



**FY 2017 CONSOLIDATED
COMMUNITY CORRECTIONS (REENTRY) AND
JUVENILE DELINQUENCY (PREVENTION) PROGRAM
REQUEST FOR APPLICATIONS (RFA) 2017-01**

RELEASE DATE: JUNE 6, 2016

APPLICATION DUE DATE: JULY 6, 2016

Hard copies of the application will not be accepted. To access electronic Grants Management System (eGMS), click on www.zoomgrants.com or <http://ovsjg.dc.gov/page/request-applications-1>.

First time applicants must log-in to Zoomgrants™ to obtain userid and password.

For Zoomgrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 a.m. – 7 p.m. CST

Eligibility: Qualified nonprofit organizations (Category 1) & District government agencies only (Category 2). An online technical assistance session for potential applicants is scheduled for Thursday, June 9, 2016 from 11 a.m. – noon.

Conference call in number: (866)732-5963/ participant code: 37936394

Program Contacts:

Byrne Justice Assistance Grant
Title II Formula Grant

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All inquiries must be submitted to ovsjg@dc.gov by June 15, 2016, with subject reference: “Community Corrections and Juvenile Delinquency RFA 2017-01”.

BACKGROUND: District of Columbia's Office of Victim Services and Justice Grants (OVSJG) mission is to lead, coordinate, and fund programs in the District that serve crime victims, prevent crime, and improve the administration of justice for victims and offenders. OVSJG also provides policy making expertise, advice, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence. OVSJG is also responsible for overseeing the programmatic strategies and coordinating grant-making efforts for victim service and justice grants programs as well as the Access Justice Initiative. OVSJG's FY 17 priorities for justice grants programs, and for the purpose of RFA 2017-01 are: community corrections (juvenile and adult reentry) and juvenile delinquency (prevention). For more information about OVSJG's grant funded opportunities, refer to the website <http://ovsjg.dc.gov>

Additional Resources: Refer to Office of Justice Programs www.ojp.gov for summary of community corrections and juvenile delinquency prevention programs related to Bureau of Justice Assistance (BJA) and Office of Juvenile Justice and Delinquency Prevention (OJJDP) programs.

ELIGIBILITY: OVSJG announces the availability of funds (RFA 2017-01) to implement culturally-competent and community-based services within two priority/purpose areas: (1) Community Corrections (Reentry); and (2) Juvenile Delinquency (Prevention) programs. Applicants are encouraged to implement data-driven and scientific-based practices to enhance community-based services, and to address mental health and substance abuse needs of program participants. Applicants are encouraged to partner with District agencies for referrals and program coordination. Nonprofit organizations (Category 1) and District government agencies (Category 2) are eligible to apply for up to \$100,000. Eligible entities must have capacity to provide services to District residents effective October 1, 2016 through September 30, 2017. Nonprofit organizations are eligible to apply only for direct services. District government agencies are eligible to apply for planning/evaluation or technology related strategies.

FUNDING: Only ONE application per entity will be awarded under the OVSJG CONSOLIDATED COMMUNITY CORRECTIONS (REENTRY) AND JUVENILE DELINQUENCY (PREVENTION) PROGRAMS RFA 2017-01. Local and Federal resources may be utilized to fund programs proposed under RFA 2017-01 from October 1, 2016 to September 30, 2017. Multiple year funding is contingent on availability of future federal and local funds awarded to the District's OVSJG.

TARGET POPULATION: Reentry programs must address pre-and post-release status of youth or adult population from correctional /juvenile facilities. Juvenile Delinquency Prevention Programs must address needs of youth under 21 years of age in community-based settings. For the purpose of RFA 2017-01, District or Federal agency partnerships may be outlined in the form of a support letter, memorandum of understanding (MOU) or agreement to access secured facilities for intake/referral of program participants. Applicants must agree to submit performance measures and program data on-line to meet special conditions for both federal and local funding source.

Additional Resources: www.bjaperformancetools.org or visit www.ojp.gov .

PROGRAM REQUIREMENTS

Applicant must:

- ❖ define target population proposed under community corrections (reentry) or juvenile delinquency (prevention) programs;
- ❖ be willing to designate a program staff (ie., reentry coordinator) to conduct intake for the target population and have organizational capacity to serve at least 50 program participants during a twelve-month period;
- ❖ must designate a program staff to communicate progress with OVSJG;
- ❖ provide services in community-based settings;
- ❖ define the point of entry for program participants within a criminal/juvenile justice system;
- ❖ address mental health and substance abuse needs of program participants;
- ❖ emphasize a public health and trauma-informed case management plan;
- ❖ demonstrate that intake assessments and continuity of care plans are administered for participants;
- ❖ provide program and fiscal data as requested by OVSJG to meet local and federal requirements;
- ❖ be willing to participate in process evaluation from an action research perspective to inform policy and program development of effective initiatives that will be funded separately by OVSJG;
- ❖ agree to collect and track minimum data elements as required, and track program efforts into OVSJG's Efforts To Outcome (ETO) database;
- ❖ agree to participate in all OVSJG sponsored technical assistance and meetings (pre- and post-award); and
- ❖ demonstrate that funding will be used to improve and/or expand existing services in partnership with stakeholders.

