

Government of the District of Columbia
Executive Office of the Mayor
Justice Grants Administration
1350 Pennsylvania Avenue, NW Suite 407
Washington D.C. 20004



FY 2014 Community-Based Truancy Reduction Grant REQUEST FOR APPLICATIONS (RFA)

RFA #2014 - 02

This RFA is for a competitive solicitation from a local funding source.

RELEASE DATE: April 30, 2013
PRE-BIDDER'S CONFERENCE: May 9, 2013

IMPORTANT NOTICE

**DUE DATE: Applications are due on May 31, 2013, 5:00 p.m. eastern time in
JGA's electronic Grants Management System (eGMS) ZoomgrantsTM**
*Hard copies of the application will not be accepted.

To access ZoomgrantsTM click on <http://www.jga.oca.dc.gov>.

Program Contact: Alexandra Caceres
(202)727-0957
Alexandra.Caceres@Dc.Gov
Inquiry email subject line:
"Truancy RFA 2014-2"

*For ZoomgrantsTM technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 am - 7 pm

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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 Columbia. 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, please refer to the JGA website (<http://jga.oca.dc.gov>). JGA's priority for juvenile justice programs for FY2012 - 2015 include truancy and delinquency prevention programs funded with Federal and local funds.

Research has shown that truancy is related to delinquency, substance use and abuse, high school dropout, suicidal thoughts and attempts, and early sexual intercourse (Chang and Romero 2008; Henry and Huizinga 2005, as reported in Heilbrunn 2007; Henry and Huizinga 2007; Kelley et al. 1997; Loeber and Farrington 2000; Seeley 2008a). The FY 2014 Community-Based Truancy Reduction Grant Request (CBTR) for Applications (RFA) is a demonstration project that began FY 2013, designed to address truancy among DC Public School (DCPS) students attending elementary schools. Only qualified non-governmental organizations with prior experience working with DC's child welfare, family services, mental health, substance abuse and/or educational agency professionals are eligible to submit applications. This RFA is released exclusively with local funds to target children with 5 unexcused absences and their families in Ward One, Two, Four, Five, Six, Seven, and Eight. Up to five applications will be selected for up to \$200,000 each.

This RFA is focused on enhancing attendance in Kindergarten through 5th grade by initiating an interagency team of community-based and school-based professionals to address the complex needs of students failing to attend school regularly. This grant supports efforts to increase family-centered involvement with wraparound practices provided by community-based providers. JGA will provide an evaluator to support process and outcome evaluation from an action research perspective to inform policy and program development of effective truancy reduction initiatives.

In the FY 2014 funding cycle of the Community-Based Truancy Reduction Grant, JGA will give priority consideration to proposals that, based-on evidence based practices, respond:

- to factors contributing to truancy at an early age specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional and behavioral well-being of targeted children and their families engaged in the grant program;
- with opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Evidence-based Programs and Proven Concepts

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design in order to ensure success. All program elements should be backed by research. Below are some resources to build your application:

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/>

Better Schools for All Students: DCPS' Consolidation and Reorganization Plan

<http://dcps.dc.gov/DCPS/Files/downloads/COMMUNITY/CR/Consolidation%20Plan.pdf>

Supporting Your Students at Home

<http://dc.gov/DCPS/Parents+and+Community/Supporting+Your+Student>

Parent and Student Guide to Attendance

<http://dc.gov/DCPS/Files/downloads/In-the-Classroom/Parent%20and%20Student%20Guide.pdf>

The Importance of Regular Attendance

<http://dc.gov/DCPS/Learn+About+Schools/Prepare+to+Enroll/Importance+of+Regular+Attendance/The+Importance+of+Regular+Attendance>

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

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

Truancy Reduction: Keeping Students in School

<http://www.ojjdp.gov/publications/PubAbstract.asp?pubi=6162>

Crossover Youth: Practice Model

<http://cjr.georgetown.edu/pdfs/cypm/cypm.pdf>

Administrative Requirements and Notifications

Submission Requirement

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to low-performing DC Public Schools in Ward One, Two, Four, Five, Six, Seven and Eight. The primary school location of the child is the basis for services

provided to families; however case management practices may occur anywhere in the District. Applicants must establish partnerships with local schools prior to submission with documented letters of commitment. 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.oca.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 31, 2013, 5:00PM.**

Availability of Funds

The funding period is October 1, 2013 through September 30, 2014. 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 of JGA to do so.

