



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor

FY24 Gun Violence Prevention Mini-Grants

Request for Application (RFA)

Award Period: May 13 – September 15, 2024

Application Deadline: April 9, 2024 @ 8pm (EST)

Release Date: March 13, 2024

Virtual Information Session:

March 19, 2024

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Overview

The DC Office of Neighborhood Safety and Engagement (ONSE) was created to address violence in the District while assisting families dealing with grief and trauma caused by these occurrences. ONSE aims to foster community-based strategies to help prevent violence and increase public safety. To support this mission, ONSE announces the availability of funding offered through the Violence Intervention Initiative (VI). The VI division supports District residents in reducing gun-related violence in the community and focuses on innovative ways to interrupt violence.

ONSE is pleased to announce the release of a Request for Applications (RFA) for 48 grant opportunities, inviting individuals, non-profit, community-based organizations, clergy groups to apply for funding to implement innovative ideas, initiatives, and projects aimed at reducing violence in the District.

The goal of this RFA is to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified, responsive, and responsible proposals.

Purpose

The primary focus of the RFA is to support initiatives that contribute to the prevention of violence in the District of Columbia. We seek creative and impactful proposals addressing the root causes of violence, promoting community engagement, and fostering a safer and more resilient environment.

Categories for funding include:

Behavioral Health	<ul style="list-style-type: none">• Crisis Intervention• Counseling• Developing coping strategies• Services directly to victims and families• Therapeutic Arts• Health and Wellness
Restorative Justice	<ul style="list-style-type: none">• Community efforts to assist offenders<ul style="list-style-type: none">○ Employment○ Education○ Mentoring○ Social Integration• Community support for victims to recover from harm• Conflict Resolution

- Bulleted items are examples and do not encompass the full range of items applicants can offer in their application; items offered should fit into one of the two categories, Behavioral Health and Restorative Justice.

The goals of this opportunity include:

1. Community Safety

- Work towards enhancing safety in all eight wards.
- Implement safety programs and violence prevention.

2. Create Positive Change

- Empower individuals/organizations to create projects that convey a positive message aimed at reducing violence in the community.
- Provide career counseling services to help individuals identify their strengths, interests, and potential career path, guiding them towards suitable opportunities.

3. Youth Involvement

- Encourage projects that engage and empower young people in violence prevention.
- Provide opportunities for youth leadership and skill development in the context of community safety.

Service Delivery

Applicants may elect their preferred session for the initiative and choose a secondary option should the primary option be unavailable. ONSE, however, retains the authority to make the ultimate decision.

The session periods are:

Session I – May 13 - July 12, 2024

Session II – July 15 – September 15, 2024

Availability of Funds

ONSE aims to support community initiatives by funding a total of forty-eight (48) grantees, allocating three (3) grantees per ward, per session. Each successful grant recipient will receive \$5,000 in funding to facilitate and enhance local projects and initiatives.

Funding for this initiative has been allocated pursuant to the D.C. Official Code § 7-2411(f).

Grant services and expenditures must occur within the funding period. Any costs incurred before or after the funding period are not allowed. The ONSE reserves the right to, without

notice, reduce or cancel the programs listed in the RFA, reject all applications, adjust the total funds, including increasing the amount of funds based on availability, or cancel the RFA in part or whole. ONSE also reserves the right to decrease the number of awards in any particular ward if no applications are submitted or no awards are issued because of non-selection or disqualification of the grant application due to ineligibility or a score below 50. In the event that some wards are not awarded the full three grant awards, ONSE reserves the right to reallocate those funds to award additional grantees in the remaining wards.

Eligibility

Community-based non-profit groups and organizations, clergy groups, individuals, or small businesses located in the District of Columbia are eligible to apply. Applicants must have a District of Columbia business license with a history of providing services in the District of Columbia. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible applicants.

