

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor



OFFICE OF VICTIM SERVICES

FY 2016
Request for Applications:
Victim Services Hotline

IMPORTANT NOTICE

Application Deadline: May 15, 2015
OVS's electronic Grants Management System (eGMS)
ZoomGrants™

*Hard copies of the application will not be accepted

To access ZoomGrants™ click on <http://www.ovs.dc.gov>

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I. Introduction

The Executive Office of the Mayor, Office of Victim Services and Justice Grants, Office of Victim Services (OVS), provides Federal and District funding to local initiatives that address issues of violent crime, public safety and criminal justice. OVS is also responsible for monitoring grantees for compliance with federal and district regulations working to build a comprehensive network of services for the citizens of the District of Columbia.

The Office of Victim Services is pleased to announce that it is seeking applications to establish a twenty-four hour hotline for victims of crime.

Availability of Funds

The funding period is **October 1, 2015 through September 30, 2016**. 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 expiration of the project period are not allowable. The Office of Victim Services reserves the right to negotiate alternative funding dates if needed.

The Office of Victim Services also reserves the right to, without prior notice, reduce or cancel the program listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the program area and budget amount in the awarded, grant, grant agreement, or Memorandum of Understanding are contingent on continued District funding, grantee performance and in accordance with applicable sections within the grant award and/or agreement.

Priority Consideration

The Office of Victim Services will give priority consideration to those projects that:

- Utilize an internet based IP phone system;
- Demonstrate the ability to have text and chat functionality in addition to telephone functionality;
- Include a full-time, senior staff level hotline coordinator; and
- Include a formal Memorandum of Understanding with the following crisis services: the entity that manages the crisis domestic violence services, including the organization that manages the On-Call Advocacy Program (OCAP), the entities that manage advocacy and medical forensic services for victims of sexual assault and domestic violence, and the entity/ies that manage crisis response to victims of homicide, including the organization that manages the collaborative death identification protocol at the Office of the Chief Medical Examiner.

Application Deadline

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services **no later than 3:00 p.m., May 15, 2015**. Applications received 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. <http://ovs.dc.gov/publication/request-applications-fy2013-ovs>

Any proposal received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding.

II. Local Appropriation (LOCAL): Victim Services Hotline Initiative

Purpose

The purpose of Locally Appropriated Funds in this solicitation is to establish a 24/7/365 victim services hotline in the District of Columbia that will be able to professionally and efficiently direct callers to appropriate services and provide callers with relevant and appropriate information. The organization who manages this hotline should be able to provide professional services to callers without regard to language access, reach underserved and marginalized populations, design a quality assurance system, and establish an ongoing training program for hotline staff and allied partners.

Eligible Applicants

Eligible applicants are established coalitions, non-profit, community-based organizations located in the District of Columbia.

Match Requirement

There is no match requirement for these funds.

Letters of Support

All applications must include at least 3 letters of support. Memoranda of Understanding are preferred. Letters should be representative of a multi-disciplinary support base that includes the communities that will benefit from the service and demonstrate the need, the intended use and expected results from the use of the grant funds.

Mandatory Program Requirements

The establishment of an effective victim services hotline will be a multi-year project. Funds will be made available in FY2016 to include hiring, training, and equipment purchase.

Accordingly, proposals should clearly outline the planning steps involved in the first six months of work, as well as steps for implementation of the hotline for three (3) consecutive years.

- Applicants must demonstrate capacity for the project, to include:
 - Knowledge of existing crisis and long-term service providers and how to access them for hotline callers.
 - Established relationships with existing victim service providers
 - Knowledge of types of calls expected and a plan of action for each anticipated call.
- Applicants must demonstrate the ability to:
 - Have the hotline implemented and functioning no later than October 1, 2015.

- Operate the hotline on an internet phone system with text message and Language Line capabilities
- Establish and manage a confidential case management data collection system
- Applicants must create a timeline for the delivery of a/an:
 - Employee training schedule prior to October 1, 2015 and an annual plan for continued education
 - Targeted outreach initiative to educate the public
- Applicants must provide:
 - Names and resumes of staff detailed to the Hotline
 - Model of standards of service for their hotline response protocols. Model standards may be obtained from other state governments or national organizations that support effective hotline programs for crime victims with the expectation that the operating organization will adapt them over time to support their organizational mission while maintaining fidelity to the model principles
 - Evidence of established community and professional partnerships related to victim services
 - An external evaluation plan
- Applicants must include a 6 month planning phase in their application. Planning phase activities shall include:
 - Hiring of a coordinator
 - Purchase of an internet based call center
 - Leasing of space for the call center
 - Hiring and training of hotline staff
 - Creation of a repository of up to date information on available services.
- Applicants must identify a partnership with a local or national technical assistance provider who will advise the grantee on legal requirements and best practices of a hotline.

III. GENERAL INFORMATION

Audit Requirement

All applicants are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. 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.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license (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.

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.

Office of Tax and Revenue (OTR) Requirement

The successful grantee 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 it is 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.

Award Notification

The Office of Victim Services follows the competitive process for awarding grants in accordance with the *City-Wide Grants Manual and Sourcebook* (www.opgs.dc.gov) and all applications will be considered under the Federal and District guidelines that determine allowable expenses and activities.

The Office of Victim Services will notify all applicants of the final award decision within 10 working days of the determination. For the applicant 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.

Grievance Process

Denied applicants may request an explanation of non-award decisions in writing to:
Office of Victim Services
ATTN: FY 2014 Grant Application Inquiry

1350 Pennsylvania Ave. NW, Suite 407
Washington, DC 20004
Email: ovs@dc.gov

Please include a copy of the *Applicant Profile* with any correspondence.

