

Government of the District of Columbia
Executive Office of the Mayor
Office of Victim Services and Justice Grants
441 4th Street NW, Suite 727N
Washington, DC 20001
www.jga.dc.gov / jga.agency@dc.gov



**FY 2016 JUSTICE GRANTS ADMINISTRATION (JGA) CONSOLIDATED
REQUEST FOR APPLICATIONS (RFA) #2016-01**

RELEASE DATE: Monday, April 27, 2015

IMPORTANT NOTICE

Due Date: Applications are due on May 29, 2015, 3:00 p.m. eastern time in JGA's electronic Grants Management System (eGMS) Zoomgrants™

*Hard copies of the application will not be accepted.

To access RFA and Zoomgrants™, click on

<http://jga.dc.gov/service/opportunities-grant-funding>

You must have a registered userid, and password to apply in Zoomgrants™.

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

Eligibility: Qualified nonprofit organizations only (Category 1) & District agencies only (Category 2). An online technical assistance session for potential applicants will be conducted on Monday, May 11, 2015 from 11a.m. – noon.

Program Contacts: Byrne Justice Assistance Grant Mary.abraham@dc.gov or
Title II Formula Grant Bridgette.royster@dc.gov

All inquiries must be submitted to jga.agency@dc.gov by May 1, 2015 with subject reference: “JGA Consolidated RFA 2016-01 inquiry” (identify category 1 or 2).

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I.GENERAL INFORMATION

Introduction

The Justice Grants Administration (JGA) is the State-Administering Agency (SAA) that secures and manages federal grant funds related to juvenile and criminal justice for the District of Columbia¹. JGA is responsible for directing and administering these and other funding streams to the community in a way that facilitates improved programs, policies, and coordination for the District's juvenile and criminal justice systems. For more information about JGA's grant funded opportunities, refer to the website². FY 16 Title II and Byrne Justice Assistance Grant (BJAG) Formula program funding allocation furthers the District's public safety and justice efforts by collaborating with community-based services and District agencies to improve desired outcomes for District's criminal and juvenile justice systems. JGA is pleased to announce the availability of Federal funds to focus on culturally-competent and community-based (1) youth delinquency prevention and diversion programs; and (2) adult reentry programs targeted to provide services associated with mental health, substance abuse and/or co-occurring disorders. Funding for this RFA is contingent upon authorization of Department of Justice (DOJ), Office of Justice Programs (OJP) appropriations.

FY 2016 JGA's Consolidated Request for Application (RFA) for these funding sources is designed to: increase capacity of governmental and non-governmental organizations; improve program outcomes; address gaps in policies, planning and information-sharing related to the target population identified in RFA #2016-01. Only qualified non-profit organizations with experience working with the District's social services agencies -child welfare, youth, family, health, mental, substance abuse, juvenile and correctional services- are eligible and invited to submit applications for funds in Category 1. Partnerships, for example, may include ongoing agreements to support and coordinate referral process; implementation of comprehensive and collaborative strategies based on a timeline and work plan; and documentation of measurable outcomes intended to support and impact District's overall goals to impact juvenile delinquency

¹ Mayor's Order 2010-43, March 8, 2010

² <http://jga.dc.gov>

and reentry strategies. District agencies responsible for serving and /or addressing gaps in policies, planning and information-sharing associated with the target population are invited to submit applications for funds in Category 2. Organizations must have capacity to follow data standards consistent with Federal and local performance measures specific to the target population. Qualified applications will be selected for an award amount up to \$100,000 for a twelve-month performance period which will begin October 1, 2015. Only one application per entity will be accepted. Applicants must access and submit responses to RFA #2016-01 in Zoomgrants™.

Purpose Areas

Data-driven and proven practices must be implemented to address and target one of the following purpose areas.

