

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor



OFFICE OF VICTIM SERVICES

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

**IMPORTANT NOTICE**

**Application Deadline: May 21, 2014**  
**OVS's electronic Grants Management System (eGMS)**  
**ZoomGrants™**

**\*Hard copies of the application will not be accepted**

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

## TABLE OF CONTENTS

### **I. General Information**

- Introduction
- Administrative Requirements
  - *Submission Requirement*
  - *Availability of Funds*
  - *Priority Consideration*
  - *Application Deadline*
  - *Audit Requirement*
  - *IRS Requirement*
  - *Disclosure of Legal Proceedings*
  - *OTR Requirement*
  - *Award Notification*
  - *Grievance Process*
  - *Payment Provisions*
  - *Restrictions on the Use of Funds*
  - *Civil Rights Requirement*
  - *Insurance Requirement*
  - *Additional Requirements*
  - *Contingency Clauses*
  - *Monitoring*
  - *Risk Assessment Classification*
  - *Reporting*
  - *Inquiries*
- Performance Measurement
- Application Review Criteria
- Review Process and Award Decisions

### **II. STOP Violence Against Women Formula Grant Program (VAWA)**

- Purpose
- Award Limits
- Eligible Applicants
- Eligible Program Areas
- Match Requirement
- Restrictions on Use of Funds
- Annual Report
- Letters of Support

**III. Crime Victim Assistance Grant Program (VOCA)**

- Purpose
- Award Limits
- Eligible Applicants
- Eligible Program Areas
- Match Requirement
- Restrictions on Use of Funds
- Annual Report
- Letters of Support

**IV. Sexual Assault Services Formula Grant Program (SASP)**

- Purpose
- Award Limits
- Eligible Applicants
- Eligible Program Areas
- Match Requirement
- Restrictions on Use of Funds
- Annual Report
- Letters of Support

**V. Local Appropriation (LOCAL)**

- Purpose
- Award Limits
- Eligible Applicants
- Eligible Program Areas and Activities
- Match Requirement
- Restrictions on Use of Funds
- Letters of Support and/or Memorandum of Understanding

**VI. Proposal Instructions**

- Application Checklist
- Description of Proposal Sections
- Tips for Proposal Preparation
- Attachments/ Templates

## **I. GENERAL INFORMATION**

### **Introduction**

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

The Office of Victim Services is pleased to announce that it is seeking applications for funding to maintain the comprehensive network of services available to victims of violent crime; to address the issues of domestic violence, stalking, and sexual assault in a manner that promotes victim safety and offender accountability; to improve the treatment of victims of crime by providing them with the assistance and services necessary to aid their restoration after a violent criminal act, and to support and aid them as they move through the criminal justice process.

### **Administrative Requirements**

#### ***Submission Requirement***

Each applicant may only submit one proposal in response to this RFA and justify the proposal in accordance with one of the following funding sources: VAWA, VOCA, SASP or LOCAL as described in this RFA. OVS will not accept more than one proposal per applicant. Multiple projects within the same organization should be combined under one proposal.

#### ***Availability of Funds***

The funding period is **October 1, 2014 through September 30, 2015**. All grant expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable.

The Office of Victim Services also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, grant, grant agreement, or Memorandum of Understanding are contingent on the 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.

For federal grants issued under this RFA who are deemed to be “core services” of the District, the OVS reserves the right to continue funding at FY2015 levels for an additional year, if

funding is available and grantee performance meets or exceeds the expectations and goals established by the grant manager.

Core services are services that:

- Are available 24/7/365 for District residents and visitors; and
- Are considered to be emergency in nature and responsive to acute incidents of trauma or crisis

### ***Priority Consideration***

The Office of Victim Services will give priority consideration to those projects that provide victims of violent crime with emergency and transitional housing services, counseling and case management, legal assistance, criminal justice system advocacy and services associated with the DC Sexual Assault Nurse Examiner (DC SANE) program.

### ***Application Deadline***

The electronic application properly executed by the Authorized Official must be submitted to the Office of Victim Services **no later than 3:00 p.m., May 21, 2014**. Applications received manually will NOT be accepted. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline.

<http://ovs.dc.gov/publication/request-applications-fy2014-ovs>

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

### ***Audit Requirement***

All applicants are required to provide a copy of their most recent and complete set of audited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

### ***Internal Revenue Service Requirement***

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license (if relevant for the applicant's business status) and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

### ***Disclosure of Legal Proceedings***

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

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

2) been the subject of legal proceedings arising directly from the provision of services by the organization.

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

***Office of Tax and Revenue (OTR) Requirement***

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

***Award Notification***

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

The Office of Victim Services will notify all applicants of the final award decisions within 10 working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request and outline the necessary steps the applicant must complete to establish the grant award.