Payments Provisions

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

In addition to any specific funding restrictions described in this RFA, the grantee must expend grant funds in accordance with the cost principles delineated in the Office of Management and Budget Circular A-21, Cost Principles for Educational Institutions", A-122, Cost Principles for Non-Profit Organizations", A-87, and Cost Principles for State, local and Indian Tribal Governments", Circular A-133 (Audits of States, Local Governments and Non-Profit Organization), and the 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*. **Additionally, all District-based organizations and government agencies are not permitted to request more than 1% of their total budget for costs of travel.**

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. The funded FBO may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVS funded program. Moreover, funded FBO 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 to successfully complete the Office of Victim Services web-based Equal Employment Opportunity, Diversity & Language Access E-Learning Program, and Equal Treatment of Faith-Based Organizations; 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.

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).

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., its general liability insurance carrier and automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder). OVS will provide additional guidance on all required documentation at the time of award.

Additional Requirements

OVS 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*. OVS will provide written notice of any additional requirements at the time of the award.

Contingency Clauses

1. OVS 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 OVS to award grants or sub grants. OVS reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVS 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. OVS reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. OVS 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. OVS 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. OVS 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.

Monitoring

The Grant Program Manager will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee's service facilities.

Monitoring efforts are to be designed to determine generally the grantee's level of compliance with Federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with Federal and/or District requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

Risk Assessment Classification

A risk assessment classification system will be used to assist in determining the level of grantee monitoring to be performed and the frequency thereof. Based on the results of the risk assessment, OVS will classify grantees as "low-risk," "medium-risk" or "high-risk" in accordance with the *City-Wide Grants Manual and Sourcebook*. Such classification shall then determine how extensively a grantee is monitored.

Reporting

All grantees are required to submit quarterly programmatic reports and financial requests for reimbursement. The programmatic reports indicate the status of the goals, performance measures as well as any successes or challenges encountered during the report period. The financial reports indicate the status of program spending by category and are submitted along with all receipts, invoices or other documentation of expenditures. Reports are due no later than the 15th day after the end of the reported quarter.

Inquiries

To ensure fairness and consistency, all questions not addressed in this RFA must be submitted in writing or by e-mail. **All questions must be received by C.O.B (5pm) May 5, 2015.** Questions and answers that result in an amendment to the RFA will be posted on the Office of Partnerships and Grant Development, District Grants Clearinghouse at: <http://www.opgs.dc.gov>. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to ovs@dc.gov Attn: FY

[2014 Grant Application Inquiry](#). Oral explanations or instructions given prior to the award of grants will not be binding.

Performance Measurement

NOTE: This section is new and should be read carefully.

Performance measurement is a system of tracking progress for accomplishing goals, objectives and activities. Performance measurement provides direction as well as a basis for evaluating progress of applicants who received funding under this RFA. Applicants are required to provide a set of common data points and service-specific outcome measures that captures the results of their work.

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

Please be sure in your application to (1) specify the type of service that you will be providing; (2) indicate how you will capture the required data measures; (3) indicate how you will capture the outcome measures required for the type of service that you will be providing; and (4) detail how record-keeping will be achieved.

Please note that OVS reserves the right to conduct a site visit at any point during the grant period and request back-up documentation of all data measures and performance outcomes. All grantees are required to demonstrate the ability to collect data to support all services performed and all outcomes achieved. OVS also reserves the right to withhold reimbursement requests pending verification of all data provided.

Common Data Measures

All grantees will be required to report the following information on a quarterly basis:

- Number of unique **primary victims** served by OVS funding each quarter. (For the purposes of this performance measure, unique means one person. A primary victim is a person who has been directly injured as the result of the crime; it is the person against whom the crime was committed. Grantees may not count a person twice in this category even if that person received more than one service.)
 - Unique primary victims served, by victim's stated gender
 - Unique primary victims served, by victim's stated race or ethnicity
 - Unique primary victims served, by victim's age

- Number of unique **secondary victims** served by OVS funding each quarter. (For the purposes of this performance measure, unique means one person. A secondary victim is a person who has been injured as the result of the primary victim's victimization; it is a person who, by the nature of their relationship to the primary victim, is injured. Grantees may not count a person twice in this category even if that person received more than one service.)
 - Unique secondary victims served, by victim's stated gender
 - Unique secondary victims served, by victim's stated race or ethnicity
 - Unique secondary victims served, by victim's age

- Number of unique (primary and secondary) victims served by the **organization as a whole** each quarter. (This performance measure should include the number served by OVS funding.)

- **Location of residence** for each unique crime victim served each quarter. (For the purposes of this performance measure, unique means one person. Grantees may not count a person twice in this category even if that person received more than one service. Location of residence means the Ward in which the crime victim resides. If the crime victim has a permanent address out of the District, there will be a category to capture that data. If the crime victim has no fixed address, there will be a category to capture that data. While OVS will accept "Unknown" as a category, every effort should be made by the grantee to determine the crime victim's location of residence.)