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

(2) Community Corrections: Strategies must include services to address mental health, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal justice system. Target population must be a subset of individuals incarcerated as an adult and be targeted for release into the District's communities within three months. Applicants must be able to document a comprehensive case management process for providing services with community support services (with fast track referrals) and to treat individuals pre-and/or post-release from correctional institutions for a period of six months during a twelve month grant performance period. Specifically, applicants must be able to target criminogenic needs that affect future anti-social or re-offending behaviors; provide adequate staff training to successfully implement services for individuals involved in criminal justice system; provide supportive strategies designed to reduce barriers to employment; capture key indicators of

individual progress; and address access to health benefits for individuals involved in the criminal justice system and with mental health, substance abuse issues and/or co-occurring disorders. Personnel assigned to this project, including applicant's staff and volunteers, must agree to complete mandated trainings required by District agencies to gain access to secured facilities to be able to engage persons who are incarcerated.

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

Required Performance Measures

Applicants must agree to enter all data into an online, local or federal data reporting system, generally referred to as Performance Measurement Tools (PMT). For this project to be successfully evaluated, all parties must be engaged in a case management process and commit to carrying out the evaluation plan as agreed. Data collection standards will be specified by JGA prior to grantee's acceptance of award and grant performance period which will begin October 1, 2015. It may also be necessary for grantees to collect additional data elements as recommended by JGA's evaluation team and the District agencies involved in client referral process. Applicants must have sufficient organizational and staff capacity to measure progression of participant over time and assess the impact of overall program. Real-time data informed adjustments to service delivery is expected of a successful applicant as a way to maximize impact and increase the likelihood of success for program participants. Successful applicants will receive training and technical assistance at no additional cost charged to the JGA award or sub-recipient.

Applicant's existing data management system must be able to capture the following types of information for each program participant (refer to workplan and logic model) associated with this RFA's target population.

Applicants are encouraged to list barriers of information sharing and data collection methods, if applicable.

- Participant's referral to grantee's services
- Gather unique identifiers (eg: reentry or juvenile identifiers, if and when applicable)
- Standard demographics of participants/referrals
- Date of first contact
- If agreed to participate, list date for agreement
- Date discharged from program
- Reason for discharge/release from institutions
- Dates family and needs assessments are completed - and the relevant scores or subscores
- Dates of home visits, outcome and next steps
- Referrals to services - and whether client was linked to that service
- Demographics of participant and family
- Incarceration and/or justice involvement of participant
- Level of involvement of participant in your services (mental health, substance abuse, criminal involvement)
- Dates of each contact with participant and families (e.g., treatment dosage)
- Number and/or dates for re-offense since referral or participant engagement

Examples of individual case data reporting on a quarterly basis may include:

Referral

- Number of cases referred by referral source(s)
- Of total referral, how many were appropriate (fit the criteria)?
- Of appropriate cases, how many cases had an attempted contact within 48 hours of referral?

Engaged

- Of those referred, number engaged in the program
- Total number who did not engage

- Of those not engaged, how many due to no response
- Of those not engaged, how many refused to participate
- Of those engaged, number who have completed program intake
- Number who have completed intake and received first visit within first 7 days
- Number who signed program consent letter
- Number who have Individual Service Plan developed
- Number who have completed a needs and strength assessment
- Number of program slots available
- Number of staff funded by funds
- Number and percent of program staff trained
- Number of hours of program staff training provided
- Number of MOUs developed
- Number of planning activities conducted
- Average length of stay in program
- Number of families referred to other District agencies
- Number and percent of program participants completing program requirements
- Number and percent of participants satisfied with program
- Number and percent of program staff with increased knowledge of program area (culture change).
- Number of program materials developed

Literature Search /Web Resources

Below are some resources to assist with formulation of applicant's proposal to identify proven practices for target population.

Crime Solutions - www.CrimeSolutions.Gov

OJJDP's Model Programs Guide - <http://www.ojjdp.gov/mpg/>

Blueprints for Health Youth Development -<http://www.blueprintsprograms.com/>

SAMHSA's national Registry of Evidence-based Programs and Practices -
<http://www.nrepp.samhsa.gov/>

Measuring Success: A Guide to Becoming an Evidence-Based Practice

<http://www.vera.org/pubs/measuring-success-guide-becoming-an-evidence-based-practice>

Crossover Youth: Practice Model <http://cjr.georgetown.edu/pdfs/cypm/cypm.pdf>

<http://www.ojp.usdoj.gov/bjs/glance> - Bureau of Justice Statistics

<https://dchealthlink.com/individuals> DC Health Link website.