***Grievance Process***

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

Office of Victim Services

ATTN: FY 2015 Grant Application Inquiry

1350 Pennsylvania Ave. NW, Suite 407

Washington, DC 20004

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

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

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

***Payments Provisions***

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which results from this RFA. Grant funds will be awarded on a cost- reimbursement basis. At any time or times before final payment and three

(3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

### ***Restrictions on the Use of Funds***

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated in the Office of Management and Budget Circular A-21, Cost Principles for Educational Institutions", A-122, Cost Principles for Non-Profit Organizations", A-87, and Cost Principles for State, local and Indian Tribal Governments", Circular A-133 (Audits of States, Local Governments and Non-Profit Organization), and the U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*. **Additionally, all District-based organizations and government agencies are not permitted to request more than 1% of their total budget for costs of travel.**

### ***Funding to Faith-based Organizations***

Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVS funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

### ***Civil Rights Requirements***

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

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

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply

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

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

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

### ***Insurance Requirement***

All grantees will be required to provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder). OVS will provide additional guidance on all required documentation at the time of award.

### ***Additional Requirements***

OVS reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the *City-Wide Grants Manual and Sourcebook*. OVS will provide written notice of any additional requirements at the time of the award.

### ***Contingency Clauses***

1. OVS reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
2. This RFA does not commit OVS to award grants or sub grants. OVS reserves the right to accept or reject any or all applications. The agency will notify all applicants of the

- rejected proposals. OVS may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
3. OVS reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
  4. OVS shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
  5. OVS may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
  6. OVS may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
  7. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

### ***Monitoring***

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

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

### ***Risk Assessment Classification***

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

### ***Reporting***

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

### ***Inquiries***

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

addressed by sending an email to [ovs@dc.gov](mailto:ovs@dc.gov) Attn: [FY 2015 Grant Application Inquiry](#). Oral explanations or instructions given prior to the award of grants will not be binding.

## **Performance Measurement**

Performance measurement is a system of tracking progress for accomplishing goals, objectives and activities. They provide direction as well as a basis for evaluating progress and applicants who receive funding under this RFA must provide data that measures the results of their work. Accordingly, all applicants must develop a set of goals, objectives and activities that clearly illustrate how and when the identified services and needs of the target population(s) will be addressed. Goals are generally broad statements that encompass objectives and activities. Proposed objectives must describe a measurable outcome and activities should describe the specifics used to meet objectives. Applications should also include programmatic outcomes, e.g. the desired result of the goals, objectives, and activities, and a description of how the grantee will measure the desired results.

In addition to the goals, objectives, and activities specified in each application, all grantees will be required to report the following information on a quarterly basis:

- Number of unique **primary victims** served by OVS funding each quarter. (For the purposes of this performance measure, unique means one person. A primary victim is a person who has been directly injured as the result of the crime; it is the person against whom the crime was committed. Grantees may not count a person twice in this category even if that person received more than one service.)
- Number of unique **secondary victims** served by OVS funding each quarter. (For the purposes of this performance measure, unique means one person. A secondary victim is a person who has been injured as the result of the primary victim's victimization; it is a person who, by the nature of their relationship to the primary victim, is injured. Grantees may not count a person twice in this category even if that person received more than one service.)
- Number of unique (primary and secondary) victims served by the **organization as a whole** each quarter. (This performance measure should include the number served by OVS funding.)
- **Category of crime victims** for each unique victim served with OVS funding each quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, and stalking (For the purposes of this performance measure, clients who are victims of multiple crimes may be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)
- **Type of service** provided to each unique crime victim served with OVS funding each quarter. Examples of type of service include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing providing, hotline services, etc. (For the purposes of this performance measure, clients who are being provided more than one type of service may

be counted in more than one category. It is possible that the number generated in this performance measure does not equal the total number of unique victims served.)

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

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

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

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

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

*Example of Goals, Objectives and Activities Format:*

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

**Objective 1:** In FY 2015, 200 women and 125 children will utilize a total of 1,000 shelter nights.

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

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

### **Application Review Criteria**

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

### **Application Scoring:**

#### **Program Overview (60)**

- Statement of need (20)
  - Description of population served.
  - Documentation of identified need for services.

- Services to be provided (20)
  - Detailed description of the project.
  - How the services provided will meet the identified need.
- Goals and Objectives (20)
  - Measurable and specific to project.
  - Clearly outlines the activities of the project.
  - Outcomes of the goals and objectives clearly stated and a process of measuring the outcomes indicated
  - Application described method of collecting and reporting on required performance measures.