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: FY 2014 Grant Application Inquiry
1350 Pennsylvania Ave. NW, Suite 407
Washington, DC 20004
Email: Alexandra.Caceres@dc.gov
Inquiry email subject line: "**Truancy RFA 2014-2**"

Please include the application ID # with any correspondence.

Application Deadline

All required sections of the funding application must be received by **May 31, 2013 at 05:00PM through JGA's electronic grants management system (eGMS), Zoomgrants, found on <http://jga.oca.dc.gov>.** Hard copies will not be accepted.

Inquiries

Applicants are **required** to attend RFA Pre-bidder's conference on Thursday, May 9, 2013 at 1350 Pennsylvania Avenue, NW, Washington, DC 20004. Applicants are encouraged to send an

email to the program contact communicating interest to attend the pre-bidder's conference. **Following the Pre-bidder's conference, all other questions about the RFA must be received by 5:00 p.m., May 17, 2013, when the question and answer period for this solicitation will be closed.** To ensure fairness and consistency, all questions not addressed in this RFA must be submitted by e-mail to Alexandra.Caceres@dc.gov with "Truancy RFA 2014-2" in the subject line. Questions and answers of substance regarding the RFA will be posted at <http://jga.oca.dc.gov>.

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), and DUNS number. JGA pre-approval is required for this section in **ZoomgrantsTM**

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 9, 2013* 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

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*.

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 to successfully complete the Justice Grants Administration web-based Equal Employment Opportunity, Diversity & Language Access E-Learning Program, and Equal Treatment of Faith-Based Organizations; post and display the *District of Columbia Equal Employment Opportunity* poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

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. copies of cancelled checks, 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.

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.

Required Performance Measures (Outputs/Outcomes)

All applicants are required to submit performance measures in accordance with the information provided in this RFA. 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.

Application Review and Scoring

All applications that are complete and that meet the application criteria will be reviewed and scored by an independent review panel. All applications for this RFA will be objectively reviewed and scored against the following application areas and key criteria:

- Outputs and Outcomes (15 points)
- Project Activities (35 points)
- Experience, Expertise, and Capacity (25 points)
- Sustainability Plan and Evaluation Plan (15 points)
- Budget and Fiscal/Administrative oversight (10 points)

Scoring and the recommendations of the independent review panel are advisory only. The final decision to fund programs rests solely with the JGA Director. After reviewing the recommendations of the review panel, information gathered during the internal review, and any

other information considered relevant, the JGA Director 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.

Review Process

The Justice Grants Administration may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this 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.

II. Community-Based Truancy Reduction (CBTR) Program (Local Funds)

Purpose

The District of Columbia Justice Grants Administration (JGA) announces the availability of local funds for strategies designed to address truancy among students attending elementary schools. Data-driven and proven practices should be implemented to enhance attendance in Kindergarten through Grade 5 and to access community-based services for families of those youth who have five or more unexcused absences.

JGA intends to award 5 grants to community-based organizations in the District to provide wraparound services to assist children and their families in addressing the practical, behavioral, and financial and health barriers that prevent them from attending school. Successful applicants will enter into Memorandum of Understanding (MOU) with DCPS; establish partnerships with identified schools in Ward One, Two, Four, Five, Six, Seven and Eight to first jointly assess children with five unexcused absences, then develop and implement case management plans to address needs and reduce barriers to school attendance. For this proposal, applicants may serve students in more than one Ward to meet program capacity.

Award Limits

JGA will award 5 grants for up to \$200,000 each. Award amounts are dependent upon the quality of proposals and program design. Successful applicants will include evidence-based program designs that effectively address truancy for up to 100 targeted youth and families, within a twelve week intervention / recovery period (including adequate staff support and case management/wraparound practices).

Eligibility Requirements

Only qualified non-governmental organizations registered in the District are eligible and are invited to submit applications specific to the allowable funding described in this RFA.

Priority Considerations for Program Components

Priority consideration will be given to proposals that address prevention and early intervention truancy initiatives. Treatment for trauma, mental health, and substance abuse should be integrated into intervention and response programs. Program components should include:

1. Case management
2. Systems navigation assistance and fast tracked referrals
3. Skill-streaming/Positive Socialization
4. Cognitive-behavioral interventions
5. Child and family support utilizing family navigators, home outreach workers and/or home visits.