<http://csgjusticecenter.org/wp-content/uploads/2015/02/FY-14-Planning-and-Implementation-Guide-Co-occurring-Grant-Track.pdf> - Second Chance Act: Co-Occurring Disorders Reentry

Program Implementation Guide

<https://www.bja.gov> – Bureau of Justice Assistance

<http://mayor.dc.gov/sites/default/files/dc/sites/mayoromb/publication/attachments/DC-Org-Chart-04-07-2015.pdf>

Financial Guides: OJP Financial Guide – www.ojp.usdoj.gov/financialguide/index.htm

<http://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>

II. PROPOSAL INSTRUCTIONS

Description of Proposal Sections

Applicants are required to follow the format in Zoomgrants™. Any missing items or deviations will render the application ineligible. The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

Applicant Profile/Summary

All applicants must include all information requested in the Applicant Profile. The title of project should be different than the name of the funding source. Certified assurances must be signed by the authorized official who is a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the applicant profile.

Project Abstract

A project abstract must be included as the first page of the project narrative. It must not exceed 500 words and should briefly describe the following: the project's purpose; the target

population and number of participants to be served; list of targeted boundaries, if applicable; summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

Project Narrative

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project.

The narrative must contain the following elements:

- A description of the specific proposed activities required by the RFA and how these activities will meet the needs of the targeted population;
- Project/program model and approach, and how this approach is supported by empirical research/best practices; provide in detail how the evidence-based practice will be used;
- A clear explanation and Logic Model describing how the proposed activities will facilitate the identified outputs/outcomes. If a Logic Model is used, all charts should be included with the Project Workplan which does not count toward the page total; Please use the template provided in this RFA;
- Timeline of key startup and implementation activities with associated project deliverables;
- Target population/stakeholders to be served;
- Geographic area to be served;
- How the program/project is consistent with and will further the applicant organization's mission, and will build/strengthen its own and/or the District's capacity and expertise.

Project Workplan

This section should list the required outputs and outcome measures as well as any additional outputs and outcomes to be included as part of the project. Please include logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes, the associated charts should also be included in this section. Process and program standards are developed to maintain uniformity among personnel who offer case management services. Please consider all standards prior to developing your program and logic model.

Performance Measures (Outputs/Outcomes)

All applicants are required to submit performance measures in accordance with the information provided in this RFA and by Federal funding sources, as needed. Performance measures are values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes.

This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data during the grant period; and how, if at all, the applicant will use JGA funds to improve this capacity. The list of outputs and outcomes must be included in the Project Workplan and not as part of this section.

Statement of Qualifications

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with JGA grants.

