Justice Grants programs, each with distinct eligibility requirements, allowable activities, and restrictions.

## LOCAL Funding

Locally appropriated funds through the DC budget process with the most flexibility for service delivery. Supports a wide range of reentry and juvenile services within the District.

## Byrne Justice Assistance Grants (JAG) and Project Safe Neighborhoods (PSN)

Federal funds administered by the Bureau of Justice Assistance (BJA) fund.

The JAG funds support all components of the criminal justice system .

PSN aims to reduce gun violence through strategies rooted in enforcement, deterrence, and prevention.

## Title II

Office of Juvenile Justice Delinquency and Prevention Title II funds supports state, Tribal, and local delinquency prevention, intervention, and juvenile justice system improvements.

Federal funds require additional reporting requirements and special conditions.

# Juvenile Justice Purpose Areas

The Juvenile Justice purpose areas focus on prevention, intervention, and restorative approaches that address the unique needs of youth at risk of or already involved in the juvenile justice system. These initiatives aim to reduce system involvement while promoting positive youth development.

**Delinquency Prevention**

**Restorative Justice**

**Youth Rehabilitation Amendment Act (YRA)**

**Juvenile Reentry**

**Special Education Legal Services for Youth Charged as Adults**

## Delinquency Prevention



- Prevent juvenile justice system entrance and penetration
- Expand diversion or alternative options
- Increase access to prevention supports

## Restorative Justice

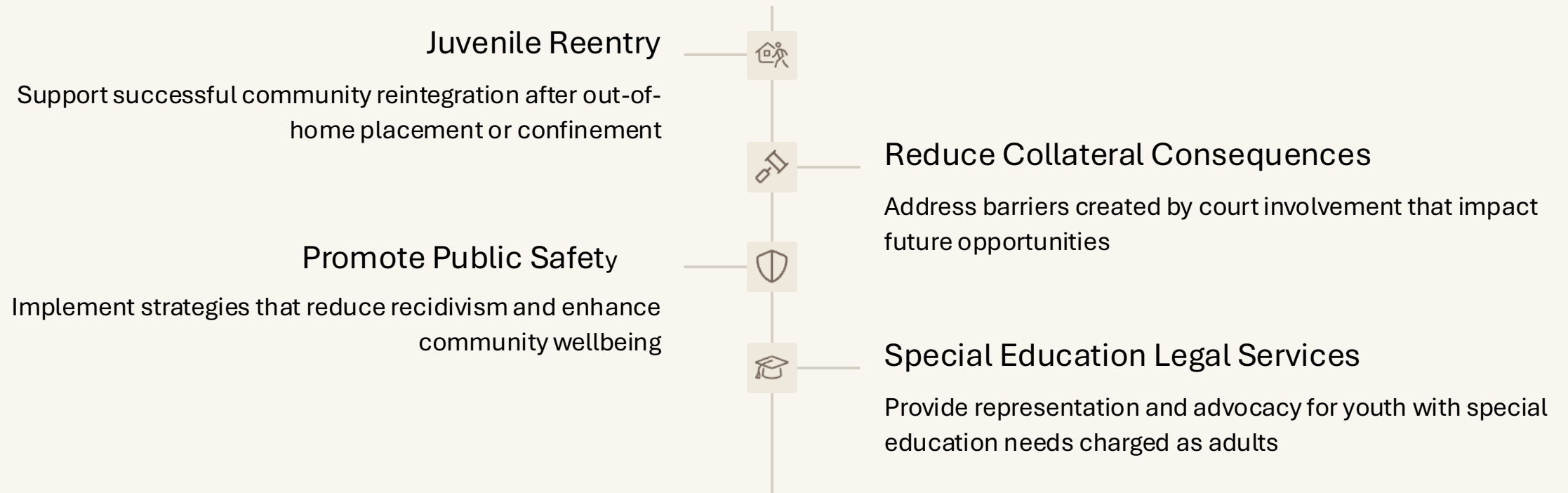


- Provide developmentally appropriate responses
- Implement strategies to address conflict and repair harm
- Support cross-system collaboration
- Reduce exclusionary discipline practices

# Juvenile Reentry & Special Education Services

Successful reentry programs are critical for justice-involved youth returning to their communities after placement in treatment facilities or periods of detention. Additionally, specialized legal services for youth with special education needs who are charged as adults address a critical gap in support services.

These purpose areas focus on reducing recidivism, addressing collateral consequences, and ensuring appropriate educational services for vulnerable youth populations navigating complex legal systems.



# Youth Rehabilitation Amendment Act (YRA)

The Youth Rehabilitation Amendment Act (YRA) provides special sentencing provisions for eligible youth, offering opportunities for rehabilitation and the possibility of having records set aside upon successful completion of requirements. Funding in this area supports education and resources related to YRA implementation.

Proposals should focus on helping youth understand the YRA's provisions and supporting them in meeting requirements that can lead to positive outcomes and reduced collateral consequences of justice involvement.

## Educational Resources

Educating youth on the sentencing and set aside provisions of the YRA through accessible materials and information sessions.

## Rehabilitation Support

Providing resources that help youth understand how their behavior and rehabilitation progress can support access to set-aside provisions.

## Victim Services Partnerships

Collaborating with victim services organizations to develop educational materials on the YRA, sentencing process, and victims' roles.