Acceptable strategies aimed at addressing truancy problems shall incorporate best practices based on research and proven concepts, and address risk and protective factors among elementary school students and their families. Applicants may propose structured activities to engage children and their families in interventions associated with issues including substance abuse, mental health and life skills problems. Applicants must be able to demonstrate experience with implementing strategies in partnership with public schools, human services agencies and/or local child serving agencies. Successful grantees shall have the capacity to serve a minimum of 100 elementary students, and their families for periods of 12 weeks to intervene with factors contributing to poor school attendance.

Requirements

- Applicants must provide programming to reduce truancy of elementary school students, grades k-5, with five unexcused absences that attend DC Public Schools located in Ward One, Two, Four Five, Six, Seven and Eight. Intervention is targeted to avoid student/family referral to the Child and Family Services Agency (CFSA).
- Applicants must be familiar with absence and truancy protocols as defined by Office of the State Superintendent of Education (OSSE).
- Applicants must demonstrate how funding will be used to improve and/or expand existing services in partnership with local school administrators and Student Support Teams (SST). Targeted elementary school students should include students who have experienced high rate of truancy during the previous SY 2012 - 2013 or outset of SY 2013 - 2014.
- Applicants must emphasize a family strengthening approach, with assigned teams to the initiative that can start the truancy response at the school in conjunction with the DCPS attendance designee, provide case management and have considerable capacity to conduct home visits where needed.
- Applicants must have capacity to respond to crisis with sufficient clinical social workers and case managers. **Caseloads should not exceed 25 per case**

manager at any point in time.

- Applicants must include a detailed description of how JGA funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
- Applicants must participate in all JGA sponsored technical assistance.
- Applicants must participate in a process and outcome evaluation from an action research perspective to inform policy and program development of effective truancy reduction initiatives that will be funded separately by JGA.

Required Collaboration

- Letters of commitment from partnering local schools in targeted Wards is required from applicants. Letters must identify the roles and responsibilities of both parties, the commitment period, point of contact for each partner, and any other necessary information. Community-based providers (applicant) must be able to demonstrate a seamless referral process for targeted students and families with guidance from the lead contact at the school. Letters must be addressed to JGA Director Melissa Hook.
- A Memoranda of Understanding or Memoranda of Agreement with DCPS must be in place within the first 30 days of the grant period. Any partnerships described in letters of commitment should be formalized by this time.

Required Performance Measures

All applicants are required to develop specific output and outcome measures as part of the proposal and will report on the approved measures during the 12 week intervention period in the manner prescribed by JGA.

For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. In terms of data requirements, while JGA and the evaluator will work with the grantees to utilize existing data structures, it may be necessary for grantees to collect additional data to meet the requirements of this project.

Common data elements will be required from all grantees, and must be provided in electronic form (e.g., Excel, Access, or other data extract which can be analyzed without extensive recoding). For instance, many data systems use "Notes" fields to capture case management activities. However, often notes cannot be easily translated into numeric or categorical values for analysis. In addition, data must be provided at the individual or participant level in order to assess whether or not the program is meeting process standards and implementing the program as intended.

For instance, JGA anticipates collecting the following information for each program participant:

- Date referred to grantee
- Date of first contact
- If agreed to participate, Date
- Date discharged from program
- Reason for discharge
- 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 family
- If siblings are receiving services from your agency or other agencies
- Whether parents are engaged in services from your agency or other agencies (mental health, substance abuse, criminal involvement)
- Dates of each contact with youth and families (e.g., treatment dosage)
- Number and/or dates truant since referral to your CBO

School Referrals

- Number of cases referred by school
- 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 home 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

Additional

- Number of program slots available
- Number of program served
- Number of FTEs funded by local 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 (students and families)
- Number of referrals made to Child and Family Services Agency (CFSA)
- Number of families referred to DMH and/or DOH
- Number of family assessments conducted
- Increase in school attendance based on previous year
- Number and percent of program youth completing program requirements
- Number and percent of program families satisfied with program
- Number and percent of program staff with increased knowledge of program area (culture change).
- Percent change in school related discipline incidents or suspension.
- Number of program materials developed

Note that this is a preliminary list of data elements - the list will be finalized as the evaluation plan concludes by the end of the FY13 funding cycle. JGA funded evaluator will work with grantees to assess the level of data reporting capacity, and if necessary, to make adjustments to existing data systems to accommodate the final data requirements.