Evaluation Plan

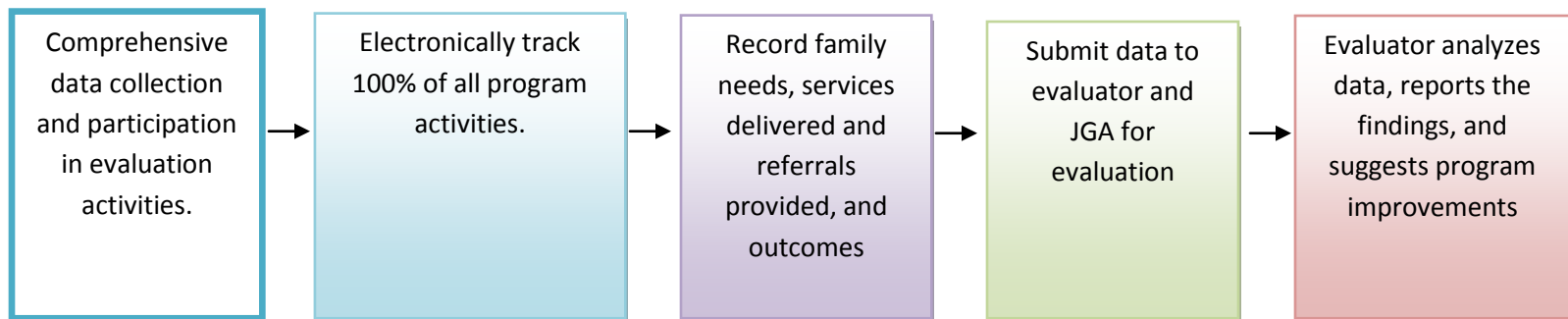
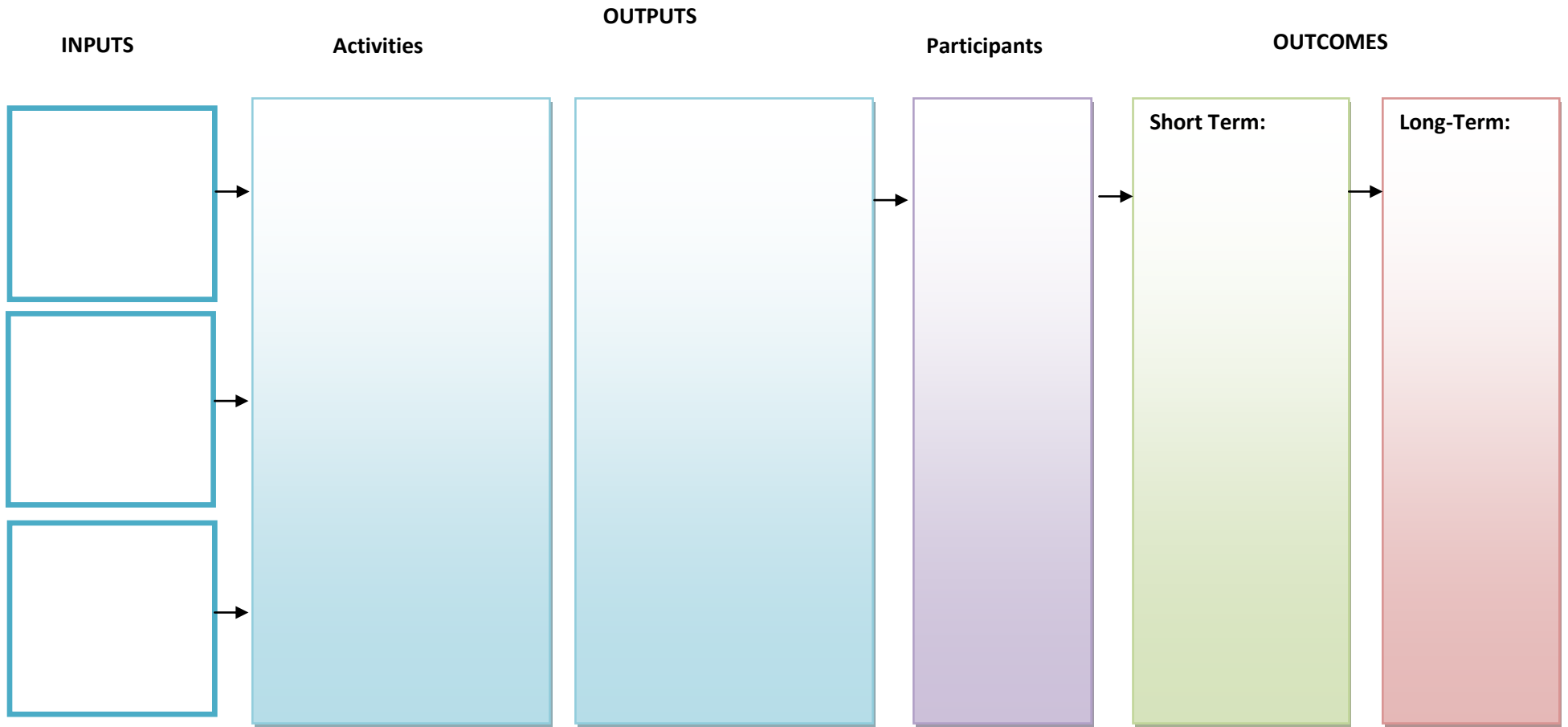
Applicants must submit an evaluation plan that describes how the applicant intends to keep records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the output and outcomes. 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 outputs and outcomes 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 in a narrative form. Applicants are encouraged to submit a total value of cash and/or in-kind match provided for the JGA funded project (separate from the budget section). 10% of JGA funds may be directed to agency's indirect costs for grant performance period October 1, '15 – September 30, '16.