Applicants are required to submit for consideration:

1. DC Business License
2. DC Clean Hands Certificate
3. Tax Affidavit
4. Key resumes and job descriptions
5. Applicable staff licenses or certifications (if applicable)
6. All respondents must submit an Employee Identification Number (EIN)
7. Disclosure of Legal Proceedings (if applicable)
8. Two (2) Letters of Recommendation

Applicants must be registered to conduct business in DC and validated in the District Integrated Financial System (DIFS) Supplier Portal - https://cfo.dc.gov/supplier_portal. Applicants must register in portal before award is granted.

Information Session

ONSE will host a virtual information session for interested respondents.

Information Session: Tuesday, March 19, 2024, from 11:00 am – 12:00 pm.

Web ex link: <https://dcofficeofneighborhoodsafetyandengagement-375.my.webex.com/dcofficeofneighborhoodsafetyandengagement-375.my/j.php?MTID=meodfa3b60daeae0e6eef7849bd706a6>

Monitoring Visit

All awarded grantees are subject to a minimum of one on-site visit during the award period. ONSE reserves the right to conduct additional, unannounced visits.

Performance Measures

Awarded grantees will be required to submit programmatic and financial reports using ONSE’s provided reporting tools. Reports are due according to the reporting schedule referenced in the grant agreement once awarded.

Failure to submit complete reports will result in the withholding of reimbursements. More than one reporting delay may result in the termination of funding.

Awarded grantees must be able to track standard program-related data.

Examples of data elements include:

Participant data:

- Number of participants
- Demographics of participants

Program Performance

- Reduction of violent crimes in the identified community during the grant period
- Positive quantitative and qualitative data

Reporting

Once awarded, the grantee will be required to identify, track, and report on performance measures and financial costs. The grantee must submit reports as a condition of funding. ONSE will provide report templates with the grant award package. The final programmatic report will include qualitative and quantitative data and must describe the extent to which project outcomes met the objectives of the funded proposal. The reports will require submission of data and analysis of the data.

Reporting due dates:

Reporting Period	Due Date
Session I: May 13 – July 12, 2024	June 27 th and August 7 th
Session II: July 15 – September 15, 2024	August 29 th and October 4 th

Budget

The ONSE budget worksheet must be used in the preparation of the budget and budget narrative. All costs must be reasonable and allowable. Budgets may be submitted in Excel as an attachment. Respondents must enter the budget in Zoomgrants. All items must directly benefit and support the operation of the proposed program. Below are the types of costs contained in a budget:

1. Direct Costs

- Personnel: List all staff that will work directly on the proposed program.
- Fringe and benefits: This line item represents benefits (health, dental, etc.).
- Equipment/Furniture: Durable goods such as desks, chairs, etc.
- Supplies: Paper, pens, toner, or other reasonable program-related office supplies.
- Consultants/Contracts: Describe the project or services to be procured by consultants/contractors.
- Travel/Training: Describe the purpose and calculation of travel.

2. Indirect Costs

- Indirect costs may not exceed 10% of the total grant amount or the grantee may submit a Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government, to demonstrate a higher rate.
 - See the Nonprofit Fair Compensation Act of 2020, D.C. Law 23-0185

Grant funds will be provided on a reimbursement basis. Funds must be used for the purpose and goals of the project. All costs must be allocable, reasonable, and necessary. Funds shall not be applied to any other activities not authorized in the approved budget.

Awarded grantees should negotiate the costs of providers to ensure that the proposed costs are reasonable, necessary, and competitive.

Non-allowable costs are costs that are unallowable, unreasonable, and unnecessary. Examples of **non-allowable** costs include but are not limited to:

- Alcoholic beverages
- Fines and penalties
- Fundraising or lobbying costs
- Illegal activities
- Land purchases
- Vehicles
- Interest on loans

Awarded grantees shall establish and maintain books, records, and documents in accordance with Generally Accepted Accounting Principles (GAAP), which include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment, account statements, credit card receipts, invoices, or other forms of documentation that substantiate the expenditure listed.