TARGET POPULATION: Elementary Schools and Education Campuses Targeted for Community Based Truancy Reduction Programming.

**Schools are subject to change based on end of year results.*

Ward One

Bancroft
 Bruce-Monroe ES at Park View
 Cleveland ES
 H.D. Cooke ES
 Marie Reed ES
 Tubman ES
 Takoma EC

Ward Two

Garrison ES

Ward Four

Barnard ES
 Whittier EC
 West EC

Ward Five

Browne EC
 Langdon EC
 Langley EC
 Noyes EC
 Wheatley EC

Ward Six

Amidon-Bowen ES

Miner ES
Payne ES
Walker-Jones EC
Watkins ES
Wilson, J.O. ES

Ward Seven

Aiton ES
Burrville ES
C.W. Harris ES
Drew ES
Nalle ES
Plummer ES
Thomas EC

Ward Eight

Stanton ES
Malcolm X ES
Orr ES
Savoy ES
Simon ES

III. 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 population served; 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 in your programming.**
- A clear explanation and Logic Model¹ 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 RFP.
- Timeline of key startup and implementation activities with associated project deliverables;
- Target population/stakeholders to be served;
- Geographic area to be served;
- Student school to community-based organization (CBOS) Referral process (if applicable); and
- 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.

Performance Measures (Outputs/Outcomes)

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 to JGA 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

¹ A graphic representation that clearly lays out the logical relationships between the problem to be addressed, program activities, outputs, and outcomes

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. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current 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.

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.

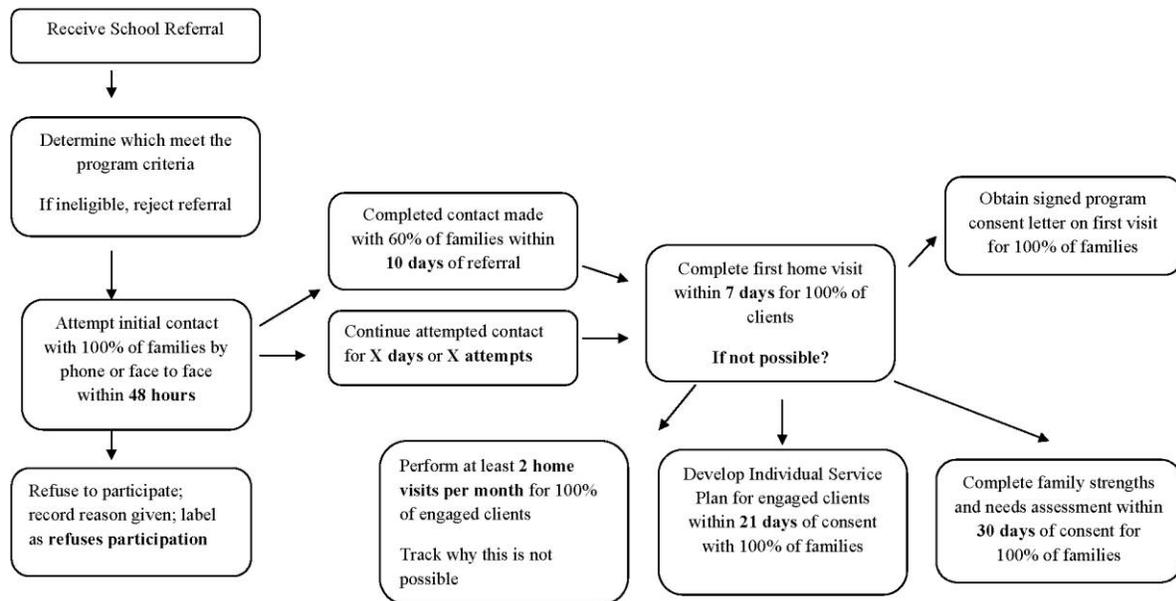
Process and program standards were developed to maintain uniformity, please consider all standards prior to developing you program and logic model.