- **Category of crime victims** for each unique victim served with OVS funding each quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, and stalking (For the purposes of this performance measure, clients who are victims of multiple crimes may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)

- **Type of service** provided to each unique crime victim served with OVS funding each quarter. Examples of type of service include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing, hotline services, etc. (For the purposes of this performance measure, clients who are being provided more than one type of service may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)

- Number of **outreach events** conducted with OVS funding each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by

your organization or agency for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)

- Number of **participants served by outreach events** conducted with OVS funding each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)
- Number of **trainings or continuing education events** conducted with OVS funding each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of **unique participants trained or educated** with OVS funding each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of **unique crime compensation claims** for which your agency or organization provided assistance in filing or referrals for filing. (For the purposes of this performance measure, unique means one person or one claim. Crime victim compensation means the District of Columbia Crime Victim Compensation Program or the appropriate crime victim compensation program in another jurisdiction.)
- Number of unique **campus victims served** each quarter. (For the purposes of this performance measure, unique means one person. A campus victim is a person who enrolled in one of the District's institutions of higher education.)
- Number of unique **military victims** served each quarter. (For the purposes of this performance measure, unique means one person. A military victim is a person who is an active duty member of the U.S. military or is a dependent of an active duty member of the U.S. military.)
- Number of **outreach events** conducted on **DC-based campuses** each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)
- Number of **participants served by outreach events on DC-based campuses** each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency for the purpose of increasing

awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)

- Number of **trainings or continuing education events conducted on DC-based campuses** each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of unique **participants trained or educated on DC-based military installations** each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of **outreach events conducted on DC-based military installations** each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)
- Number of **participants served by outreach events on DC-based military installations** each quarter. (For the purpose of this performance measure, an outreach event is an event conducted by your organization or agency for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which you respond.)
- Number of **trainings or continuing education events conducted on DC-based military installations** each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of unique **participants trained or educated on DC-based military installations** each quarter. (For the purpose of this performance measure, a training event is an event conducted by your organization or agency for the purpose of increasing knowledge, skills, or abilities of allied professionals.)
- Number of **unique participants engaged in community engagement or primary crime prevention activities** with OVS funds each quarter. (For the purpose of this performance measure, community engagement or prevention activities mean activities whose primary purpose is to building a collective vision or movement in a community that is designed to prevent violence or crime.)
- Number of **ASK or UASK downloads** facilitated each quarter. (For the purpose of this performance measure, ASK or UASK means that SmartPhone application that is

intended to connect DC residents and visitors to direct services, agencies, and organizations within the District.)

- Number of **Limited English Proficient (LEP) clients** served each quarter. (For the purpose of this performance measure, LEP means a client who does not speak English proficiently or who speaks English in a limited way.)
- Number of times your **agency accessed the victim services interpreter bank** each quarter. (For the purpose of this performance measure, the victim services interpreter bank means the interpreter bank provided through grant funding by the Office of Victim Services.)
- Number of **volunteers utilized** by your agency or organization to perform the services for which you have been provided funding by OVS. (For the purpose of this performance measure, volunteer means someone who is not employed by, contracted with, or receives any compensation for work with your agency or organization.)

Each application must include a description of the data collection process available and how each of these performance measures will be captured. Failure to report this information may result in termination of funding or failure to receive future funding from OVS.

Service Specific Performance Outcome Measures

Goal	Outcome	How Measured	Target
HOUSING - FINAL			
To provide access to safe nights	Victim’s need for safe housing is achieved.	Number of days to house the victim measured from the number of days between when the need for housing was identified and the victim was placed in safe housing	
		Number of safe nights of housing provided **Target will be different for emergency and long-term transitional housing programs**	
		Number of attempts to access housing by the victim prior to the housing being provided	

	Children of primary victims are provided with a stable living environment	Measured decrease in trauma symptoms experienced by children living in the trauma program	
		Measured attendance of children in school (if school age) or in pre-school/day care programming (if not school age), measured in terms of absences as a percentage of available school days	
To ensure the stability of survivor's future housing	Survivor achieves long-term stable housing	Completion of exit interview to determine type of housing in which the victim landed. Categories for measurement include: safe and permanent, safe and temporary, tenuous, shelter	
		Determination of whether the victim returned to the housing program and/or experienced a new incident of violence within the year	
To connect the victim to emotional/psychological supportive services	Whether the survivor's services match the needs assessment plan	Conducting a needs assessment and follow ups at specified times that determines whether the current services in which the client is enrolled match the services in the plan, as measured by a percentage of match	
FINANCIAL REIMBURSEMENT/COMPENSATION - FINAL			

To provide for the client's basic emergency financial needs	Whether the emergency financial assistance met the stated need of the victim	Measured by the percentage of need(s) met with the emergency financial assistance, e.g. if the victim requested need of \$1000 and if the program provided \$500, the measure is 50%. If the program provided, \$1000, the measure is 100%.	
To enable the victim to maintain their status previous to the victimization	Whether the emergency financial assistance provided successfully prevented the loss of the victim's previous status	Measured by whether the emergency financial assistance prevented the stated greater harm to the victim, measured at partial or complete success	
PREVENTION AND COMMUNITY ENGAGEMENT - FINAL			
To implement protective factors and reduce risk factors in a community	Number of activities in which community was exposed to a protective factor	Count number of activities conducted in which the primary purpose was primary prevention or development of a shared community vision	

	<p>Number of participants in the activity that quantitatively demonstrated understanding of protective factors</p>	<p>Through pre- and post-test, a percentage of the participants in each activity that demonstrated a change in knowledge, skills, or behaviors at the conclusion of the prevention activity. If activity is a single incident activity, measurement of knowledge, skills, or behaviors pre-activity and post-activity. If an activity is a multiple incident activity, measurement of knowledge, skills, or behaviors should occur at the beginning of the activity and at the end of the activity, or after a pre-determined session. Pre- and post- tests will be provided by OVS.</p>	
	<p>Number of participants in the activity that qualitatively demonstrated understanding of protective factors</p>	<p>Through documented observation or written anecdotes at the conclusion of the activity, participants are demonstrating ability to use new behaviors. Activity leader should either ask participants to describe in writing or through behavior an understanding of the content of the training.</p>	