# Juvenile Justice Program Requirements

Successful juvenile justice proposals must clearly demonstrate how the proposed activities directly address delinquency prevention and align with best practices in adolescent development. This includes specific strategies for identifying at-risk youth and preventing deeper system involvement.



## **Youth Identification**

Demonstrate clear methods for identifying at-risk or system-involved youth for program participation

## **Prevention Focus**

Explain how activities will prevent formal entry or further penetration into the juvenile justice system

## **Systems Improvement**

Identify specific ways the work will enhance systems of care for justice-involved youth

## **Developmental Approach**

Demonstrate understanding of adolescent development in direct service proposals

# Criminal Justice Purpose Areas Overview

Criminal Justice Grants purpose areas encompass a range of initiatives designed to enhance public safety, reduce recidivism, and support successful reintegration of justice-involved individuals. These programs address critical needs at various points in the criminal justice continuum.



**Reentry Services**

## **Project Safe Neighborhoods**



**IRAA/Second Chance Implementation**

# Reentry Services

Reentry services focus on supporting individuals transitioning from incarceration back into the community. Effective reentry programs address multiple needs including housing, employment, mental health, and substance abuse treatment to reduce recidivism and promote successful reintegration.



## Pre/Post-Release Planning

Develop comprehensive plans supporting individuals before and after release from correctional institutions



## Mental Health & Substance Abuse

Provide services addressing mental health, trauma, substance abuse and co-occurring disorders



## Case Management

Implement comprehensive case management processes for community-based support services



## Criminogenic Needs

Target specific needs that affect future anti-social or re-offending behaviors



## Reentry Services (continued)

Successful reentry programs incorporate multiple components that address the complex challenges faced by returning citizens. These include staff training, employment support, progress monitoring, and health benefits access to create a comprehensive support system.



### Staff Training

Provide adequate training to successfully implement services for justice-involved individuals



### Employment Support

Implement strategies designed to reduce barriers to employment and increase job readiness



### Progress Monitoring

Capture key indicators of individual progress through data collection and analysis



### Health Benefits

Address access to health benefits for individuals involved in the criminal justice system

# Project Safe Neighborhoods (PSN)

Project Safe Neighborhoods (PSN) is a comprehensive approach to reducing violent crime through strategic partnerships between law enforcement and community organizations. PSN proposals must demonstrate the four key design elements outlined in the Blueprint for Success.



Community Engagement  
Building trust and legitimacy



Prevention & Intervention  
Supporting community-based violence prevention



Focused Enforcement  
Setting strategic priorities



Accountability  
Measuring results and impact

# IRAA/Second Chance Implementation Support

The Incarceration Reduction Amendment Act (IRAA) and Second Chance Amendment Act provide pathways for sentence review for individuals sentenced as teenagers and young adults who have served significant time. These designated funding opportunities support implementation of these important reforms.

**\$200,000**

Reentry Support

Social work school and returning citizen "peer navigator" partnership for reentry support

**\$100,000**

Legal Representation

Law school clinic to represent individuals seeking sentence review under IRAA

**\$150,000**

Implementation Support

Criminal justice policy-focused organization to support IRAA implementation and analysis



# Additional IRAA/Second Chance Support

Additional funding opportunities are available to support individuals serving extreme sentences and seeking sentence review under IRAA and the Second Chance Amendment Act. These grants focus on legal advocacy and creative programming to support successful reentry.

These specialized programs recognize the unique challenges faced by individuals returning to the community after decades of incarceration, providing targeted support to facilitate successful reintegration and reduce recidivism.

## Advocacy & Legal Support

\$350,000 for a grant to provide advocacy and legal support for individuals serving extreme sentences and seeking sentence review.

## Creative Writing & Peer Support

\$200,000 for a grant to support District youth incarcerated as adults through creative writing and peer support for reentry services for sentence review petitioners and recipients.

# Grant Application Process

## **Review RFA Requirements**

Carefully read all application guidelines and eligibility criteria.

## **Prepare Application Materials**

Develop project plans, budgets, and supporting documentation.

## **Submit Complete Application**

Ensure all required components are submitted by the deadline.

