GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor



OFFICE OF VICTIM SERVICES

**FY 2015 Consolidated Request for Applications (RFA)**

**IMPORTANT NOTICE**

**Application Deadline: March 13, 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**](http://www.ovs.dc.gov)

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**I. General Information**

## Introduction

The Executive Office of the Mayor, Office of Victim Services (OVS), provides Federal and District funding to local initiatives that address the 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 for funding to expand the capacity of service providers to provide legal education and services for victims of all types of crime.

## Availability of Funds

The funding period is **May 1, 2015 through September 30, 2015. With successful progress and completion of project goals, and availability of funds, selected applicants may receive an additional six (6) months of funding totaling $10,000.00 from October 1 through March 30, 2016.** Furthermore, selected applicants could potentially receive continued funding in future phases of this project. All grant expenditures must occur within the initial time frame. Any costs 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 also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, grant, grant agreement, or Memorandum of Understanding are contingent on continued Federal or District funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the US Congress and/or the US Department of Justice, and in accordance with applicable sections within the grant award and/or agreement.

### *Eligible Applicants*

Eligible applicants for this program are coalitions, non-profit, community-based organizations, universities, and/or District agencies located in the District of Columbia for which one of its primary purposes and programs involve providing legal advice, assistance, or representation to victims of crime in the District of Columbia.

### *Collaboration Requirement*

All applications must include:

* Memoranda of Understanding (MOUs) with no less than two members of the DC Victim Assistance Network. MOUs should demonstrate a commitment to mutual referral and technical assistance between the agencies who are partners to the MOU.
* A statement of commitment from the applicant to coordinate services with the other members of the VLNDC (to be chosen through this RFA), OVS, JRSA, NVRDC, and the VLNDC Steering Committee.

### *Application Deadline*

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services **no later than 4:30 p.m., March 13, 2015.** Applications received manually willNOT 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. Any proposal received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding.

# II. APPROPRIATION: Establishment of Victim Legal Network of DC

## Purpose

The purpose of the appropriated funds in this solicitation is to identify and fund up to five (5) legal service providers in the District of Columbia interested in developing a victim-centered legal services program in their organization, as part of the first phase of an effort to create the first Victim Legal Network of DC (“VLNDC”). The VLNDC is a project established under the Department of Justice’s Office for Victims of Crime Vision 21 Initiative.

The goal of the VLNDC is the creation of a victim-focused legal services continuum that supports holistic, wraparound, *pro bono* legal services for all crime victims in Washington, DC. The VLNDC aims to create a seamless network of legal service providers able to work in partnership with case management, advocacy, housing, crisis services, criminal justice, medical and mental health partners, in order to deliver high-quality civil, criminal, and administrative legal services to the District’s crime victims. By partnering with the Network for Victim Recovery of DC (NVRDC) and the Justice Research Statistics Association (JRSA), OVS seeks to create a provider-driven and evidenced-based multi-disciplinary approach to meet victims’ full array of legal needs.

The selected providers will receive up to $15,000 during the grant period for the purpose of employing attorneys that will work assessing, identifying and crafting a plan to meet the legal needs of crime victims in the District. Once the grant has been awarded, providers will be required to sign a Memorandum of Understanding (MOU) with OVS. The MOU will commit them to participate in an intensive legal training program, deliverables that will measure progress towards meeting VLNDC’s objectives, and cooperate with a JRSD-led evaluative process. The training program of VLNDC providers will be a continuing legal education model driven by the results of the needs assessment conducted by JRSA and a subsequent implementation plan, and will aim to expand the knowledge, skills and abilities of legal service providers to offer victim-centered legal services.

During Phase I of this Project, OVS, NVRDC, JRSA and selected providers will (1) assist the multi-disciplinary VLNDC Steering Committee in guiding its needs assessment and implementation process; (2) conduct a needs assessment of victims’ legal needs and service gaps in the District; (3) identify legal service providers that can join the VLNDC; (4) develop an implementation plan that details a training and technical assistance program, operational protocols, and an evaluation plan; (5) deliver training, as necessary to attorneys in the District on crime victims’ legal rights and needs and efforts to serve them under the VLNDC.

Selected grantees will also have the opportunity to obtain continued funding to conduct activities during Phase II of the Project, if the VLNDC receives continuation funding. In this Phase, grantees will work with OVS, NVRDC and JRSA to expand the capacity of legal services providers in DC to holistically meet the various legal needs of crime victims. One way that this is expected to be done is by using technology to establish a seamless referral process for crime victims between non-legal and traditional legal service providers for crime victims.

## Administrative Requirements

### *Submission Requirement*

Each applicant may only submit one proposal in response to this request for applications. OVS will not accept more than one proposal per applicant.

### *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*

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

### *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](http://www.opgs.dc.gov)) andall 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 decisions within 10 working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request and outline the necessary steps the applicant must complete to establish the grant award.

### *Grievance Process*

Denied applicants may request an explanation of non-award decisions in writing to:

Office of Victim Services

ATTN: FY 2015 VLNDC Grant Application Inquiry

1350 Pennsylvania Ave. NW, Suite 407

Washington, DC 20004

Email: [ovs@dc.gov](mailto:ovsinfo@dc.gov)

Denied applicants are entitled only to a summary of information obtained during the grant review process. Specific information regarding internal or external grant reviewers, scoring, comments, or decision-making is considered information collected during the deliberative process and is not subject to public review.