To develop and institutionalize relationships between community-based organizations and organizations/communities outside of traditional victim services	Number of relationships developed between community-based organizations and organizations/communities outside of traditional victim services	Measured on a scale for each relationship developed: 1: Contact/initial meeting 2: Initial training on protective factors 3: Formalization of relationship through MOU or similar document 4: Ongoing schedule complete	
MENTAL HEALTH SERVICES - FINAL			
To reduce trauma symptoms of crime victims who are engaged in mental health services	Reduction of trauma symptoms between first appointment and a pre-determined visit	Measured using a validated instrument of the provider's choice	
To improve the general functioning of a crime victim	Increase in the victim's ability to function on an individual level and social level	Measured using a validated instrument of the provider's choice and/or increase of the victim's functioning as determined by an acuity scale	
To reduce the stigma of accessing mental health services in various (specific to the grantee) communities	Increase in the victim's willingness to engage with mental health resources, indicating that the victim feels supported and less isolated	Measured using the number of contacts that the victim has with the mental health service provider, i.e. phone calls, groups, individual therapy, intakes, etc.	
		Measured using qualitative observations on the part of the mental health provider on the victim's willingness to engage in services	
LEGAL SERVICES- FINAL			

<p>To meet the legal needs of the crime victim, as stated by the victim</p>	<p>Legal needs of the crime victim were met</p>	<p>Measured as an evaluation of the number of referrals/request for services received, the stated legal needs of the victim that were met by the direct service provider, and the manner in which the needs were met</p> <p>Needs assessment tool will be provided by OVS</p>	
		<p>Measured through outcomes achieved by every case in which the victim received legal representation through the provider service, to include measures of dismissal at victim's request or termination of representation at victim's request</p> <p>Measurement tool will be provided by OVS</p>	
<p>To increase the victim's understanding of their legal rights and options available to them</p>	<p>Victim is aware of the legal rights and options available to them</p>	<p>Measured through post test of whether the victim had an increase of understanding of the core legal services available to them, e.g. civil protective options, criminal options, administrative options</p> <p>Post-test will be provided by OVS</p>	
		<p>Measured as a number of crime victims receiving information on available legal services, rights, and options available to their specific needs</p>	

OUTREACH, EDUCATION, AND TRAINING – FINAL			
To raise awareness of the issue or of the services that you offer	Community demonstrates an increase in the awareness of the issue or of the services provided	Measured by the increase in engagement of the community with your services via five measures: (1) increase in calls for service, (2) hits to your website or app downloads, (3) increased Twitter presence; (4) increase Facebook or Instagram presence; and (5) increase in requests for trainings or events. Grantees must report on all five measures	
To increase the competency of allied service providers and your own staff	Allied service providers demonstrate an increase in substantive knowledge, skills, and abilities	Measured by mandatory pre-/post- tests of information learned during the training	
	Allied service providers demonstrate an increase in cultural competency	Measured by mandatory pre-/post- tests of information learned during the training	
	Partner agencies with whom you are engaged in a continuum of care report an increase in the knowledge, skills, abilities, and cultural competency of your staff	Measured by mandatory stakeholder/360 surveys which are completed by partner agencies	

To increase partnerships and strengthen the continuum of services for crime victims	Increase in the number of agencies/organizations with whom you have formal partnerships	Measured by the number of formal partnerships established and maintained during the reporting period. This is two separate measures, i.e. partnerships established and partnerships maintained during the reporting period. Partnerships are defined as those collaborations which are formalized by an MOU or other similar document cementing the provider's place in the continuum of service.	
CRISIS INTERVENTION AND HOTLINE – FINAL			
To stabilize a victim from a point of physical, emotional, or financial crisis	Victim achieves stabilization	Measured by whether the crisis advocate was able to meet the stated needs of the victim, as defined by housing, other basic human needs, safety, criminal justice, emotional support, medical or forensic care	
		Measured by the amount of time that it takes for a crisis advocate to meet the stated needs of the victim	
To provide crisis services that are accessible to the victim population that you serve	Whether the target population of victim is able to access the crisis services that you offer	Measured by the number of calls, texts, or chats that were unanswered	

		Measured by the percentage of instances in which the crisis function was provided in the victim's preferred language	
CASE MANAGEMENT AND ADVOCACY – FINAL			
To empower the victim post-trauma	The victim demonstrates increased empowerment, resiliency, and coping skills after a period of case management or advocacy	Measured based on pre- and post-test validated assessments, e.g. resiliency scale, coping scale, or empowerment scale	
To engage the victims in systems of care or justice that the victim chooses	The victim demonstrates an ability to participate in the systems of care or justice that he or she chooses	Measured by determining a percentage of systems of care in which the victim has successfully participated, of those that are an option for that victim based on a needs assessment and that the victim chooses. This is measured by a determination of the number of systems of care for which the victim is eligible vs. the systems of care that the victim chose vs. the systems of care that were deemed successful by the victim. Providers should determine a mechanism for measuring all points.	

<p>To use the victim/survivor experience to advance a larger mission of system change</p>	<p>The agency utilizes the experiences of the victims/survivors with whom they work to recommend systemic changes</p>	<p>Measured by the agency's participation in: (1) multidisciplinary continuums of care; (2) engagement of the media to achieve a larger system goal; (3) use of testimony to advocate for a policy or legislative change; (4) successful use of social media to advance awareness of a topic or issue (measured by Twitter, Facebook, and Instagram presence)</p> <p>All measures are required</p>	
<p>MEDICAL AND FORENSIC CARE – FINAL</p>			
<p>To provide appropriate and high quality medical care to victims/patients</p>	<p>The medical provider comprehensively identifies the victims' medical needs and meets the victims' needs</p>	<p>Measured by the percentage of victims who were identified as needing and received: (1) treatment of injury; (2) identification and documentation of injury; (3) infection prophylaxis</p> <p>All measures are required</p>	
	<p>The medical provider subjects the cases to peer review</p>	<p>Measured by the number/percentage of cases subjected to peer review during the reporting period</p>	