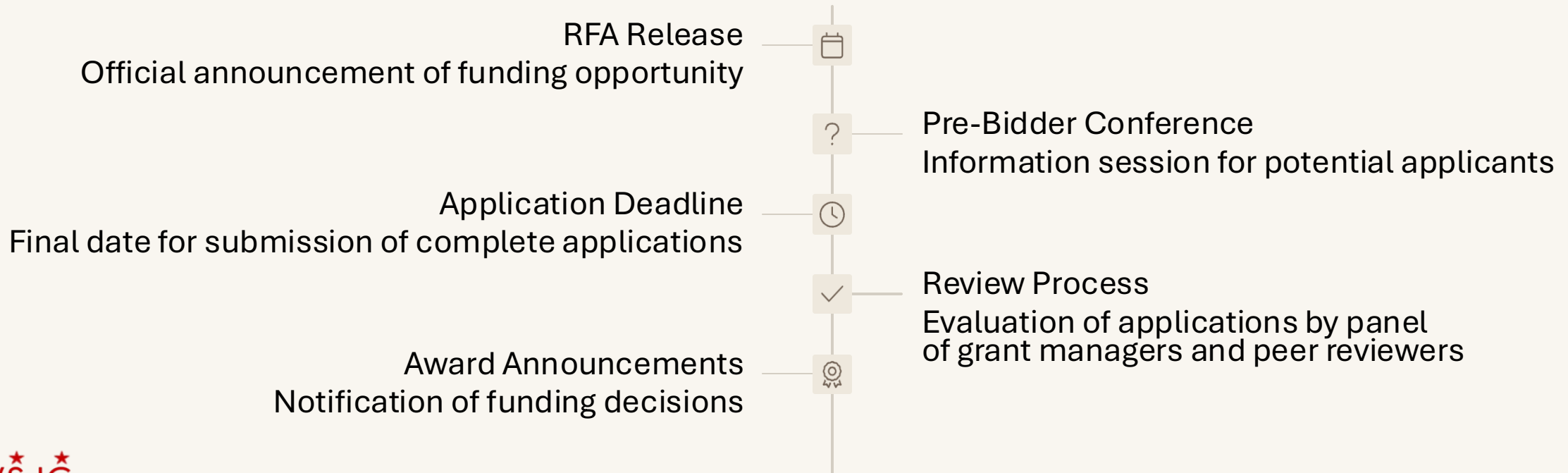
## **Application Review**

Applications are evaluated based on established criteria.

## **Award Notification**

Successful applicants notified and funding process initiated.

# Request For Applications



# Grants Management System

The system integrates all aspects of grant management, allowing for efficient review of applications, award notifications, and ongoing monitoring of funded programs to ensure compliance with all requirements.

## Application Portal

GovGrants serves as the central hub for submission of all required documents and information, with technical support available to assist applicants.

## Review Process

Applications undergo thorough evaluation by subject matter experts using standardized scoring criteria to ensure fairness and objectivity.

## Award Management

Successful applicants receive guidance on grant requirements, reporting obligations, and performance measurement throughout the funding period.

Subaward  
REI\_UT\_2309\_TEST

EGMS ID: AD-REIJG-02 | Status: Activated | Grant ID: GT-REIJG-00001

Overview | Budget | **Actuals** | Management | Terms | Performance | Files | History | Messages

**Actuals Summary**

Budgeted Amount	Spent	Balance
\$53,630.70	\$15,000.00	\$38,630.70
Advance Requested	Advance Applied	Advance Balance
\$0.00	\$0.00	\$0.00
Reimbursed Amount	Reimbursement Balance	
\$15,000.00	\$38,630.70	

**Payment Requests**

Showing 1 to 2 of 2 records

EGMS ID	Subaward ID	Type	Payment Request Amount	Payment Period	Status
PR-REIJG-00	AD-REIJG-01	Reimbursement	\$15,000.00	1/1/2024--3/31/2024	Paid
PR-REIJG-02	AD-REIJG-02	Reimbursement	\$0.00	4/1/2024--6/30/2024	Created

Total Records: 2

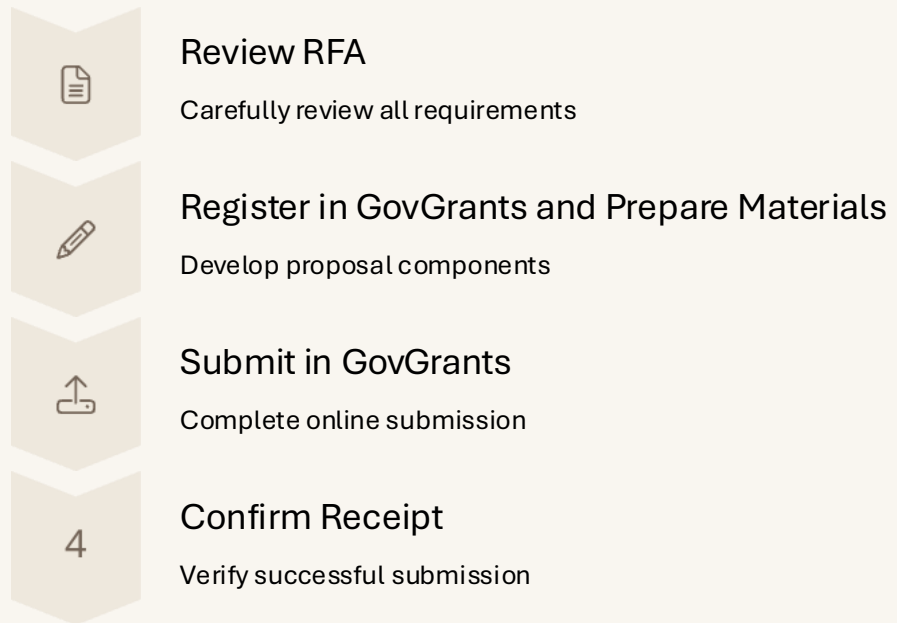
**Payment Summary**

Showing 1 to 9 of 9 records

#	Budget Category	Award Amount	Spent	Balance	Advance Requested	Advance Applied	Advance Balance	Reimbursed Amount	Reimbursement Balance
1	Personnel	\$43,000.00	\$15,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$38,630.70
2	Fringe Benefits	\$7,909.50	\$0.00	\$7,909.50	\$0.00	\$0.00	\$0.00	\$0.00	\$38,630.70
3	Travel/Training	\$215.20	\$0.00	\$215.20	\$0.00	\$0.00	\$0.00	\$0.00	\$38,630.70
4	Consultant/Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,630.70