### **Management Overview and Fiscal Management (20)**

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

### **Evaluation & Sustainability (20)**

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

### **Review Process and Decision on Awards**

The Office of Victim Services may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this Combined Request for Applications (RFA). An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition

to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The recommendations of the review panel are advisory only. The final decision on awards rests solely with the Director of the Office of Victim Services. After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Director of OVS shall decide which applicants to fund and the amounts to be funded. *Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.*

## **II. STOP Violence Against Women Formula Grant Program (VAWA)**

### **Purpose**

The Services, Training, Officers and Prosecution (STOP) Violence Against Women Formula Grant Program (VAWA) is designed to promote a coordinated, multi-disciplinary community response to combating violence against women and to encourage collaborative efforts between members of law enforcement, prosecution, non-profit victim service providers and the courts to address the issues of domestic violence, stalking, and sexual assault in a manner that promotes victim safety and offender accountability. Funds for the STOP Violence Against Women Formula Grant Program (VAWA) are authorized by the Violence Against Women Act as contained in Title IV of the Violent Crime Control and Law Enforcement Act of 1994 (Pub. L. 103-322, 108 Stat. 1796) and Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. No. 109-162) enacted on January 5, 2006, which reauthorized critical grant programs. The VAWA 3 reauthorization amends existing programs, and makes changes to federal criminal and immigration laws.

### **Award Limits**

The STOP Program, administered by the Executive Office of the Mayor, Office of Victim Services (OVS) under the authority of the Department of Justice, Office on Violence Against Women announces the availability of grant funds to encourage the development and strengthening of effective, victim-centered law enforcement, prosecution, and court strategies to combat violent crimes against women, and to develop and enhance victim services that address violence against women in the District of Columbia.

The program allocates at least 25 percent to law enforcement, at least 25 to percent to facilitate prosecution, at least 30 percent to nonprofit, nongovernmental victim services, and at least 5 percent to courts. Additionally, 10 percent of the victim services category will be disseminated to culturally linguistic and specific services. The remainder of up to 15 percent may be allocated at the District's discretion. This formula is a statutory requirement and allocations may not be redistributed or transferred to another area.

<b>Category</b>	<b>Percent</b>
Law Enforcement	25%
Prosecution	25%
Victim Services	30% *10%

<i>*Culturally Specific/Culturally Linguistic Programs (of 30%)</i>	
Discretionary	15%
Courts	5%
<b>TOTAL</b>	

### **Eligible Applicants**

The following entities in the District of Columbia are eligible to apply for STOP Formula Grant Funding:

- Local Government Agencies
- Local Courts
- Non-Profit, Non-Governmental Victim Service Organizations
- Domestic Violence & Sexual Assault Coalitions
- Faith-Based and Community-Based Victim Service Organizations

### **Eligible Program Areas**

The STOP Program promotes a coordinated, multidisciplinary approach to improving the criminal justice system’s response to violent crimes against women. Grants supported through this RFA **must support at least one** of the following statutory program purpose areas:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence; developing, enlarging, or strengthening programs addressing stalking;
- Supporting formal and informal Statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Providing assistance to victims of domestic violence and sexual assault in immigration matters;

- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.

**OVS will prioritize programs and projects that:**

- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner.
- Support core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters.
- Provide Full Faith and Credit training for D.C.; and implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality.
- Provide culturally-specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation or gender identity.
- Develop, enhance or strengthen programs and projects to provide services and responses to all victims of domestic violence, dating violence, sexual assault or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity as defined in section 249c of title 18, United States Code.
- Increase support for sexual assault, including services, law enforcement response and prosecution.

**Match Requirement**

There is no grantee match requirement for STOP Formula Grants.

**STOP Specific Restrictions on Use of Funds**

The following is a summary of highlighted restrictions on the use of STOP Formula funds. For more information on funding restrictions, consult the Frequently Asked Questions for STOP Formula Grants at the following address:

[http://www.ovw.usdoj.gov/docs/FAQ\\_FINAL\\_nov\\_21\\_07.pdf](http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf)

*Children’s Intervention/Prevention Programs*

STOP funds may **NOT** be used to support services that focus exclusively on children or the development of sexual assault or domestic violence curricula for schools. However, if a program can show that children’s services are inextricably linked, and are the direct result of providing services to a woman, STOP funds may be used for such a program. For example, STOP funds may support the expansion of battered women’s shelter services to include programs for children of battered women residing in the shelter (i.e. child care).

*Teen Dating Violence*

In general STOP funds should focus on adult victims. However, for dating violence, victims may be teens, as long as the teen is the direct victim of abuse by a dating partner, rather than a child of a domestic violence victim. The age of majority and emancipation is defined by the individual State or District, because state law is determinative in such matters. Hence, State statutes guide the distinction between “adult” and “juvenile”.

### Legal Services

STOP grant funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the purposes for which STOP funds may be used. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protective orders may be supported. The STOP grant program expressly prohibits the use of funding for legal or defense services for perpetrators of violence against women.

### Abuser Intervention Programs

Discretionary funds may be used to support batterers' intervention programming if the program is part of a graduated system of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable and for changing their behavior.

### **Annual Report**

The grantee shall also submit to OVS a completed *Annual Federal Sub-Grant Award Performance Report* (SAPR) report. This will be a comprehensive report that will document data collected on project activities during the calendar year from January 1 – December 31.. This report is due no later than thirty days after the end of the grant period for inclusion in the Annual SAPR Administrators Report to the federal Office on Violence Against Women (OVW). From time to time, OVS may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVS. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVS.