REQUIRED COLLABORATIONS

- ❖ Letter of commitment from stakeholders is required from applicants. Letters must identify the roles and responsibilities of all parties, the commitment period, point of contact for each partner, need of the referral partners, and any other necessary information. Proposals must demonstrate a seamless referral process and highlight organization's ability to leverage other resources. **Letters must be addressed to OVSJG Director Michelle Garcia.**
- ❖ A Memoranda of Understanding or Memoranda of Agreement with criminal/justice systems requiring access to secured, residential facilities must be in place within the first three months of the grant period. OVSJG will develop MOU and assist in its execution. Any partnerships described in letters of commitment should be formalized by this time.

PRIORITY /PURPOSE AREAS: Data-driven and proven practices must be implemented to address and target one of the following purpose areas.

(1) Juvenile Delinquency: Strategies must include services for youth prior to entering the juvenile justice system. Applicants must be able to respond efficiently to reflect a youth-centered, and research-informed approach. Treatment of trauma, mental health, and substance abuse should be integrated into interventions and response programs as needed to further address risk and protective factors among youth and their families. Program components must include case management to encourage positive-socialization and skills development process for the youth, along with evidence of family support and/or adult involvement.

(2) Community Corrections: Reentry Strategies must include services to address mental health, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal /juvenile justice system. Target population must be a subset of individuals incarcerated as an adult or under supervision of juvenile system and be targeted for release into the District's communities within three months. Applicants must be able to document a comprehensive case management process for providing services with community support services (with fast track referrals) and to treat individuals pre- and/or post-release from correctional/juvenile institutions for a period of six months during a twelve month grant performance period. Specifically, applicants must be able to target criminogenic needs that affect future anti-social or re-offending behaviors; provide adequate staff training to successfully implement services for individuals involved in criminal justice system; provide supportive strategies designed to reduce barriers to employment; capture key indicators of individual progress; and address access to health benefits for individuals involved in the criminal justice system and with mental health, substance abuse issues and/or co-occurring disorders. Personnel assigned to this project, including applicant's staff and volunteers, must agree to complete mandated trainings required by District or federal agencies to gain access to secured facilities to be able to engage persons who are incarcerated.

(3) Planning/Evaluation/Information Sharing (District agencies only – Category 2): Strategies must be associated with planning and adoption of new services; addressing gaps in District policies and/or capacity building for information-sharing and data collection initiatives for target population. Applicants must be able to provide policy recommendations to encourage interagency collaboration and planning meetings with collaborators involved in addressing community corrections and juvenile delinquency prevention programs.

NOTE: Applicants must identify eligibility for applying in Zoomgrants as Category 1 (nonprofits only) or Category 2 (District agencies) proposals in Zoomgrants™.

SUBMISSION REQUIREMENT: Applicants may submit multiple proposals; however, only one award will be made to an entity in response to RFA 2017-01. Exception will be made for District agencies to administer pass-through grants such as Sex Offender Registry Notification Act (SORNA), Prison Rape Elimination Act (PREA), Title II formula funds, Residential Substance Abuse Treatment (RSAT) and Paul Coverdell. Participant referrals must be targeted to serve District residents or residents who are returning to District's communities after a period of incarceration (adult/youth reentry focus). Services may be offered outside of the District.

All applicants are required to submit the application online to OVSJG's electronic grants management system (eGMS) www.zoomgrants.com or <http://ovsjg.dc.gov/page/request-applications-1>. Hard copies of the application will not be accepted. Applicants must respond to all questions in Zoomgrants™, and designate funding request based on source(s); purpose areas; and category 1 or 2. Further instructions are provided in Zoomgrants™.

INQUIRIES: All inquiries to this RFA should be submitted by via email to ovsjg@dc.gov by June 15, 2016 with “Community Corrections and Juvenile Delinquency RFA 2017-01” in the subject line.