# Application Process Overview

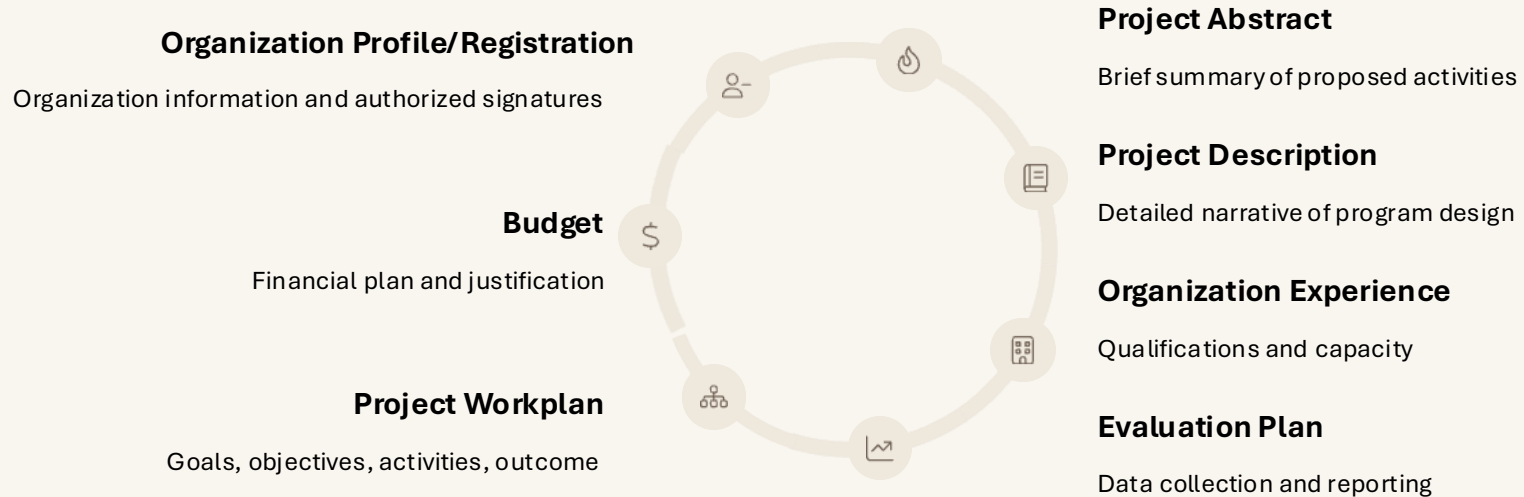
The grant application process involves multiple steps designed to ensure that proposals are complete, compliant with requirements, and submitted by the established deadline. Understanding this process is essential for successful submission.



# Application Sections

A complete grant application consists of several key sections, each designed to provide reviewers with specific information about your organization and proposed project. Understanding the purpose and requirements of each section is critical for developing a competitive proposal.

Each section has specific character limits and formatting requirements that must be followed. Failure to complete any required section or to adhere to these guidelines may result in the application being considered incomplete or ineligible for funding.



Application  
FY26 Reentry Housing Services

Created Submitted

EGMS ID  
AP--118

Status  
Created

\* Required to Save

Overview Budget Proposal Forms and Files History

▲ RFA Questions

▲ > Do you have a valid license/certification to operate your business in the District of Columbia? (Please note you are required to have a license/certification grant award.)  
If no, please apply with Department of Licensing and Consumer Protection at <https://dlcp.dc.gov/service/get-business-license>

--None--

▲ > Are you currently a registered vendor in the DIFS Supplier Portal? (Please note you must be a registered vendor in DIFS to receive a grant award <https://cfo.dc.gov/page/supplier-portal>)

--None--

▲ > What percent of your organizational budget are you seeking to cover with this application?

▲ > Does your organization receive other funding or has applied for funding to do similar work for in the current fiscal year?  
If yes, please list the funding entity, award amount and the award start and end date

▲ > ABSTRACT: A brief description of the project including key activities, population targeted and number to be served.  
Example: Provide case management to 40 male returning citizens across the District focusing on Wards 7 & 8.  
Example: Provide trauma-informed mental health services to 50 justice-involved individuals throughout the District.

# Electronic Application Overview

The GovGrants Electronic Grants Management System provides a streamlined application process for organizations seeking funding. This digital platform allows applicants to submit comprehensive proposals that address critical needs in juvenile and criminal justice programs throughout the District.



## User-Friendly Interface

The GovGrants platform offers an intuitive experience for completing all application components.



## Time-Saving Features

Save progress and return to complete sections at your convenience before the deadline.



## Secure Submission

All application materials are transmitted securely with data protection measures in place.



## More Automation

Budgets, standard assurance forms, and other grants forms are now automated.

# Organization Profile/Registration

Organization registration is replacing the applicant profile in FY26. Registering and setting up your organization profile collects essential information about your organization such as contact information, organizational details, and certification of eligibility to receive District funds.

If you already have an account from FY25, there is no need to register again.