LOGIC MODEL (Mandatory Document)



Application Checklist

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

General Requirements:

- 1 original submitted in Zoomgrants™ signed by the Authorized Official
- Signed Applicant Profile
- Project Description:
 - Abstract
 - Narrative
 - Performance Measures
 - Statement of Qualifications
 - Evaluation Plan
 - Sustainability Plan
- Project Budget
- Project Workplan
- Logic Model
- Letters of Commitment from stakeholders, and/or District agencies as applicable.

Administrative Requirements:

- Audited Financial Statement with Management Letter
 - By-laws/ Articles of Incorporation
- IRS 501 (c)(3) Determination Letter and/or Business License
 - *DUNS, SAM #, EIN #
 - DC Clean Hands Certification
- Disclosure of Legal Proceedings
- Statement of Certification
- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances**
- Roster of Board of Directors (if applicable)
- Key Resumes and Job Descriptions

* All applicants must provide proof that the organization has a valid federal DUNS number and be currently registered with www.sam.gov . A screen shot from www.dnb.com (Dun & Bradstreet) and www.sam.gov (System for Award Management) is sufficient.

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

**** See changes in OMB’s new Uniform Guidance provided under “Restrictions on the Use of Funds” section (Administrative Requirements).**

Applicant Profile

ORGANIZATION:			
ADDRESS:			
PROJECT TITLE:			
DURATION: 10/1/15-9/30/16		RFA #:FY 16 Consolidated JGA RFA #2016-01	
Funding Source:		Purpose Area:	
DUNS #:	SAM#:	EIN #:	
APPLICANT BUDGET		APPLICANT MATCH BUDGET	
PERSONNEL		PERSONNEL	NA
FRINGE BENEFITS		FRINGE BENEFITS	NA
TRAVEL		TRAVEL	NA
CONTRACTS/CONSULTA		CONTRACTS/CONSULTANT	NA
SUPPLIES		SUPPLIES	NA
EQUIPMENT		EQUIPMENT	NA
FLEX FUNDS		OTHER	NA
OPERATING COSTS			
LOCAL AMOUNT:		TOTAL MATCH AMOUNT:	NA
PROGRAMMATIC CONTACT		FINANCIAL CONTACT	
NAME		NAME:	
TITLE:		TITLE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
APPLICANT AUTHORIZED OFFICIAL CONTACT			
NAME:		PHONE:	
TITLE:		EMAIL:	
APPLICANT			
<p>Application is made for a sub grant under the above mentioned grant 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 criminal justice purposes.</p> <p>I certify that this application, if awarded, will conform to the conditions set forth by the Justice Grants Administration.</p>			
AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION			DATE
PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION			

JGA use only: Date Received

JGA CONSOLIDATED RFA 2016-01 BUDGET AND NARRATIVE WORKSHEET

BUDGET	JGA GRANT FUNDS	Other Funding Sources
Personnel		
Fringe Benefits		
Travel		
Contracts/ Consultants		
Supplies		
Equipment		
Flex Funds		
Operating Costs		
Totals		

BUDGET COMPUTATION and NARRATIVE

INSTRUCTIONS: *For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. Any category of expense not applicable to your budget may be deleted. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget will be subject to an audit, including match expenses.*

Project allocations are required for both JGA funding and other funding sources. Applicants must provide the percentage or number of hours proposed to fulfill the applicant’s proposed goals and objectives.

At the end of the document or as a separate attachment, please provide a brief outline of your administrative and fiscal oversight plan to ensure that the program/project remains on track and funds are requested and expended in a timely and appropriate fashion.

A. PERSONNEL: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. These costs are for salaries of staff positions that are essential to the success of the project and that have actual devoted time on the project. Personnel listed here should be salaried/hourly employees of the organizations. Contractors/consultants should be listed in the Consultants/Contracts category.