Program Standards (See working flow chart below)

1. The Community Based Organization (CBO) will make an **attempted** contact (by phone or face-to-face) with 100% of clients² within 48 hours of the date of referral;
2. 60% of clients will have a **completed** contact (by phone or face-to-face) within 10 days of the date of referral.
3. For 100% of clients with an initial completed contact, the first home visit will occur within 7 days.
4. 100% of clients engaged into the program will sign the program consent letter on their first visit.
5. 100% of clients engaged into the program will have at least 2 home visits per month.
6. 100% of clients engaged in the program will have an Individual Service Plan developed within 21 days of consent to participate in the program.
7. 100% of clients will have completed a family strength and needs assessment within 30 days of consent to participate in the program.

² Clients refers to youth and their family

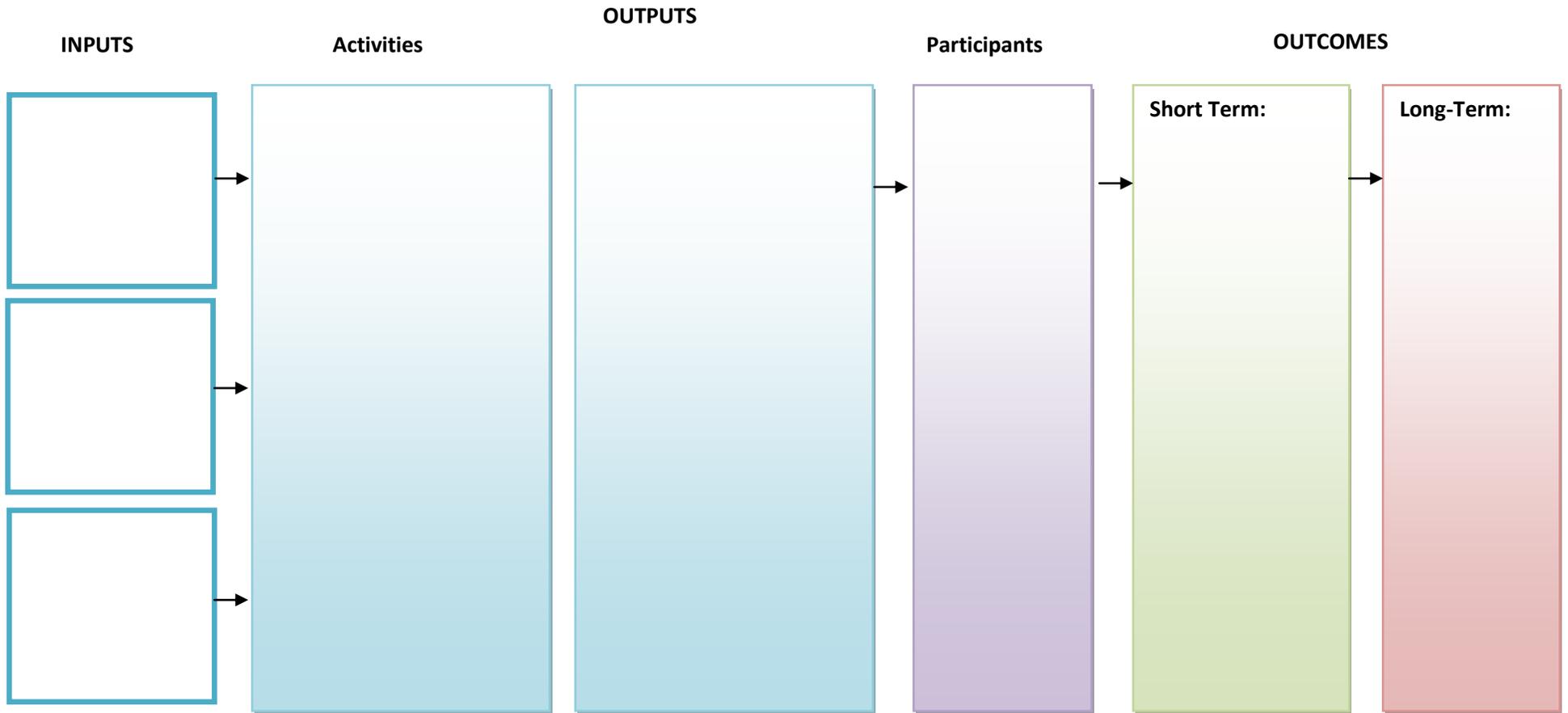
Process Standards Flow Chart



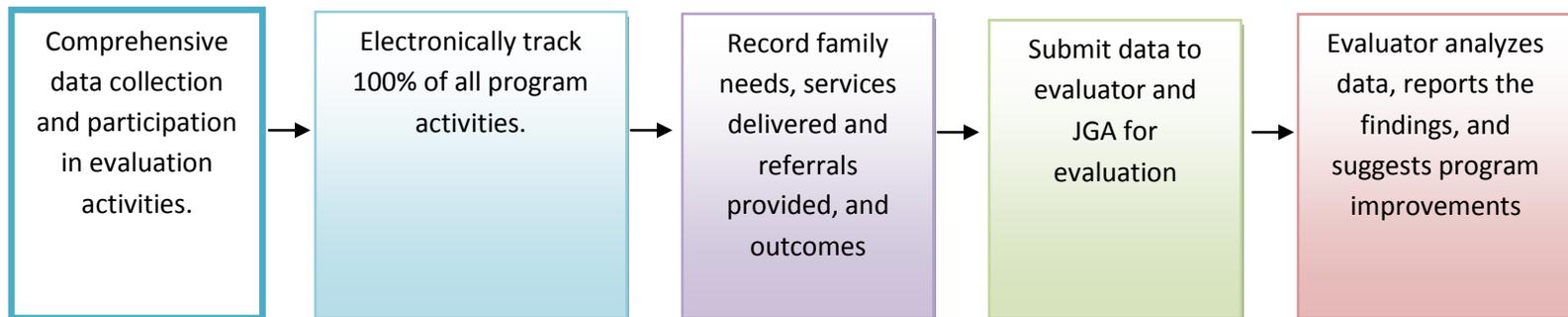
Data Collection Standards

1. All key events of program participation will be tracked for 100% of clients including date referred, whether it was an appropriate referral (students in the target age range of K-8th with 5 or more absences from school) and if not, why not; if client was engaged in the program (and if not, why not -- e.g., refused, unable to contact), date of initial contact, dates of attempted and completed contacts, date of discharge and reason for discharge, dates when assessments were completed, and dates of home visits.
2. CBOs will track attendance of clients in various project related events (e.g., fun or movie night, homework support, celebrations, field trips, in-school parent training/curriculum)
3. For 100% of clients, CBOs will track all tardies and absences from school.