**\*The person who registers for your organization must be the authorized signatory\***

## Required Information to Register

- UEI Number
- Business license expiration date
- Tax ID/EIN number
- Org contact information
- Authorized signatory contact information

## Additional non-required information

- Vendor number (supplier number in DIFS)

The screenshot displays a web form for organization registration. At the top, there are tabs for 'Organization Profile' (active) and 'Files'. Below the tabs is a section titled 'Organization Information' with a sub-header 'Please fill in the following fields in order to create your organization profile in the system'. The form contains several input fields: EIN (empty), Unique Entity Identifier (UEI) (QL6CL2BZJH36), External Organization (BOYS TOWN WASHINGTON D.C. INC.), Type (Business or Organization), Phone Number (empty), Fax (empty), SAM Expiration Date (Sep 4, 2025), Organization FY End Date (12/31), and Business License Expiry Date (empty). Below this is the 'Organization Address' section with the sub-header 'This is the address associated with the above UEI number as listed in SAM.gov'. It includes fields for Address Line 1 (4801 SARGENT RD NE), Address Line 2 (empty), State (DC), Congressional District (098), Zip Code (20017), and 4-Digit Zip Code Extension (2841). The final section is 'Payment Address' with the sub-header 'Please enter the Payment address if different from the Organization address.' It contains a dropdown for 'Same as Organization Address?' (set to --None--) and an empty 'Address line 1' field.

# Project Abstract Guidelines

The Project Abstract provides a concise summary of your proposed project, including key activities, target population, and the number of individuals to be served. This section gives reviewers an immediate understanding of your project's scope and intent.

An effective abstract clearly communicates the essence of your project in a brief format, highlighting the most important elements without unnecessary detail. It should be specific, measurable, and aligned with the purpose area you're applying under.

## Key Components

Brief description of the project including all key activities that will be implemented

## Target Population

Clear identification of who will be served, including relevant demographic or geographic information

## Service Numbers

Proposed number of individuals to be served during the grant period

**"Provide trauma-informed mental health services to 50 justice-involved individuals throughout the District."**



# Project Description Requirements

The Project Description is the heart of your application, providing a comprehensive overview of your proposed activities and how they will address identified needs. This section has a 30,000-character limit and should thoroughly explain all aspects of program design and implementation.

A strong project description demonstrates clear alignment between community needs, proposed activities, and expected outcomes. It should be specific about implementation details while showing how the project advances both organizational mission and OVSJG priorities.



# Trauma and Community Informed Approaches

Successful applications must demonstrate how proposed services incorporate both trauma-informed and community-informed approaches. These frameworks ensure that programs address the impact of trauma while meaningfully involving stakeholders in program design and implementation.

Applicants should detail specific strategies for implementing trauma-informed care principles and describe processes for gathering and incorporating community input throughout the project lifecycle.

## Trauma-Informed Services

Describe how proposed services recognize and respond to the impact of trauma, creating environments that promote healing rather than re-traumatization. Include specific strategies staff will use and how these approaches will be monitored throughout implementation.

## Community-Informed Design

Explain how your organization meaningfully involves both internal stakeholders (staff, board) and external community members (participants, partners) in program design and proposal development. Detail specific mechanisms for gathering and incorporating community input.

# Organization Experience & Qualifications

This section establishes your organization's capacity to successfully implement the proposed project based on relevant experience, qualifications, and partnerships. Reviewers will assess your ability to effectively serve the target population and achieve stated outcomes.

Strong applications demonstrate a track record of success with similar projects or populations while highlighting collaborative relationships that enhance service delivery and create comprehensive support systems for participants.



## Qualifications & Experience

Provide evidence of your organization's ability to address the needs of the target population through relevant experience, expertise, and demonstrated capacity to achieve identified outcomes.



## Support & Partnerships

Include MOUs or letters of support from partners, evidence of successful collaboration, and connections to other service providers that create a comprehensive continuum of care for participants.



## Implementation Capacity

Demonstrate that your organization has the necessary infrastructure, staffing, and systems to effectively implement the proposed project and achieve stated outcomes.

# Evaluation and Data Collection Plan

A robust evaluation and data collection plan is essential for monitoring program implementation, measuring outcomes, and demonstrating impact. This section should detail specific methods for gathering, analyzing, and reporting data throughout the grant period.

Effective plans include both process and outcome measures that align with program goals while describing how data will be used to improve service delivery and inform program adjustments as needed.



## Data Collection Methods

Specific tools and processes for gathering quantitative and qualitative data on program activities and outcomes



## Analysis Approach

How data will be analyzed to assess progress toward goals and identify areas for improvement



## Reporting Procedures

Systems for documenting and reporting required measures to OVSJG and other stakeholders



## Continuous Improvement

How evaluation findings will inform and enhance ongoing service delivery and program design

# Project Work Plan

The Project Work Plan provide a structured framework for understanding how program activities will lead to desired outcomes. This visual representation helps reviewers understand the logical connections between objectives, activities, and outcomes.

Using the provided template ensures that all required elements are included and presented in a consistent format that facilitates review and comparison across applications.

## Project Work Plan Components

- Project Goal: a statement that explains the expected outcome of a project
- Objectives: Proposed objectives must describe a measurable outcome
- Activities: Specific services or interventions
- Outcomes: Changes resulting from activities

### APPENDIX B: Project Work Plan

**Instructions:** Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome rows. Do not add or make changes to section headings.

**[Insert Agency Name]**  
**Project Workplan**

<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>				

# Goals, Objectives, and Activities Format

Clear, measurable goals and objectives are essential components of a strong application. This section should articulate what your project aims to achieve and how progress will be measured, with specific activities that support each objective.

Following the recommended format ensures that goals, objectives, and activities are logically connected and presented in a way that clearly demonstrates how implementation will lead to desired outcomes.