Name/Position	Salary/Hour rate	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total					

A. PERSONNEL:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

B. FRINGE BENEFITS: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. Fringe benefits should be broken by employee and benefit (i.e. healthcare, taxes). These costs include fringe benefits, which must be represented separately from the cost of salaries. Fringe benefits must be consistent with the overall fringe rate for applicants' organization. Breakdown of all fringe benefits needed and the percentage/costs must be provided for each employee stated in the Personnel category. Fringe benefits include, but are not limited to, healthcare, taxes, paid time off, insurance, retirement plans, and other fringe benefits.

Name/Position	Fringe Benefits	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total					

B. FRINGE BENEFITS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

C. TRAVEL:

These costs are for travel that are directly related to the project activities and the staff that are funded within the project. Travel costs are only for travel 50 miles outside of the Washington, DC area. Costs must follow GSA rates (www.gsa.gov/perdiem) for appropriate per diem rates. Please provide the purpose of the travel, destination and cost for each trip planned under the grant. Describe in the budget narrative how the planned travel meets the goals and objectives provided in the applicant’s statement of work.

Purpose of Travel	Location	Item	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total							

C. TRAVEL:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

D. CONSULTANTS/CONTRACTS:

Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants must specify the competitive bidding process in their proposals, whether it was a formal, written Procurement Policy or the Federal Acquisition Regulations. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.00. A copy of executed contract/written agreement between the sub-grantee and service provider prior to any reimbursement payment.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day will require additional justification and prior approval from JGA.

Name of Consultant	Service Provided	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total						

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.).

Name of Consultant	Location	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total						

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Service Provider/Vendor	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total					

D. CONSULTANTS/CONTRACTS:

Contracts: Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

E. SUPPLIES:

These costs cover such items as office supplies, paper, toner, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders, but not to include movable equipment – see the Equipment category) and show the basis for computation. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project. Food is limited to meetings, events, or programs hosted by the applicant organization. Activities must be clearly outlined in the applicant budget. The proposed activity must have an agenda with an attendee listing and this information will be requested with any reimbursement payment.

Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

E. SUPPLIES:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

F. EQUIPMENT:

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit OR movable equipment, which can be laptops, computers or other similar items under the \$5,000 threshold. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy.). Expendable items should be included either in the “supplies” category or in the “Operating Costs” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. Prior to the purchase of any equipment, required letters of certification must be filed with JGA.

Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

F. EQUIPMENT:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item

G. FLEX FUNDS

These costs are to be used for family support services

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

G. FLEX FUNDS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item

H. OPERATING COSTS

These funds are to be used for the purchase of items that are essential and used directly by the project.

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

H. OPERATING COSTS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

PROJECT WORKPLAN

Organization:				
Project Director:				
Project Title:				
Project Output(s)				
Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Project Outcomes:				
Project Output(s)				
Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Project Outcomes:				

Please use additional pages as necessary

III.ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Submission Requirement

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to target population and as described in the purpose areas. Applicants must establish partnerships with stakeholders prior to submission with documented letters of commitment and/or support. JGA will not accept more than one proposal per applicant. All applicants are required to submit the application online to **JGA's electronic grants management system (eGMS), Zoomgrants™**, found on <http://jga.dc.gov> signed by the Authorized Official. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by **Friday, May 29, 2015, 3:00 p.m.**

Availability of Funds

The funding period is October 1, 2015 through September 30, 2016. All grant expenditures and project activities 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. Current grantees may reapply to JGA for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance.

The Justice Grants Administration 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 are contingent upon 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. JGA reserves the right to accept or deny any or all applications if JGA determines it is in the best interest to do so. For more information, refer to JGA Grant Policy at www.jga.dc.gov

JGA will notify applicants if the application is not selected for funding. JGA does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Justice Grants Administration
ATTN: Grant Application Selection Inquiry –FY 16 Consolidated JGA RFA 2016-01
Indicate Category 1 or 2 applicant
One Judiciary Square
441 4th Street NW, Suite 727N
Washington, DC 20001
Email: jga.agency@dc.gov

Please include the application ID # and title on all correspondence.

Application Deadline

All required sections of the funding application must be received by **Friday, May 29, 2015 at 3:00 p.m. through JGA's electronic grants management system (eGMS), Zoomgrants, found on <http://jga.dc.gov>**. Hard copies will not be accepted.