ATTACHMENTS: Applicants are encouraged to respond to questions directly in Zoomgrants . All information requested in Zoomgrants must be complete to include: (1) APPLICATION QUESTIONS TAB with an abstract, project narrative, performance measures, workplan, evaluation, sustainability plan; (2) BUDGET/BUDGET NARRATIVE; and (3) DOCUMENTS with additional required certifications and other attachments. Attachments such as policies/procedures, support letters, resumes may be identified as such to accommodate peer review process. Templates of required attachments with signatures are available in ZoomgrantsTM. Please submit documents with authorized official’s signature on certified assurances. Please review the application checklist provided.

FINANCIAL STATEMENTS: All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

BUSINESS LICENSE/PRE-QUALIFICATION CRITERIA: All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant’s business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant’s tax status. Applicants must have valid Employment Identification Number (EIN), DUNS number and SAM registration.

DISCLOSURE OF LEGAL PROCEEDINGS: All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicants’ authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

- 1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or
- 2) been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

AWARD DECISIONS AND NOTIFICATION: OVSJG follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant.

OVSJG will notify all applicants of the final award decision no later than September 1, 2016 pending notification to OVSJG of the federal award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

PAYMENT PROVISIONS: The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a cost-reimbursement basis only. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

RESTRICTIONS ON THE USE OF FUNDS: NOTE: The Office of Justice Programs Financial Guide serves as a reference manual for all OVSJG sub-grantees. Effective FY 17, OVSJG will provide technical assistance on new financial control and policy guidance administered by The Office of Management and Budget(OMB). OMB's NEW Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) became effective December 26, 2013, and is to be implemented by federal agencies one year after its effective date, December 26,2014. This new guidance, 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website (www.ecfr.gov). The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as U.S. Department of Justice (DOJ) regulations.

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Guidance delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia City-Wide Grants Manual and Sourcebook. This section applies to cost principles referred to as OMB A-110, A-21,A-87, A-122 and A-133 in previous OVSJG RFAs. Revised certified assurances will be provided by OVSJG as they become available prior to project start date 10/1/16.

FUNDING TO FAITH-BASED ORGANIZATIONS: Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVSJG funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

CIVIL RIGHTS REQUIREMENTS: Successful applicants must be able to demonstrate compliance with Federal and District Civil Rights Requirements. If applicant is selected for a grant award, relevant staff will be required post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the District of Columbia Language Access Act. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who

speaking little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program.

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 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

NON-DISCRIMINATION IN HIRING AND/OR DELIVERY OF SERVICES AND DISCRIMINATION REPORTING: In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVS within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

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

INSURANCE REQUIREMENT: If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on insurance documentation and requirements at the time of award.

ADDITIONAL REQUIREMENTS: OVSJG reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the City-Wide

Grants Manual and Sourcebook. OVSJG will provide written notice of any additional requirements at the time of the award.

1. OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
2. This RFA does not commit OVSJG to award grants or sub grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
3. OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
5. OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

BUDGET/BUDGET NARRATIVE: Applicants are encouraged to submit budget/budget narrative in Zoomgrants. Applicants are encouraged to include job description of assigned staff, resumes, line item/unit cost for services as supporting documents. For list of allowable costs, refer to <http://www.ojp.usdoj.gov/financialguide/> . 10% of the total OVSJG funding may be directed for administrative/operating costs. Match is not required for nonprofit organizations applying for ByrneJAG or Title II formula funds; however, applicant must submit a plan to leverage other funds and sustain program beyond OVSJG funding period. 25% is required for RSAT (District agencies only)

STANDARD CERTIFICATIONS AND ASSURANCES: See attachments in Zoomgrants.

APPLICATION CHECKLIST: The following information constitutes a complete response to this RFA 2017-01 and must be submitted before the deadline:

General Requirements:

- 1 original submitted in Zoomgrants™ signed by the Authorized Official
- Signed Applicant Profile
- Project Description:
 - Abstract
 - Narrative
 - Performance Measures
 - Statement of Qualifications
 - Evaluation Plan

Sustainability Plan

- Project Budget/ Budget Narrative and applicable Match Budget (if applicable)
Applicant match is not required by non-profits applying for Byrne or Title II.
25% match is required for RSAT (District agency only).
- Project Workplan / Logic Model
- Letters of Commitment / MOUs

Administrative Requirements:

- Audited Financial Statement with Management Letter
- IRS 501 (c)(3) Determination Letter and/or Business License
 - DUNS, EIN #
 - Registration as DC business
 - Ariba Supplier Identification, if available.
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Roster of Board of Directors (if applicable)
- Key Resumes and Job Descriptions

Additional Documents (include as other attachments)

- Evaluation reports of program, if applicable.
- Applicant Policies and Procedures Manual
- www.sam.gov registration screenshot