### **Letters of Support**

All applications must include at least 3 letters of support. These letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

All prosecution, law enforcement, and court applicants must also submit a Victim Services Consultation Certification letter which attests that the applicant consulted with local victim services programs during the course of developing their grant application. Please see the sample Victim Services Consultation Certification letter provided in the attachments section of this RFA. All prosecution and law enforcement applicants must submit a Forensic Compliance Certification letter which attests that the applicant does not require a victim of sexual assault to cooperate with law enforcement or participate in the criminal justice system in order to be provided with a forensic medical exam and/or reimbursed for charges incurred on account of such exam. Please see the sample Forensic Compliance Certification letter provided in the attachments section of this RFA.

## **III. Crime Victim Assistance Grant Program (VOCA)**

### **Purpose**

The purpose of the Crime Victim Assistance Program (VOCA) is to improve the treatment of victims of crime by providing victims with the assistance and services necessary to aid their restoration after a violent criminal act, and to support and aid them as they move through the criminal justice process. Victim assistance includes services such as crisis intervention, counseling, emergency transportation to court, temporary housing and criminal justice support

and advocacy. Funds for the VOCA Program are authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, et seq.

### **Award Limits**

The VOCA Program, administered by the Executive Office of the Mayor, Office of Victim Services (OVS) under the authority of the Department of Justice, Office for Victims of Crime announces the availability of VOCA grant funds. The Office of Victim Services will fund multiple awards under each of the four target populations of victims listed below:

<b>Target Population</b>	<b>Percent</b>
Sexual Assault	At least 10%
Domestic Violence	At least 10%
Child Abuse	At least 10%
Underserved	At least 10%

### **Eligible Applicants**

To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organization, or a combination of such organizations, and provide services to crime victims. All applicants must be able to certify that they have read and are in compliance with the VOCA Certification of Assurance and VOCA Program Guidelines ([www.ojp.usdoj.gov/ovc/voca/vaguide.htm](http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm)). Additional eligibility requirements can be found in the VOCA Sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

### **Eligible Program Areas**

This RFA will only give consideration to services provided to the following four categories of victims of crime:

- **Victims of Sexual Assault**
- **Victims of Domestic Violence**
- **Victims of Child Abuse**
- **Under-Served Populations<sup>1</sup>**

For a detailed list of services, activities and costs that are eligible for support with VOCA grant funds please reference the VOCA Sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

### **Match Requirement**

There is no grantee match requirement for VOCA Grants.

---

<sup>1</sup> The Department of Justice identifies the underserved category of victims as being under-served based on gaps in services for this population. These under-served victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes, drunk drivers, assault, robbery, gang violence, hate and bias crimes, bank robbery, economic exploitation and fraud, elder abuse, survivors of homicide victims, victims that are disabled, and non-English speaking victims. Applicants responding to this category of victims of crime must describe the victims to be served and provide adequate documentation that the victims are under served.

### **VOCA Specific Restrictions on Use of Funds**

For a detailed list of restrictions on the use of VOCA funds please reference the VOCA Sub-recipient Organization and Eligibility Requirements document found in the attachments section of this RFA.

### **Annual Report**

The grantee shall also submit to OVS a completed *Annual Performance Report*. This will be a comprehensive report providing information on the activities supported and an assessment of the effects that the VOCA victim assistance funds have had on services to crime victims within the District for a one year period October 1 through September 30. This report is due no later than thirty days after the end of the grant period for inclusion in the Annual VOCA Administrators Report to the federal Office for Victims of Crime. From time to time, OVS may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVS. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVS.

### **Letters of Support**

All applications must include at least 3 letters of support. Letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

## **IV. Sexual Assault Services Formula Grant Program (SASP)**

### **Purpose**

The Sexual Assault Service Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 20005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g. boyfriend/girlfriend, friend, coworker, neighbor) or a stranger. Nearly half of all women and 1 in 5 men experienced some form of sexual violence in their lifetime. Also, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) in the US have been raped at some time in their lives.

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, survivors often need support from family and friends, as well as critical and direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention and medical and criminal justice accompaniment. The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to States and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernment organizations that provide core services, direct intervention and related assistance to victims of sexual assault. Rape crisis centers and other nonprofit organizations, such as dual programs providing both domestic violence and sexual violence intervention services, play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice and other support

systems. Funds provided through the SASP Formula Grant Program are designed to **supplement** other funding sources directed at addressing sexual assault on the State and Territorial level.

### **Award Limits**

The SASP Program, administered by the Executive Office of the Mayor, Office of Victim Services (OVS) under the authority of the Department of Justice, Office on Violence Against Women announces the availability of grant funds to organizations encouraging intervention and related assistance for victims of sexual assault.