Inquiries

All inquiries to this RFA should be submitted by May 1, 2015 via email to jga.agency@dc.gov with “**FY 16 Consolidated JGA RFA 2016-01 inquiry**” in the subject line. An online technical assistance session for potential applicants will be conducted on Monday, May 11, 2015 from 11 a.m. – noon. Details will be posted on JGA website.

Financial Statements

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

Business License/Pre-qualification Criteria

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status. Applicants must have valid Employment Identification Number (EIN), DUNS number and SAM registration. JGA pre-approval is required for this section in **Zoomgrants**TM .

Disclosure of Legal Proceedings

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

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

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

Award Decisions and Notification

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

JGA will notify all applicants of the final award decision no later than *August 14, 2015* pending notification to JGA of the federal award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

Payments Provisions

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

Restrictions on the Use of Funds

NOTE: The Office of Justice Programs Financial Guide serves as a reference manual for all JGA sub-grantees. Effective FY 16, JGA will provide technical assistance on new financial control and policy guidance administered by The Office of Management and Budget(OMB). OMB's NEW Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) became effective December 26, 2013, and is to be implemented by federal agencies one year after its effective date, December 26, 2014. This new guidance , 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website (www.ecfr.gov). The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as U.S. Department of Justice (DOJ) regulations.

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Guidance delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*. **This section applies to cost principles referred to as OMB A-110, A-21,A-87, A-122 and A-133 in previous JGA RFAs. Revised certified assurances will be provided by JGA as they become available prior to SUSO YSP project start date 10/1/15.**

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 JGA funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Civil Rights Requirements

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

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

Tax Requirement

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

Insurance Requirement

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

Additional Requirements

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

Contingency Clauses

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

Reporting

Reimbursement Requests and Expenditure Reports

If applicant is selected for a grant award, grantee will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e., financial bank statements, etc.) and signature pages to JGA via the established online financial reporting system.

Programmatic Reporting

If applicant is selected for a grant award, grantee will be required to submit quarterly electronic programmatic reports to JGA. Grantees will be required to report on the performance measures (outputs/outcomes) through quarterly programmatic reports submitted to JGA in Zoomgrants™ and PMT.

Often, JGA will require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by JGA. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from JGA.

Monitoring

If applicant is selected for a grant award, grantee will receive, at a minimum, an annual site visit from JGA staff to review their grant file, administrative procedures, and program operations. 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 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 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.

Corrective Action and Termination of Funding

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion progressive actions will be taken, at the discretion of the Justice Grants Administration, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

High Risk Designation

Grantees will be designated “high risk” if JGA determines that the organization is otherwise responsible but:

- Has been designated “high risk” by another entity
- Has a history of unsatisfactory performance
- Is not financially stable
- Has a management system that does not meet the management standards set forth in this part; or
- Has not conformed to terms and conditions of a previous award

If JGA determines that an award will be made to a high-risk organization, then funding restrictions may be included. If JGA decides to impose any funding restrictions, then JGA will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of JGA funds shall use or reveal any research or statistical information furnished under JGA by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the JGA program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
JUSTICE GRANTS ADMINISTRATION**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 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 Justice Grants Administration determines to sub 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 Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 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 Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. The applicant certifies that it and its principals:
 - 1. 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>.
 - 2. 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;

3. 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
 4. 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 Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug free workplace by:
1. 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;
 2. 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;
 3. 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);
 4. 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;
 5. 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 Justice Grants Administration, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC. 20004. Notice shall include the identification number(s) of each affected grant;
 6. 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;
7. 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 must 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 Part 67, Subpart F, for grantees, as defined at 28 CFR Part 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: Justice Grants Administration, 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.

Grantee Name

Address

Application Number and/or Project Name

Grantee 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

STATEMENT OF CERTIFICATION

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. That 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;
4. That the 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 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;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Justice Grants Administration, the 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;
7. That the 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;
8. That the 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;
9. That the 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;
10. That the 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. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. That the applicant has a satisfactory record of integrity and business ethics;
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That 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 organization, I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date