	The medical provider ensures that their employees are adequately trained and certified	Measured by the number/percentage of employees who: (1) engaged in continuing education credits during the reporting period; (2) achieved certification by the appropriate certification board; (3) had a case peer reviewed during the reporting period All measures are required	
To provide appropriate and high quality forensic care to victims/patients	The provider comprehensively collects evidence for use in a legal proceeding that is consistent with the victim's narrative	Measured by the number/percentage of cases in which the provider: (1) collects a toxicology sample; (2) collects a full PERK, consistent with the victim's narrative; (3) collects a coherent narrative, based on the victim's recitation of facts All measures are required	
	The forensic provider subjects the cases to case review	Measured by the number/percentage of cases that were case reviewed by a multidisciplinary team during the reporting period	

Application-Specific Goals, Objectives, Activities, and Outcomes

Example of Goals, Objectives and Activities Format:

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

Objective 1: In FY 2016, 200 women and 125 children will utilize a total of 1,000 shelter nights.

Activity 1: Develop safety plans and provide case management to all identified victims of domestic violence and sexual assault.

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

Application Review Criteria

Applications will be reviewed and scored to determine which projects will be funded. The Office of Victim Services will give consideration to: eligibility of costs and project activities contained in the application based on the specific Federal and District grant requirements; past performance of the applicant (including compliance with provisions of grant or sub grant agreements); overall priorities of the District; amount of funds available to meet the requests; and known community need.

Application Scoring:

Program Overview (60)

- Statement of need (20)
 - Description of population served.
 - Documentation of identified need for services.
- Grant activities to be conducted (20)
 - Detailed description of the project.
 - How the services provided will meet the identified need.
- Detailed role in the crime victim continuum of services (10)
 - Must include MOUs and/or Letters of Support which detail the applicant's participation in the continuum of services
 - Must demonstrate an ability to work with other partners
 - Must demonstrate a connection to core service providers
- Goals and Objectives (10)
 - Must include the standard data measures and performance outcomes, as well as the application specific goals, objectives, activities, and outcomes.
 - Measurable and specific to project.
 - Clearly outlines the activities of the project.
 - Outcomes of the goals and objectives clearly stated and a process of measuring the outcomes indicated

- Application described method of collecting and reporting on required performance measures.

Management Overview and Fiscal Management (20)

- Managerial experience of the applicant described and clearly defines project management structure. Demonstrated record of providing effective services to the target population is described.
- Key staff members are identified by name and specific tasks for which they are responsible.
- Budget is cost effective, reasonable and consistent with the level of effort stated or inferred in the description of the program.

Evaluation & Sustainability (20)

- Evaluation plan indicates how it relates to the goals and objectives. The expected outcomes are observable, measurable, and the impact of the services provided is described.
- Sustainability plan describes the prospects for continued funding for the project if grant funds are terminated and explains the efforts that have been made to continue the ideas, methods, techniques and operational aspects of the project when the grant funds are concluded.

Review Process and Decision on Awards

The Office of Victim Services may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this Combined Request for Applications (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 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 peer review panel. 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 recommendations of the review panel are advisory only. The final decision on awards rests solely with the Director of the Office of Victim Services. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVS shall decide which applicants to fund and

the amounts to be funded. *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.*

IV. Proposal Instructions

All applicants are required to apply before March 20, 2014 and follow the ZoomGrants™ format <http://ovs.dc.gov/publication/request-applications-fy2013-ovs> and information outlined below and all required information on the *What an Application Must Include* checklist. Any missing items may render the application ineligible.

Description of Proposal Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their 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

Each applicant must include all information requested in the Applicant Profile. Select **one** program for which the applicant is applying. The title of project should be different than the name of the program for which the applicant is applying. Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

Each applicant is also required to select the type(s) of services for which the applicant is requesting funding. Applicants may select more than one type of service. However, applicants are required to detail a plan for collecting the required data for each type of service and detail the applicant's role in each continuum of service.

Project Narrative

○ ***Project Description***

This section of the application should contain a general description of activities that justifies and describes the program to be implemented. The project description should include the following:

- Need for project
- Eligible program activity/ category being addressed
- Target population to be served
- Specific services to be provided
- Narrative explanation of performance measures*

*Provide a detailed list of goals, objectives, and activities in the *Project Work Plan*.

○ ***What Will Be Done***

This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

- Goals and objectives that describe the specific tasks and activities necessary to accomplish each. Activities must be directly linked to the stated “Mandatory Program Requirements”

*Provide a detailed list of goals, objectives, and activities in the *Project Work Plan*.

- ***Organization, Experience, and Qualifications of Applicant***

This section should describe the capability of the applicant to fulfill the requirements of this RFA as well as the following additional requirements:

- Information and evidence regarding the qualifications, experience, expertise, and capability of the prospective grantee to address the needs of the targeted population and provision of proposed services.
- Past and present specific experience in successfully operating a program similar to that required in this RFA.
- Evidence of established community and professional partnerships

- ***Evaluation Plan***

Evaluation section **must include** a detailed plan of how the applicant intends to collect the standard data measures and the standard outcome measures for each type of service for which the applicant applied.

Evaluation plan must describe how the applicant intends to keep records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals and objectives and evaluation plan.

- ***Sustainability Plan***

Applicants must submit a sustainability plan that discusses the prospects for continued funding for the project if grant funds are terminated and explain the efforts that have been made to continue the ideas, methods, techniques and operational aspects of the project when the grant funds are concluded. This section of the application should indicate planned future sources of funding or proposed strategic planning efforts. If the applicant is requesting partial funding under this RFA to support an existing project, the applicant must state, with specificity, the amount of funding that will be used from other sources, and must identify those sources.