Grantees must have active accounts and profiles in the District Integrated Financial System (DIFS). Grantees will submit invoices in DIFS for payment of the grant. The website for the portal will be listed in the grant agreement after the execution.

Advances

Applicants may request an advance, but approval is at the discretion of the ONSE. Advance requests should be accompanied by a detailed explanation of the purpose, specifically covering anticipated expenses for the first 30 days, and financial documentation from the banking institution. These advance payments are designed to support start-up costs. It is important to note that ONSE reserves the right to suspend, deny, or limit payments deemed unnecessary.

Application Review

1. Initiative/Project Description
 - a. This section should describe the initiative, activities, and program implementation.
2. Describe the initiative/project approach. Identify the evidence model, if applicable.
3. Identify the District ward where the program will be implemented.
4. Describe how your organization measures successful outcomes.
5. Provide a budget narrative and budget spend - plan.
6. Describe your organization's capability to fulfill the requirements of this RFA including:
 - a. Qualifications, expertise, and experience addressing the needs of the targeted population.
 - b. Past and present experience.
 - c. Familiarity with the needs of the population.
7. Describe the organization's mission.
8. Provide a timeline or work plan.

Application Submission

Applications must be submitted to ONSE’s grants management system by Tuesday, April 9, 2024 @ 8:00pm (EST).

Link:<https://www.zoomgrants.com/gprop.asp?donorid=2330&limited=5036>.

Any applications submitted outside of Zoomgrants will not be considered. Applicants must submit a pdf. Respondents are encouraged to begin the application process as soon as possible. Late submissions will not be considered. Applicants may only apply to service one ward for one session but may indicate that they are willing to perform the service for another session if not selected for their preferred session.

The final date for application questions is April 3, 2024.

No further questions will be answered after this date.

Application Checklist

Instructions for Applicants: Ensure that the answers to all of the questions below are answered.		
1.	Is the applying organization eligible for funding according to the eligibility requirements?	
2.	Does the proposal include a project description and all the information required of the proposal?	
3.	Does the application include a budget and budget narrative?	
4.	Are the line items in the proposed budget considered allowable or non-allowable costs?	
5.	Does the application package include a Certificate of Clean Hands that is active for the performance period?	
6.	Does the application package include the required documents?	

Award Notification

ONSE will notify all respondents of the final award decision. Respondents may be requested to provide additional documentation before an award is executed.

Respondents who fail to be awarded a grant have (30) business days to request an explanation of ONSE's decision. Respondents can submit an appeal request. The request can be sent to ONSE@dc.gov.

Soliciting an RFA does not obligate the District of Columbia to award a grant to any provider, nor is the District of Columbia liable for any costs incurred by the individuals and/or organizations in preparing proposals. Nothing in this RFA nor in any proposal in response to this RFA is intended to be, nor should anything be construed, as an offer of engagement, nor shall the selection of a Respondent be construed as an offer of engagement unless and until all parties fully execute a grant agreement.

Moreover, if ONSE is unable to award all 48 grants due to a low submission of applications, non-selection of applications, or because ONSE disqualifies applications due to ineligibility or a score below 50, ONSE may award a grantee more than once if the grantee indicated they are able to work both sessions. Preference will be given to the grantee with the highest application score, but ONSE may also award a grantee again based on programmatic needs and/or evidence of successful outcomes during the first session.

Scoring of Applications

The application must provide sufficient information for ONSE to determine merit. Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application's score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

Each proposal will be reviewed by three or more reviewers. If a reviewer's score differs by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded.

Respondents will be reviewed on a 100-point scale as follows:

- Organization Information and Capacity (20 points)
- Initiative /Project Proposal (40 points)
- Evaluation and Sustainability (20 points)
- Budget and Financial Management (20 points)

The ONSE may provide additional preferences and priorities to make final award decisions. Additional points will be awarded consistently and objectively based on the information supplied in the proposal.

Any application that scores 50 or less will not be eligible for funding.