### **Eligible Applicants**

The following entities in the District of Columbia are eligible to apply for SASP Formula Grant Funding:

- Rape crisis centers
  - Nonprofit, nongovernmental organizations which support dual programs addressing domestic violence and sexual assault in direct intervention
- \*Under SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts or forensic interviews).**

### **Eligible Program Areas**

The SASP Program strongly encourages projects that:

- Support rape crisis centers in providing direct intervention and related assistance services.
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.
- Retain core services for victims of sexual assault.
- Increase support for underserved populations in a culturally appropriate manner, with a special emphasis on support for African American communities and other communities of color, as well as LGBT communities.

### **Match Requirement**

There is no grantee match requirement for SASP Grants.

### **Restrictions on Use of Funds**

- Research projects
- Sexual assault forensic examiner projects
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on health relationships, etc.)
- Criminal justice-related projects, including law enforcement, prosecution, courts and forensic interviews
- Providing domestic violence services that do not relate to sexual violence

## **Annual Report**

The grantee shall also submit to OVS a completed Annual Federal Sub-Grant Award Performance Report (SAPR) report. This will be a comprehensive report that will document data collected on project activities during the calendar year from January 1 – December 31. This report is due no later than thirty days after the end of the grant period for inclusion in the Annual SAPR Administrators Report to the federal Office on Violence Against Women (OVW). From time to time, OVS may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVS. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVS.

## **Letters of Support**

All applications must include at least 3 letters of support. These letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

## **V. Locally Appropriated Funds (LOCAL)**

### **Purpose**

The purpose of Locally Appropriated Funds is to meet the needs of crime victims and/or to engage the community regarding the social problems related to crime and prevent crime through primary prevention and outreach strategies. The services support victims through their recovery process as well as assist them with all stages of the criminal justice process. Victim assistance includes services such as, but not limited to, crisis intervention, case management, counseling, emergency and transitional housing, criminal justice support and advocacy. Prevention and outreach activities may include such programs as youth engagement activities, media campaigns, use of technology, focus groups, or culturally and linguistically-appropriate training and engagement. Locally Appropriated Funds are authorized by the *2011 Budget Support Act for 2012*.

### **Award Limits**

The Office of Victim Services announces the availability of grant funds to provide direct services, training, or education to support and maintain the comprehensive network of services available to victims of violent crime.

### **Eligible Applicants**

Eligible applicants are established coalitions<sup>2</sup>, community-based organizations and/or District agencies located in the District of Columbia that provide direct services, training, or education to support and maintain the comprehensive network of services available to victims of violent crime. Direct services are defined as those efforts that:

- respond to the emotional and physical needs of crime victims
- assist primary and secondary victims of crime to stabilize their lives after a victimization

---

<sup>2</sup> For the purpose of this RFA, *established coalitions* are those with an active membership that coordinate District-wide victim services to support and maintain the comprehensive network of services available to victims of violent crime in the District.

- assist victims in understanding and participating in the criminal justice system.
- support the comprehensive network of services.

## **V. Eligible Programs and Activities**

This RFA will give priority consideration to:

- Organizations and agencies that provide direct services to adult, teen, or child victims of crime; and
- Organizations and agencies that can demonstrate that they are an integrated part of the District's continuum of core services.

This RFA will also consider projects that provide:

- Training and education that seeks to enhance the skills, knowledge, and abilities of allied professionals who work with crime victims;
- Outreach to communities for the purpose of increasing awareness in the community about your services, your organization or agency, or about the crimes to which the agency or organization responds;
- Community engagement and prevention activities whose primary purpose is to build a collective vision or movement in a community designed to prevent violence or crime

### **Eligible program activities may include:**

- Providing professional, vertical victim advocacy and case management to primary and secondary victims of crime;
- Providing professional medical forensic services to victims of crime;
- Providing professional mental health services to primary and secondary victims of crime;
- Providing civil, criminal, and administrative victim-focused legal services;
- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to crime and crime victims;
- Developing, enlarging, or strengthening victim services programs in government agencies or on District-based campuses;
- Developing or improving delivery of culturally-specific crime victim services to underserved populations. Culturally-specific or underserved populations include services provided to victims and survivors with physical or cognitive disabilities, victims and

survivors who speak English as a second language, victims and survivors who are immigrants, teen victims and survivors, homicide survivors, human trafficking victims, victims and survivors who identify as lesbian, gay, bisexual, or transgender, victims and survivors of stalking, and/or victims and survivors who are a member of a culturally, ethnically, or religiously marginalized population. Crime victim services include crisis intervention services, case management and advocacy services, assistance through and information about the criminal justice system, assistance with crime victims' compensation, referrals to long-term, professional mental health counseling, referral to legal services, or hotline services;