Project Budget

The Project Budget worksheet **must** be used in the preparation of the budget and budget narrative. Please refer to the specific instructions under each budget category in the Project Budget worksheet for more information on budget requirements.

Project Work Plan

Please list **all** project goals, objectives, activities, and outcomes in the Project Work Plan, as well as a method of collecting required data measures and performance outcome data. All applicants must include a project objective indicating that they will notify clients about the potential benefits provided by the Crime Victim Compensation Program. Additionally, an estimation of data measures and performance outcomes should be included.

What an Application Must Include:

Application Checklist

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

General Requirements:

- Applicant Profile
- Project Narrative
- Project Budget
- Project Work Plan

Administrative Requirements:

- Audited Financial Statement
- IRS 501 (c) (3) Determination Letter or Business License
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Roster of Board of Directors
- Key Resumes and Job Descriptions
- Applicable Staff License or Certification Required to Perform Services

Tips for Proposal Preparation

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

- The Application Profile must be signed by the Authorized Official.
- Round all budget figures to the nearest dollar.

- Follow the format outlined in section V. *Proposal Instructions* when developing your proposal.
- Use the *What an Application Must Include* checklist to guide the completion of your grant application packet.

APPLICANT PROFILE

Government of the District of Columbia <i>Executive Office of the Mayor</i>	<i>OVS use only:</i> _____
OFFICE OF VICTIM SERVICES GRANT APPLICATION	
Program: (check one) <input type="checkbox"/> Victim Services Hotline	
Fiscal Year of Funding: 2016	
Type of Service (check all that are relevant to the application): <input type="checkbox"/> Case Management and Advocacy <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Crisis Intervention and Hotline <input type="checkbox"/> Legal <input type="checkbox"/> Outreach, Education, and Training <input type="checkbox"/> Mental Health <input type="checkbox"/> Financial Assistance <input type="checkbox"/> Prevention and Community Engagement <input type="checkbox"/> Medical or Forensic <input type="checkbox"/> Language Access	
Organization Name:	
Project Title:	
Duration (Begin/End Dates): 10/01/2015 – 09/30/2016	
PROJECT COST: \$	
AUTHORIZED OFFICIAL: Name: Title: Telephone: Fax: Email:	

PROJECT DIRECTOR:	FINANCIAL OFFICER:
Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
<i>Application is made for a grant under the above mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services.</i>	
<i>I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services.</i>	
_____	_____
Signature of Authorized Official	Date

PROJECT BUDGET

This Project Budget worksheet must be used in the preparation of the budget and budget narrative. Applicants are required to submit all requested information according to the instructions below.

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
<u>Budget Narrative</u>		

B. FRINGE BENEFITS: Fringe benefits should be based on actual known costs or an established formula and **shall not exceed a rate of 30%**. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		<u>Total</u>
<u>Budget Narrative</u>		

C. TRAVEL: Provide the purpose of the local travel under the grant. **Requests for local travel will only be considered if the proposed use directly supports clients** and budget narrative must describe how the planned local travel is necessary for the success of the project

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<u>Budget Narrative</u>		<u>Total</u>

D. CONSULTANTS/CONTRACTS: A description of the services to be procured by contract and an estimate of the cost must be provided. An explanation of the requested contractual activity and its relationship to the proposed project activity must be included in the budget narrative. Applicants are encouraged to promote free and open competition in awarding contracts. **Consultant rate cannot exceed \$450 per day.**

<u>Name</u>	<u>Computation</u>	<u>Cost</u>
<u>Budget Narrative</u>		<u>Total</u>

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<u>Budget Narrative</u>		<u>Total</u>

F. EQUIPMENT: List the equipment that will be purchased under the grant and provide a description in the budget narrative explaining how the equipment is necessary for the success of the project. Include all known vendors.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<u>Budget Narrative</u>		<u>Total</u>

G. OPERATING EXPENSES: List items by type (i.e. rent, utilities, telephone, etc.) 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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<u>Budget Narrative</u>		<u>Total</u>

STANDARD DATA MEASURES

Organization:
Project Director:
Project Title:

	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Number of unique primary victims served by OVS funding each quarter				
Unique primary victims served, by victim's stated gender				
Unique primary victims served, by victim's stated race or ethnicity				
Unique primary victims served, by victim's age				
Number of unique secondary victims served by OVS funding each quarter				
Unique primary victims served, by victim's stated gender				
Unique primary victims served, by victim's stated race or ethnicity				
Unique primary victims served, by victim's age				
Number of unique victims served by the organization as a whole each quarter (should include the number served by OVS funding)				
Category of crime victim for each unique victim served with OVS funding each quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, stalking (Should include a unique number for each crime victim served)				
Type of service provided to each unique crime victim served with OVS funding each quarter. Examples include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing, hotline, etc. (Should include a unique number for each service provided)				

Number of outreach events conducted with OVS funding each quarter				
Number of participants served by outreach events conducted with OVS funding each quarter				
Number of trainings or continuing education events conducted with OVS funding each quarter				
Number of unique participants trained or educated with OVS funding each quarter				
Number of unique compensation claims for which your agency assisted a victim in filing				
Number of unique campus victims served each quarter				
Number of military victims served each quarter				
Number of outreach events conducted on DC-based campuses each quarter				
Number of participants served by outreach events on DC-based campuses each quarter				
Number of trainings or continuing education events conducted on DC-based campuses each quarter				
Number of unique participants trained or educated on DC-based military installations each quarter				
Number of outreach events conducted on DC-based military installations each quarter				
Number of participants served by outreach events on DC-based military installations each quarter				