Goals should be broad statements about desired change, while objectives must be SMART (Specific, Measurable, Achievable, Relevant, Time-bound). Activities should clearly support objectives with specific actions that will be implemented.

**Goal 1:** To ensure homeless returning citizens are placed in housing immediately after release to ensure their successful reintegration to society.

**Objective 1:** In FY 2026, provide temporary housing for 75 returning citizens.

**Activity 1:** Conduct intake assessments with potential client's pre-release.

**Activity 2:** Develop reintegration plans for each client placed in housing.

**Outcome 1:** Successfully ensure the housing security for returning citizens, as measured by the percentage of housed clients who met at least two of their goals in their reintegration plan.

# Funding Request Guidelines

When preparing your funding request, it's essential to ensure alignment with eligible program areas and to develop a reasonable budget that reflects the scope and scale of proposed activities. Most purpose areas do not have funding caps, but requests should be justifiable.

For specialized programs like IRAA/Second Look Act, specifics are detailed in the RFA, and grant managers will provide additional guidance on budget development and allowable costs.

## Verify Eligibility

Ensure your project falls under one of the identified program areas before developing a full proposal

## Explore Alternatives

If your program is not eligible, explore other funding opportunities through the District's Grant Clearinghouse

## Develop Reasonable Budget

While most areas have no funding cap, ensure your request is reasonable and justified by program scope

# Budget Development Overview

A well-developed budget is a critical component of your grant application, providing a financial roadmap for project implementation. The budget should align with proposed activities while demonstrating responsible stewardship of grant funds.

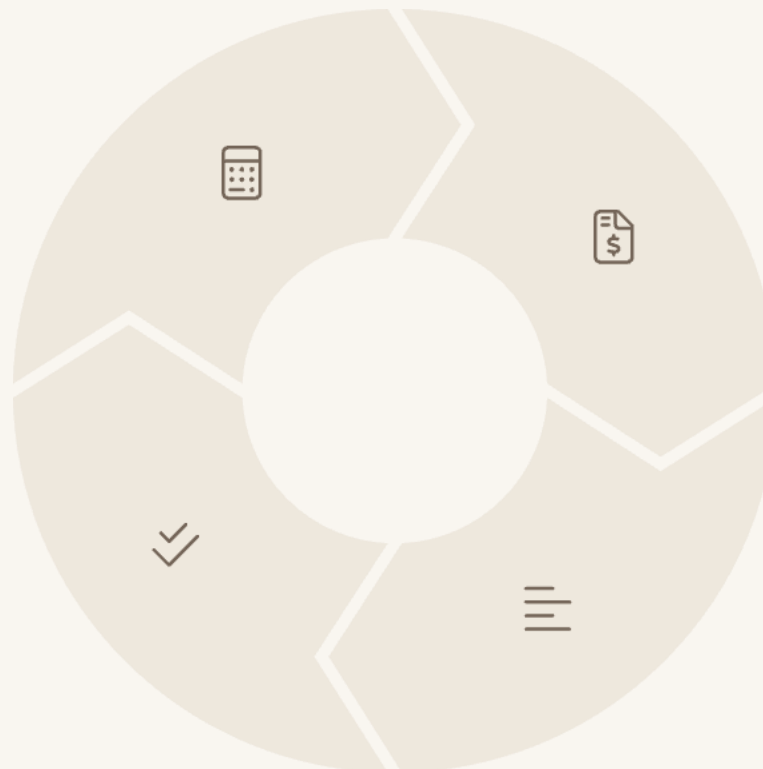
OVSJG provides specific for budget development to ensure consistency across applications and compliance with District and federal requirements for allowable costs and financial management.

## Cost Estimation

Determine realistic costs for all project components

## Review & Refinement

Ensure alignment with project activities and requirements



## Budget Development

Complete required tool with detailed line items

## Narrative Justification

Explain the necessity and calculation of each cost

# Direct Client Assistance/Flex Funds Guidelines

When applying for direct client assistance/flex funding, it's important to understand the specific guidelines that govern the use of these flexible funds. These parameters ensure that resources are used appropriately while allowing for reasonable administrative costs.

Applicants must clearly distinguish between individualized flex funding that responds to assessed client needs and general supply costs that serve multiple clients. This distinction is critical for compliance with funding requirements.



## Allowable Costs

Reasonable administrative and operational costs may be requested to support program implementation



## Prohibited Uses

Cash assistance is NOT allowable under any circumstances



## Individual Assessment

Funds must respond to assessed needs of individual returning citizens



## General Supplies

Separate from flex funding for non-individualized needs of multiple clients

# Budget Development Best Practices

Creating an effective grant budget requires attention to detail and alignment with both program activities and funding requirements. Following best practices helps ensure that financial plans are realistic, compliant, and supportive of successful program implementation.

A well-developed budget demonstrates fiscal responsibility while providing sufficient resources for all proposed activities. It should be detailed enough to show how funds will be used while remaining flexible enough to accommodate reasonable adjustments during implementation.



## **Align with Activities**

Ensure every budget item directly supports activities in your work plan



## **Provide Clear Justification**

Explain calculation methods and necessity for each line item



## **Verify Allowability**

Confirm all costs are allowable under grant guidelines before inclusion



## **Use Realistic Costs**

Base estimates on research, quotes, or historical data rather than guesses

# GovGrants Budget Tool

OVSJG now only accepts budget submissions in the GovGrants budget tool. This is an interactive fillable form that auto calculates your organizations inputs for total costs per line and each budget category.