- Providing specialized court advocates in courts where a significant number of protection orders are granted;
- Increasing reporting and reducing attrition rates for cases involving violent crime;
- Developing, enlarging, or strengthening programs that address stalking;
- Supporting formal and informal District-wide, multidisciplinary efforts to coordinate the response of District and federal law enforcement agencies, prosecutors, courts, victim services agencies, and other District agencies and departments, to crimes
- Training of medical forensic personnel in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Providing assistance to victims of crime in immigration matters;
- Providing housing for victims of crime;
- Providing training, education, technical assistance, prevention, or outreach to allied professionals and communities regarding crime and crime victim services. Applications in this area must detail the applicant's plan to provide the technical assistance, training, prevention, or outreach activities and include a signed Memorandum of Understanding or Agreement from the partner community to receive the technical assistance, training, prevention, or outreach. Applications will not be accepted for activities that promote the disempowerment of victims or survivors or that do not utilize standard best practices. Applications in this category will only be accepted for activities in the following areas:
  - Community engagement and prevention activities that seek to engage men and boys in violence prevention
  - Outreach, community engagement, and prevention activities that work with children who have been exposed to or have witnessed violence;

- Training, education, and technical assistance of criminal justice personnel that also includes the enhancement of the work of the agency and that incorporates technology in the application of criminal justice;
- Outreach directed at underserved communities. Underserved communities are defined in this RFA as victims and survivors with physical or cognitive disabilities, victims and survivors who speak English as a second language, victims and survivors who are immigrants, teen victims and survivors, homicide survivors, human trafficking victims, victims and survivors who identify as lesbian, gay, bisexual, or transgender, victims and survivors of stalking, and/or victims and survivors who are a member of a culturally, ethnically, or religiously marginalized population;
- Outreach activities that are conducted in tandem with direct services to crime victims; and
- Outreach, education, technical assistance, training, community engagement, or prevention activities that describe robust, significant, and measurable activities and outcomes.

### **Match Requirement**

There is no match requirement for LOCAL.

### **LOCAL Specific Restrictions on Use of Funds**

LOCAL funds are restricted to provision of direct services, training or education on behalf of victims of violent crime including domestic violence, sexual assault, homicide, robbery/assault, and stalking as described in Eligible Applicants and Eligible Program Activities above.

### **Letters of Support and/or required Memorandum of Understanding**

All applications must include at least 3 letters of support and/or memorandum of understanding. Letters should be representative of a multi-disciplinary support base and demonstrate the need, the intended use and expected results from the use of the grant funds.

## **VI. Proposal Instructions**

All applicants are required to apply before May 21, 2015. Follow the ZoomGrants™ format <http://ovs.dc.gov/publication/request-applications-fy2014-ovs>,

information outlined below and all required information on the *What an Application Must Include* checklist. Any missing items may render the application ineligible.

## **Description of Proposal Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their plans for services. It is important that proposals reflect continuity among the program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

### ***Applicant Profile***

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

### ***Project Narrative***

#### ***Project Description***

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

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

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

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

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

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

#### ***Evaluation Plan***

Applicants must submit an evaluation plan that describes how the applicant intends to keep records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the goals, objectives, activities, and outcomes, as well as required performance measures. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and

impact of the project to date and whether modifications have been made to the current goals and objectives and evaluation plan.

○ ***Sustainability Plan***

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

***Project Budget***

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

***Project Work Plan***

Please list **all** project goals, objectives, activities, and outcomes in the Project Work Plan, as well as a method of collecting required performance measurement data. All applicants must include a project objective indicating that they will notify clients about the potential benefits provided by the Crime Victim Compensation Program. Additionally, an estimation of project objectives to be achieved for each quarter of the fiscal year must be included in this section. For example, number of clients served; number of referrals to other agencies; number of clients completing violent crime compensation claims; etc.

## **What an Application Must Include:**

### **Application Checklist**

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

**General Requirements:**

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

**Administrative Requirements:**

- Audited Financial Statement
- IRS 501 (c ) (3) Determination Letter or Business License
- Disclosure of Legal Proceedings
- Statement of Certification

- Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- Standard Assurances
- Roster of Board of Directors
- Key Resumes and Job Descriptions
- Applicable Staff License or Certification Required to Perform Services

**In addition to the General and Administrative Requirements listed above, all VAWA applicants must include:**

- 3 Letters of Support
- Victim Services Consultation Certification Letter (applicable only to prosecution, law enforcement, and courts programs)
- Forensic Compliance Certification Letter (applicable only to prosecution and law enforcement agencies)

**In addition to the General and Administrative Requirements listed above, all VOCA applicants must include:**

- 3 Letters of Support
- VOCA Certification of Assurance

**In addition to the General and Administrative Requirements listed above, all SASP applicants must include:**

- 3 Letters of Support

**In addition to the General and Administrative Requirements listed above, all LOCAL applicants must include:**

- 3 Letters of Support and/or required Memoranda of Understanding

## **Tips for Proposal Preparation**

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

- The Application Profile must be signed by the Authorized Official.
- Title of Project should be different than the name of the funding source.
- Round all budget figures to the nearest dollar.
- Follow the format outlined in section *V. Proposal Instructions* when developing your proposal.
- Use the *What an Application Must Include* checklist to guide the completion of your grant application packet.