Number of trainings or continuing education events conducted on DC-based military installations each quarter				
Number of unique participants trained or educated on DC-based military installations each quarter				
Number of unique participants engaged in community engagement or primary crime prevention activities with OVS funds each quarter				
Number of ASK or UASK downloads facilitated each quarter				
Number of LEP clients served each quarter				
Number of times your agency accessed the victim services interpreter bank each quarter				
Number of volunteers utilized by your agency each quarter				

SERVICE SPECIFIC PERFORMANCE OUTCOMES

Goal	Outcome	How Measured	Target
HOUSING - FINAL			
To provide access to safe nights	Victim's need for safe housing is achieved.	Number of days to house the victim measured from the number of days between when the need for housing was identified and the victim was placed in safe housing	
		Number of safe nights of housing provided **Target will be different for emergency and long-term transitional housing programs**	

		Number of attempts to access housing by the victim prior to the housing being provided	
	Children of primary victims are provided with a stable living environment	Measured decrease in trauma symptoms experienced by children living in the trauma program	
		Measured attendance of children in school (if school age) or in pre-school/day care programming (if not school age), measured in terms of absences as a percentage of available school days	
To ensure the stability of survivor's future housing	Survivor achieves long-term stable housing	Completion of exit interview to determine type of housing in which the victim landed. Categories for measurement include: safe and permanent, safe and temporary, tenuous, shelter	
		Determination of whether the victim returned to the housing program and/or experienced a new incident of violence within the year	
To connect the victim to emotional/psychological supportive services	Whether the survivor's services match the needs assessment plan	Conducting a needs assessment and follow ups at specified times that determines whether the current services in which the client is enrolled match the services in the plan, as measured by a percentage of match	
FINANCIAL REIMBURSEMENT/COMPENSATION - FINAL			

To provide for the client's basic emergency financial needs	Whether the emergency financial assistance met the stated need of the victim	Measured by the percentage of need(s) met with the emergency financial assistance, e.g. if the victim requested need of \$1000 and if the program provided \$500, the measure is 50%. If the program provided, \$1000, the measure is 100%.	
To enable the victim to maintain their status previous to the victimization	Whether the emergency financial assistance provided successfully prevented the loss of the victim's previous status	Measured by whether the emergency financial assistance prevented the stated greater harm to the victim, measured at partial or complete success	
PREVENTION AND COMMUNITY ENGAGEMENT - FINAL			
To implement protective factors and reduce risk factors in a community	Number of activities in which community was exposed to a protective factor	Count number of activities conducted in which the primary purpose was primary prevention or development of a shared community vision	

	<p>Number of participants in the activity that quantitatively demonstrated understanding of protective factors</p>	<p>Through pre- and post-test, a percentage of the participants in each activity that demonstrated a change in knowledge, skills, or behaviors at the conclusion of the prevention activity. If activity is a single incident activity, measurement of knowledge, skills, or behaviors pre-activity and post-activity. If an activity is a multiple incident activity, measurement of knowledge, skills, or behaviors should occur at the beginning of the activity and at the end of the activity, or after a pre-determined session. Pre- and post- tests will be provided by OVS.</p>	
	<p>Number of participants in the activity that qualitatively demonstrated understanding of protective factors</p>	<p>Through documented observation or written anecdotes at the conclusion of the activity, participants are demonstrating ability to use new behaviors. Activity leader should either ask participants to describe in writing or through behavior an understanding of the content of the training.</p>	

To develop and institutionalize relationships between community-based organizations and organizations/communities outside of traditional victim services	Number of relationships developed between community-based organizations and organizations/communities outside of traditional victim services	Measured on a scale for each relationship developed: 1: Contact/initial meeting 2: Initial training on protective factors 3: Formalization of relationship through MOU or similar document 4: Ongoing schedule complete	
MENTAL HEALTH SERVICES - FINAL			
To reduce trauma symptoms of crime victims who are engaged in mental health services	Reduction of trauma symptoms between first appointment and a pre-determined visit	Measured using a validated instrument of the provider's choice	
To improve the general functioning of a crime victim	Increase in the victim's ability to function on an individual level and social level	Measured using a validated instrument of the provider's choice and/or increase of the victim's functioning as determined by an acuity scale	
To reduce the stigma of accessing mental health services in various (specific to the grantee) communities	Increase in the victim's willingness to engage with mental health resources, indicating that the victim feels supported and less isolated	Measured using the number of contacts that the victim has with the mental health service provider, i.e. phone calls, groups, individual therapy, intakes, etc.	
		Measured using qualitative observations on the part of the mental health provider on the victim's willingness to engage in services	
LEGAL SERVICES- FINAL			

To meet the legal needs of the crime victim, as stated by the victim	Legal needs of the crime victim were met	<p>Measured as an evaluation of the number of referrals/request for services received, the stated legal needs of the victim that were met by the direct service provider, and the manner in which the needs were met</p> <p>Needs assessment tool will be provided by OVS</p>	
		<p>Measured through outcomes achieved by every case in which the victim received legal representation through the provider service, to include measures of dismissal at victim's request or termination of representation at victim's request</p> <p>Measurement tool will be provided by OVS</p>	
To increase the victim's understanding of their legal rights and options available to them	Victim is aware of the legal rights and options available to them	<p>Measured through post test of whether the victim had an increase of understanding of the core legal services available to them, e.g. civil protective options, criminal options, administrative options</p> <p>Post-test will be provided by OVS</p>	
		Measured as a number of crime victims receiving information on available legal services, rights, and options available to their specific needs	
OUTREACH, EDUCATION, AND TRAINING – FINAL			