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, all grantees 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. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVS funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

### *Civil Rights Requirements*

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

Applicants must agree to comply with the **District of Columbia Language Access Act**. The District’s Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Language access includes access to certified interpreters and translated materials. *All applications should demonstrate a plan to ensure compliance with the District’s Language Access Program*.

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing “Equal Treatment for Faith based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal\_fbo.htm.

*Non-discrimination in hiring and/or delivery of services and discrimination reporting*

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

### *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 financial administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee’s service facilities.

Monitoring efforts are designed to determine the grantee’s level of compliance with 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. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

### *Risk Assessment Classification*

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

### *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) February 23, 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](mailto:ovs@dc.gov) Attn: FY 2015 VLNDC Grant Application Inquiry. Oral explanations or instructions given prior to the award of grants will not be binding.

## Performance Measurement

Performance measurement is a system of tracking progress for accomplishing goals, objectives and activities. They provide direction as well as a basis for evaluating progress and applicants who receive funding under this RFA must provide data that measures the results of their work. Accordingly, all applicants must develop a set of goals, objectives and activities 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 outcomeand 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.

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.

*Example of Goals, Objectives and Activities Format:*

Goal 1**:** Develop a victim focused legal services network.

Objective 1**:** Inform the VLNDC of the legal needs of DC crime victims.

Activity 1**:** Draft needs assessment and profile of the victims served by the organization.

## 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 (40)**

* Statement of need (20)
  + Description of population served.
  + Documentation of identified need for services.
* Services to be provided (10)
  + Detailed description of the project.
  + How the services provided will meet the identified need.
* Goals and Objectives (10)
  + Measurable and specific to the VLNDC’s goals and objectives.
  + Clearly outlines how the activities carried out by the organization will advance the goals of the VLNDC.

**Management Overview, Legal Expertise and Fiscal Management (60)**

* Applicant shows a demonstrated record of providing effective legal services to various types of crime victims in the District of Columbia.
* Managerial experience of the applicant is described and application clearly defines project management structure.
* 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.
* Organization has experience and ability to provide legal trainings.

## Review Process and Awards Decisions

The Office of Victim Services may use members of the VLNDC’s Steering Committee, internal peer reviewers, external peer reviewers or a combination of these to review the applications under this 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.*

# III. Proposal Instructions

All applicants are required to apply by 4:30 pm on March 13, 2015. Follow the ZoomGrants™ format at <http://ovs.dc.gov/publication/request-applications-fy2014-ovs>, the 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. The title of project should be different than the name of the funding source. Applicant Profile must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

##### 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*.

##### 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 legal 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.

##### 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 performance measurement 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 project objectives to be achieved for each quarter of the fiscal year must be included in this section. For example, number of clients served; number of referrals to other agencies; number of clients completing violent crime compensation claims; etc.

1. **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
* Performance Measures
* 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
* Memoranda of Understanding (MOUs) with no less than two members of the DC Victim Assistance Network demonstrating a commitment to mutual referral and technical assistance between the agencies.
* Statement of commitment from the applicant to coordinate services with the other members of the VLNDC, OVS, JRSA, NVRDC, and the VLNDC Steering Committee.

## 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.
* Title of Project should be different than the name of the funding source.
* 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.

1. **Attachments/Templates**

## Applicant Profile

|  |
| --- |
| **Government of the District of Columbia** *OVS use only: \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Executive Office of the Mayor*  **OFFICE OF VICTIM SERVICES**  **GRANT APPLICATION** |
|  |
| **Fiscal Year of Funding: 2015** |
| **Organization Name:** |
| **Project Title:** |
| **Duration (Begin/End Dates): 5/1/2015 – 9/30/2015** |
| **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: |
| *Application is made for a grant under the above mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services.*  *I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services.*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **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. Verification of salary may be requested.

Name/Position Computation Cost Total

Budget Narrative

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.

Name/Position Computation Cost Total

Budget Narrative

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 in necessary for the success of the project

Item Computation Cost Total

Budget Narrative

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**.

Name Computation Cost Total

Budget Narrative

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.

Item Computation Cost Total

Budget Narrative

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.

Item Computation Cost Total

Budget Narrative

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.

Item Computation Cost Total

Budget Narrative

### Performance Measures

|  |
| --- |
| **Organization:** |
| **Project Director:** |
| **Project Title:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Number of unique victims served by OVS funding each quarter |  |  |  |  |
| 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 |  |  |  |  |

### Project Workplan

|  |
| --- |
| **Project Goal** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective:** | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
|  |  |  |  |

|  |
| --- |
| **Activities:** |

|  |
| --- |
| **Outcome:** |

|  |
| --- |
| **Project Goal** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective:** | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
|  |  |  |  |

|  |
| --- |
| **Activities:** |

|  |
| --- |
| **Outcome:** |

*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:

1. 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;
2. 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;
3. 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.
4. **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:

1. 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.

1. 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;
2. 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
3. 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
4. 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.
5. **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—

1. The applicant certifies that it will or will continue to provide a drug free workplace by:
2. 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;
3. Establishing an on-going drug free awareness program to inform employees about—

1. The dangers of drug abuse in the workplace;
2. The grantee’s policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
5. 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);
6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
7. Abide by the terms of the statement; and
8. 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;
9. 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;
10. 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 –
11. 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
12. 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;
13. 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:

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 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), he 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 –
8. 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
9. 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 |