4. For 100% of clients who do not sign the consent to participate in the program on the **first** visit/in-person contact, the reason will be documented.
5. 100% of home visits will be documented including date of visit, and what happens at the visit (e.g., if referred to services, specify what types of services and where; assessments conducted; parent training or other case management services).

LOGIC MODEL: Community Based Truancy Reduction (CBTR) Intervention Template



CBTR EVALUATION



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/ Budget Narrative and applicable Match Budget
- Project Workplan
- Logic Model
- Letters of Commitment / MOUs

Administrative Requirements:

- Audited Financial Statement with Management Letter
- IRS 501 (c)(3) Determination Letter and/or Business License
 - DUNS, EIN #
- 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

Applicant Profile

ORGANIZATION:	
ADDRESS:	
PROJECT TITLE:	
DURATION: October 1, 2012 – September 30, 2013	RFA #: 2014-02
Funding Source: Local Funding	
APPLICANT BUDGET	APPLICANT MATCH BUDGET
PERSONNEL	PERSONNEL NA
FRINGE BENEFITS	FRINGE BENEFITS NA
TRAVEL	TRAVEL NA
CONTRACTS/CONSULTANTS	CONTRACTS/CONSULTANTS NA
SUPPLIES	SUPPLIES NA
EQUIPMENT	EQUIPMENT NA
FLEX FUNDS	OTHER na
OPERATING COSTS	
LOCAL AMOUNT:	TOTAL MATCH AMOUNT:
PROGRAMMATIC CONTACT	FINANCIAL CONTACT
NAME	NAME:
TITLE:	TITLE:
PHONE:	PHONE:
EMAIL:	EMAIL:
APPLICANT AUTHORIZED OFFICIAL CONTACT	
NAME:	PHONE:
TITLE:	EMAIL:
APPLICANT CERTIFICATION	
<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 SIGNATURE	DATE
PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE	DATE
JGA use only: Date Received	

JGA TRUANCY 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. 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					

G. 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

**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