To raise awareness of the issue or of the services that you offer	Community demonstrates an increase in the awareness of the issue or of the services provided	<p>Measured by the increase in engagement of the community with your services via five measures: (1) increase in calls for service, (2) hits to your website or app downloads, (3) increased Twitter presence; (4) increase Facebook or Instagram presence; and (5) increase in requests for trainings or events.</p> <p>Grantees must report on all five measures</p>	
To increase the competency of allied service providers and your own staff	Allied service providers demonstrate an increase in substantive knowledge, skills, and abilities	Measured by mandatory pre-/post- tests of information learned during the training	
	Allied service providers demonstrate an increase in cultural competency	Measured by mandatory pre-/post- tests of information learned during the training	
	Partner agencies with whom you are engaged in a continuum of care report an increase in the knowledge, skills, abilities, and cultural competency of your staff	Measured by mandatory stakeholder/360 surveys which are completed by partner agencies	

To increase partnerships and strengthen the continuum of services for crime victims	Increase in the number of agencies/organizations with whom you have formal partnerships	Measured by the number of formal partnerships established and maintained during the reporting period. This is two separate measures, i.e. partnerships established and partnerships maintained during the reporting period. Partnerships are defined as those collaborations which are formalized by an MOU or other similar document cementing the provider's place in the continuum of service.	
CRISIS INTERVENTION AND HOTLINE – FINAL			
To stabilize a victim from a point of physical, emotional, or financial crisis	Victim achieves stabilization	Measured by whether the crisis advocate was able to meet the stated needs of the victim, as defined by housing, other basic human needs, safety, criminal justice, emotional support, medical or forensic care	
		Measured by the amount of time that it takes for a crisis advocate to meet the stated needs of the victim	
To provide crisis services that are accessible to the victim population that you serve	Whether the target population of victim is able to access the crisis services that you offer	Measured by the number of calls, texts, or chats that were unanswered	
		Measured by the percentage of instances in which the crisis function was provided in the victim's preferred language	
CASE MANAGEMENT AND ADVOCACY – FINAL			

<p>To empower the victim post-trauma</p>	<p>The victim demonstrates increased empowerment, resiliency, and coping skills after a period of case management or advocacy</p>	<p>Measured based on pre- and post-test validated assessments, e.g. resiliency scale, coping scale, or empowerment scale</p>	
<p>To engage the victims in systems of care or justice that the victim chooses</p>	<p>The victim demonstrates an ability to participate in the systems of care or justice that he or she chooses</p>	<p>Measured by determining a percentage of systems of care in which the victim has successfully participated, of those that are an option for that victim based on a needs assessment and that the victim chooses. This is measured by a determination of the number of systems of care for which the victim is eligible vs. the systems of care that the victim chose vs. the systems of care that were deemed successful by the victim. Providers should determine a mechanism for measuring all points.</p>	
<p>To use the victim/survivor experience to advance a larger mission of system change</p>	<p>The agency utilizes the experiences of the victims/survivors with whom they work to recommend systemic changes</p>	<p>Measured by the agency's participation in: (1) multidisciplinary continuums of care; (2) engagement of the media to achieve a larger system goal; (3) use of testimony to advocate for a policy or legislative change; (4) successful use of social media to advance awareness of a topic or issue (measured by Twitter, Facebook, and Instagram presence)</p> <p>All measures are required</p>	

MEDICAL AND FORENSIC CARE – FINAL

To provide appropriate and high quality medical care to victims/patients	The medical provider comprehensively identifies the victims' medical needs and meets the victims' needs	Measured by the percentage of victims who were identified as needing and received: (1) treatment of injury; (2) identification and documentation of injury; (3) infection prophylaxis All measures are required	
	The medical provider subjects the cases to peer review	Measured by the number/percentage of cases subjected to peer review during the reporting period	
	The medical provider ensures that their employees are adequately trained and certified	Measured by the number/percentage of employees who: (1) engaged in continuing education credits during the reporting period; (2) achieved certification by the appropriate certification board; (3) had a case peer reviewed during the reporting period All measures are required	
To provide appropriate and high quality forensic care to victims/patients	The provider comprehensively collects evidence for use in a legal proceeding that is consistent with the victim's narrative	Measured by the number/percentage of cases in which the provider: (1) collects a toxicology sample; (2) collects a full PERK, consistent with the victim's narrative; (3) collects a coherent narrative, based on the victim's recitation of facts All measures are required	

	The forensic provider subjects the cases to case review	Measured by the number/percentage of cases that were case reviewed by a multidisciplinary team during the reporting period	
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PROJECT WORKPLAN

Organization:
Project Director:
Project Title:

Project Goal

Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr

Activities:

Project Goal

Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr

Activities:

Please use additional pages as necessary

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

Statement of Certification

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services determines to award the covered transaction or grant.

- Applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- Applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- Applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
- Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant
- Applicant has a satisfactory record of integrity and business ethics;
- Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- Applicant is in compliance with the applicable District licensing and tax laws and regulations;

- Applicant complies with provisions of the Drug-Free Workplace Act; and
- Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- All fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- If applicant is approved for a grant award, the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant Name

Address

Address

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Official

Authorized Official Signature **Date**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, “New Restrictions on Lobbying” and 28 CFR pt. 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services determines to award the covered transaction or grant.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities (attached), in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR pt. 67, for prospective participants in primary covered transactions, as defined at 28 CFR pt. 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR pt. 69, the applicant certifies that:

A. The applicant certifies that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.

- a. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - b. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - c. Have not within a three year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

- A. The applicant certifies that it will or will continue to provide a drug free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Victim Services, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC. 20004. Notice shall include the identification number(s) of each affected grant;

- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street address and zip code

Check if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 10 calendar days of the conviction, to: Office of Victim Services, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC 20004.

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

Applicant Name

Address

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.
7. If a governmental entity –
 - a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official

Date