Proper completion of this tool is essential for application review and, if funded, for ongoing financial management and reporting. Applicants should carefully follow all instructions shared in the RFA and ensure that budgets are realistic, allowable, and aligned with proposed activities.

## Budget Components

- Personnel costs (salary and fringe)
- Consultants and contractors
- Travel and transportation
- Supplies and equipment
- Operating costs
- Indirect costs (if applicable)
- Match requirements (if applicable)

Subaward budget

Showing 1 to 9 of 9 records \* Records are sorted by Row Number ascending order

	Budget Category	Award Amount	Cash Match	Non-Cash Match	Total Match	Total Project Cost
1	Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Add/View Line Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Consultant/Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Direct Client Assistance (Flex Funds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Operating Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Grand Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total Records: 9

# Application Checklist Overview

The Application Checklist serves as a tool to ensure that all required components are included in your submission. Using this checklist helps prevent common errors that could affect application completeness or compliance with requirements.

Reviewing this checklist before final submission can identify any missing elements or areas that need additional attention. This simple step can significantly improve the quality and competitiveness of your application.



The Application Submission Checklist is provided in the RFA and includes all required components organized by section. Use this tool to verify that your application package is complete before submission in GovGrants.

# Application Checklist

## APPENDIX A: Application Submission Checklist

### What an Application Must Include Checklist

Applicants that do not submit all Mandatory General Requirements into [GovGrants](#) by the deadline of June 24, 2025 at 11:59PM, ET will not be reviewed. Unsolicited grant proposals will not be accepted nor considered for funding consideration received past the submission deadline.

### Mandatory General Requirements:

- Active SAM Registration and Unique Entity ID #
- Abstract
- Project Narrative
  - Project Description
  - Evidence Based or Evidence Informed
  - Trauma Informed
  - Community Informed
  - Organization, Experience, and Qualification of Applicant
  - Data and Evaluation
- Project Work Plan
- Budget
- Letters of Support/Memoranda of Understanding (MOU)
- Audited Financial Statements of the organization's most recent Fiscal Year. \*  
*\*\*\*Failure to submit current audited financial statements may lead to an automatic rejection of the application. Current OVSJG grantees must be in compliance with this requirement at the time of grant application. However, if the organization is deemed eligible and awarded grant funds under this or any RFA released by OVSJG future grant funds will be withheld until full compliance with this requirement.*
- Disclosure of Legal Proceedings

### Additional Administrative Requirements (All Applicants)

#### **Additional Administrative Requirements (All Applicants)**

- IRS 501 (c) (3) Determination Letter (if applicable)
- *Current* DC Business License
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- DC Clean Hands Certificate
- Tax Affidavit
- Roster of Board of Directors
- Key resumes and job descriptions
- NICRA
- Applicable staff license or certification required to perform services

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

# Proposal Scoring







Understanding how proposals are scored helps applicants develop stronger applications that address all evaluation criteria. OVSJG uses a standardized review process with specific scoring rubrics to ensure fair and consistent evaluation across all submissions.

Project Abstract	2.5%
Project Narrative	50%
Budget	30%
Workplan	15%
Letters of Support	2.5%

# Proposal Preparation Tips

Successful grant applications result from careful preparation and attention to detail. Following these tips can help ensure that your proposal is complete, compliant, and competitive in the review process.

Starting early and seeking clarification on any questions are particularly important strategies for avoiding last-minute issues that could affect submission quality or timeliness.

-  Register/Set-up Organization Profile in GovGrants  
Ensure the Authorized Official initiates registration
-  Answer All Questions  
Respond to every question in the RFA without skipping sections
-  Use Provided Templates  
Utilize the required formats for budget, project work plan, and other components
-  Adhere to Character Limits  
Stay within specified limits without submitting excess attachments
-  Ask Questions Early  
Submit questions to [ovsjg.RFAquestions@dc.gov](mailto:ovsjg.RFAquestions@dc.gov) well before the deadline
-  Start your Application Early  
Begin in GovGrants at least 48 hours before the deadline

**Register Here!**



# Grant Management Resources

OVSJG provides comprehensive resources to support both applicants and grantees throughout the grant lifecycle. Familiarity with these materials helps ensure compliance with all requirements and successful program implementation if funded.

These resources cover everything from application development through grant management and reporting, providing guidance on policies, procedures, and best practices for effective grant administration.

## Grants Management Policies

Comprehensive document outlining all requirements and procedures for OVSJG grants. Available at: [OVSJG Grants Management Policies and Procedures](#)

## Grant Management Resources

Collection of tools, templates, and guidance documents for effective grant administration. Available at: [OVSJG Grants Management Resources Page](#)

## Federal Guidance

Federal Uniform Grant Guidance (2 CFR 200) applicable to federal awards administered by OVSJG

## Training Resources

Webinars, guides, and technical assistance materials for applicants and grantees. Available at: [OVSJG Training and Technical Assistance Resources](#)

# Application Deadline Reminder

All applications must be submitted through the GovGrants system by the established deadline. Late submissions will not be accepted, regardless of the reason, so planning ahead is essential to ensure successful application.