## APPLICANT PROFILE

<b>Government of the District of Columbia</b> <i>Executive Office of the Mayor</i>	<i>OVS use only:</i> _____
<b>OFFICE OF VICTIM SERVICES GRANT APPLICATION</b>	
<b>Funding Source: (check one)</b> <input type="checkbox"/> VAWA <input type="checkbox"/> VOCA <input type="checkbox"/> SASP <input type="checkbox"/> LOCAL	
<b>Fiscal Year of Funding:</b> <b>2015</b>	
<b>Organization Name:</b>	
<b>Project Title:</b>	
<b>Duration (Begin/End Dates):</b> <b>10/1/2014-9/30/2015</b>	
<b>PROJECT COST: \$</b>	
<b>AUTHORIZED OFFICIAL:</b> Name: Title: Telephone: Fax: Email:	
<b>PROJECT DIRECTOR:</b>  Name:  Title:  Address:  Telephone:  Fax:  Email:	<b>FINANCIAL OFFICER:</b>  Name:  Title:  Address:  Telephone:  Fax:  Email:
<i>Application is made for a grant under the above mentioned program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services.</i>	
<i>I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services.</i>	
_____ <b>Signature of Authorized Official</b>	_____ <b>Date</b>

## PROJECT BUDGET

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

A. PERSONNEL: List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested.

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

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

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

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

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

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

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

E. SUPPLIES: List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors.

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

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

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

G. OPERATING EXPENSES: List items by type (i.e. rent, utilities, telephone, etc.) that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors.

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

## PERFORMANCE MEASURES

<b>Organization:</b>
<b>Project Director:</b>
<b>Project Title:</b>

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Number of unique victims served by OVS funding each quarter				
Number of unique victims served by the organization as a whole each quarter (should include the number served by OVS funding)				
Category of crime victim for each unique victim served with OVS funding each quarter. Examples include homicide, intimate partner violence, sexual assault, child physical or sexual abuse, stalking (Should include a unique number for each crime victim served)				
Type of service provided to each unique crime victim served with OVS funding each quarter. Examples include case management, criminal justice advocacy, civil legal services, criminal legal services, mental health counseling, forensic or medical care, housing, hotline, etc. (Should include a unique number for each service provided)				
Number of outreach events conducted with OVS funding each quarter				
Number of participants served by outreach events conducted with OVS funding each quarter				
Number of trainings or continuing education events conducted with OVS funding each quarter				
Number of unique participants trained or educated with OVS funding each quarter				

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

Number of ASK or UASK downloads facilitated each quarter				
Number of LEP clients served each quarter				
Number of times your agency accessed the victim services interpreter bank each quarter				

## PROJECT WORK PLAN

**Project Goal**

**Objective:**

1<sup>st</sup> Qtr

2<sup>nd</sup> Qtr

3<sup>rd</sup> Qtr

4<sup>th</sup> Qtr

**Activities:**

**Outcome:**

**Project Goal**

**Objective:**

1<sup>st</sup> Qtr

2<sup>nd</sup> Qtr

3<sup>rd</sup> Qtr

4<sup>th</sup> Qtr

**Activities:**

**Outcome:**

*Please use additional pages as necessary*

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## *Executive Office of the Mayor*

### **Statement of Certification**

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

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

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

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

---

Applicant Name

---

Address

---

Address

---

Application Number and/or Project Name

---

Applicant IRS/Vendor Number

---

Typed Name and Title of Authorized Official

---

**Authorized Official Signature**

---

**Date**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
*Executive Office of the Mayor*

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

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

**1. LOBBYING**

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

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

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

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

- A. The applicant certifies that it and its principals:

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

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

### **3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

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

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

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

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

Place of Performance:

---

Street address and zip code

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

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

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

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

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

---

Applicant Name

---

Address

---

Application Number and/or Project Name

---

Applicant IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

**Authorized Representative Signature**

---

**Date**

## STANDARD ASSURANCES

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

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](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

## SAMPLE VICTIM SERVICES CONSULTATION CERTIFICATION LETTER

Date

Melissa Hook  
Director  
Executive Office of the Mayor  
Office of Victim Services  
1350 Pennsylvania Ave., Suite 407  
Washington, DC 20004

Re: Victim Services Consultation

Dear Ms. Hook:

I submit this letter to certify that **[Your Agency Name Here]** is in compliance with the requirements of the STOP Violence Against Women Formula Grant Program as amended by the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Specifically, I hereby certify that **[Your Agency Name Here]** has consulted with local victim service programs during the course of developing our grant application in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

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

**Typed Name of Authorized Representative:**

**Title:**

**Agency Name:**

**Signature of Authorized Representative:**

**Date Signed:**

**SAMPLE FORENSIC COMPLIANCE CERTIFICATION LETTER**

Date

Melissa Hook  
Director  
Executive Office of the Mayor  
Office of Victim Services  
1350 Pennsylvania Ave., Suite 407  
Washington, DC 20004

Re: Forensic Compliance

Dear Ms. Hook:

I submit this letter to certify that **[Your Agency Name Here]** is in compliance with the requirements of the STOP Violence Against Women Formula Grant Program as amended by the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Specifically, I hereby certify that **[Your Agency Name Here]** does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam or for reimbursement of charges incurred on account of such an exam.