Technical issues can arise during the submission process, which is why OVSJG strongly recommends beginning submission at least 48 hours before the deadline. This allows time to address any problems that may occur.



Deadline Date

**June 24, 2025**



Deadline Time

**11:59 pm Eastern Time**



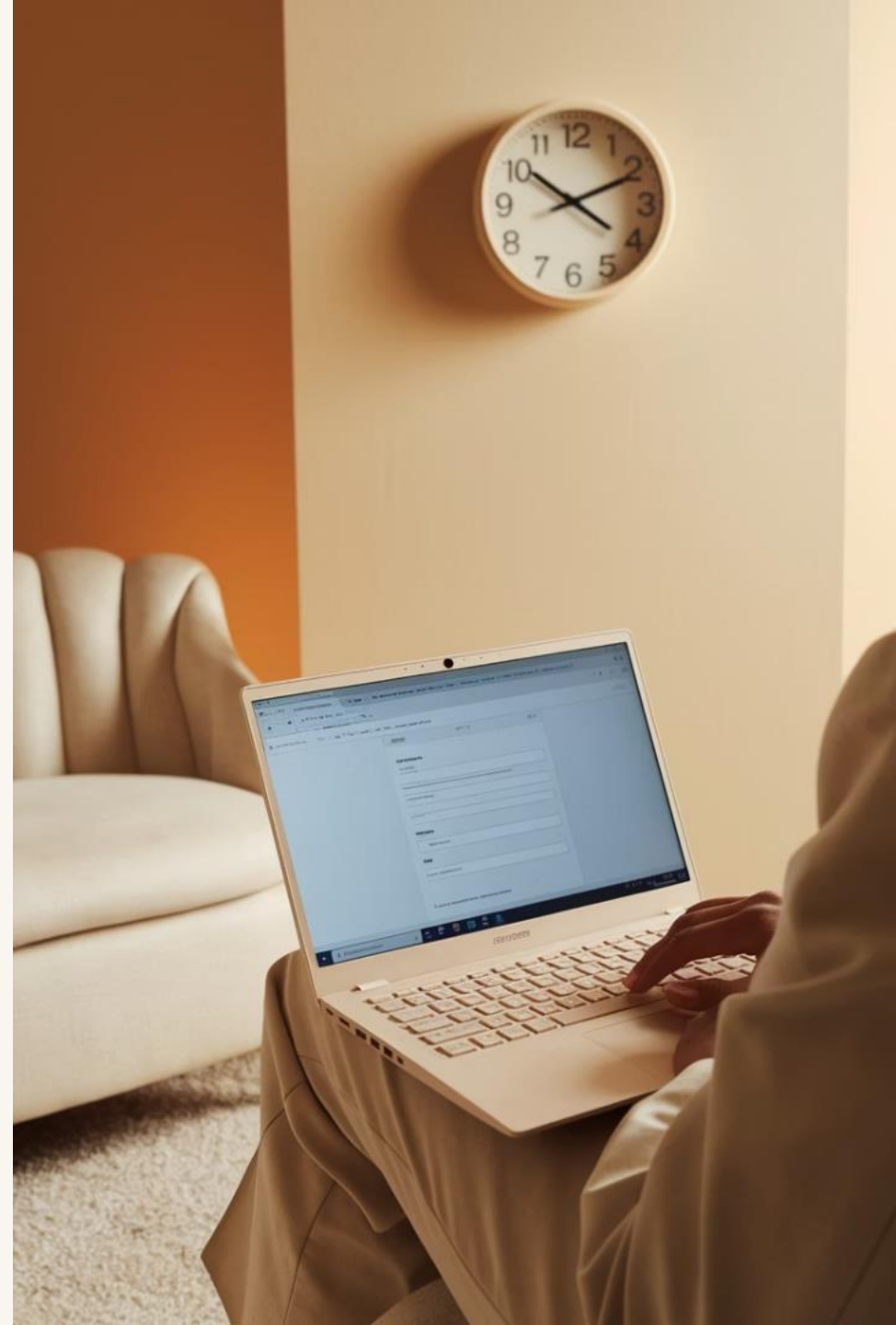
No Extensions

**Late submissions will not be accepted**



Technical Support: Weekdays 9am- 5pm

GovGrants: [OVSJGEGMS@DC.GOV](mailto:OVSJGEGMS@DC.GOV)



# Information and Questions

## Questions About the RFA

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to [ovsjg.rfaquestions@dc.gov](mailto:ovsjg.rfaquestions@dc.gov)

**Send email by: June 13, 2025 5pm ET**  
**Attn: FY 2026 JG Consolidated RFA Inquiry**

## FAQs and Responses

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

## Application Submission

Submit online applications at:  
[GovGrants Portal](#)

**OVSJG Website:** <http://ovsjg.dc.gov>

OVSJG is committed to providing clear information and support throughout the application process. Questions about the RFA should be submitted in writing to ensure all applicants have access to the same information. Responses to questions that may benefit all applicants will be posted publicly on the OVSJG website.

Remember that the deadline for questions is June 13, 2025, which allows time for responses to be provided well before the application deadline of June 24, 2025.

# Stay Connected



**OVSJG Website:** <http://ovsjg.dc.gov>

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**Phone:** (202) 727-0605

**Email:** [ovsjg@dc.gov](mailto:ovsjg@dc.gov)

**Twitter/X:** @OVSJG\_DC

Thank  
you!