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

**Typed Name of Authorized Representative:**

**Title:**

**Agency Name:**

**Signature of Authorized Representative:**

**Date Signed:**

# Crime Victims Assistance Grant Program (VOCA)

## Sub-recipient Organization and Eligibility Requirements

---

### *Certification of Assurance*

VOCA establishes eligibility criteria that *must* be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. This certified assurance document outlines the criteria used to determine an organization's eligibility for receiving VOCA funds, what type of organizations are eligible to become sub-recipients and details the allowable and unallowable costs at the sub-recipient level. In addition, *all* sub-recipients must certify that they have read and will comply with VOCA, the *Program Guidelines*, and the *OJP Financial Guide*. This assurance form does not replace the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Sub-recipient), OJP Form 4061/1, currently signed by all VOCA sub-recipients.

### **Organization Eligibility Requirements**

Each sub-recipient organization *must* meet the following requirements to be considered for funding:

- **Public or Nonprofit Organization** – To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
- **Record of Effective Services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.
- **Program Match Required** – Matching contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal sources, except as provided in the OJP Financial Guide. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. In-kind match may include (donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project). *OVS will provide Match for sub-recipient.*
- **Record Keeping** – VOCA sub-recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the sub-recipient for its own paid employees.

- **Volunteers** – Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.
- **Promote Community Efforts to Aid Crime Victims** – Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. *Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.*
- **Help Victims Apply for Compensation Benefits** – Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- **Comply with Federal Rules Regulating Grants** – Sub-recipients must comply with the applicable provisions of *VOCA*, the *Program Guidelines*, and the requirements of the *OJP Financial Guide*. The OJP Financial Guide is available online at: <http://www.ojp.usdoj.gov/finguide06/index.htm>
- **Maintain Civil Rights Information** – Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- **Comply with State Criteria** – Sub-recipients must abide by any additional eligibility r service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
- **Services to Victims of Federal Crimes** –Sub-recipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- **No Charge to Victims for VOCA –Funded Services** – Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- **Client Counselor and Research Information Confidentiality** – Maintain confidentiality of client-counselor information, as required by state and federal law.
- **Confidentiality of Research Information** – Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program 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 VOCA.

*New Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.*

## **Eligible Sub-recipient Organizations**

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include but are not limited to:

- **Sexual Assault and Rape Treatment Centers**
- **Domestic Violence Programs and Shelters**
- **Child Abuse Programs**
- **Centers for Missing Children**
- **Mental Health Services**
- **Community-Based Victim Coalitions; and**
- **Support Organizations including those who serve survivors of homicide victims.**

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to the following:

- **Criminal Justice Agencies** – Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that **exceed** a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may **not** be paid for with VOCA funds.
- **Religiously-Affiliated Organizations** – Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation

and that the receipt of services is not contingent upon participation in a religious activity or event.

- **State Crime Victim Compensation Agencies** – Compensation programs, including both centralized and decentralized programs, may receive VOCA assistance funds if they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.
- **Hospitals and Emergency Medical Facilities** – Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantees *may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims* if (1) the examination meets the standards established by the state, local prosecutor’s office, or state-wide sexual assault coalition; **and** (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- **Others** – State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

## **Allowable Costs for Direct Services**

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim Assistance grant funds within a sub-recipient’s organization:

- **Immediate Health and Safety**
- **Mental Health Assistance**
- **Assistance with Participation in Criminal Justice Proceedings**
- **Forensic Examinations**
- **Costs Necessary and Essential to Providing Direct Services**
- **Special Services**
- **Personnel Costs**
- **Restorative Justice**

## **Other Allowable Costs and Services**

The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only

limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- **Skills Training for Staff**
- **Training Materials**
- **Training Related Travel**
- **Equipment and Furniture**
- **Purchasing or Leasing Vehicles**
- **Advanced Technologies**
- **Contracts for Professional Services**
- **Operating Costs**
- **Supervision of Direct Service Providers**
- **Repair and/or Replacement of Essential Items**
- **Public Presentations**

### **Non-Allowable Costs and Activities**

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds at the sub-grantee level:

- **Lobbying and Administrative Advocacy**
- **Perpetrator Rehabilitation and Counseling**
- **Needs Assessments, Surveys, Evaluations, Studies**
- **Prosecution Activities**
- **Fundraising Activities**
- **Indirect Organizational Costs**
- **Property Loss**
- **Most Medical Costs**
- **Relocation Expenses**
- **Administrative Staff Expenses**
- **Development of Protocols, Interagency Agreements, and Other Working Agreements**
- **Costs of Sending Individual Crime Victims to Conferences**
- **Activities Exclusively Related to Crime Prevention**

### **AUTHORIZATION OF GRANT CERTIFIED ASSURANCES**

I understand and agree to comply with all of the guidelines stated above.

---

Signature of Authorized Official

Date