



PROGRESSIVE LIFE CENTER

REQUEST FOR APPLICATIONS (RFA)

Office on Gun Violence Prevention (OGVP) Building Blocks DC Neighborhood Development Initiative

Publication Date: February 7, 2022

Application Deadline: March 4, 2022

Progressive Life Center 1933 Montana Avenue NE Washington DC 20002



SECTION 1. GENERAL INFORMATION

1.1 Introduction

This Request for Applications (RFA) announces Progressive Life Center (PLC) in collaboration with Department of Youth Rehabilitation Services (DYRS) and the Office of Gun Violence Prevention (OGVP) intention to invest in community-based non-profit groups and organizations, faith-based organizations, individuals or small businesses located in the District of Columbia to provide supports and services to the community. PLC seeks entities to propose innovative programming or activities to support reductions in gun violence for District of Columbia communities. Proposed programming or activities should include one or more of the following: skill-building opportunities, neighborhood beautification/restoration, restorative justice support, family connectivity and empowerment, multidisciplinary arts activities, and community engagement, among others. PLC encourages applicants with unique proposal ideas that promote neighborhood enhancement and rehabilitation as we seek to innovate the breadth and extent of services provided to our communities.

All proposed programs or activities should be in alignment with the vision of Building Blocks DC (BBDC) and the steppingstone for supporting community reinvestment for neighborhoods and blocks most affected by violence. The partnership between OGVP, DYRS, and PLC is a seamless collaboration to an existing community support for residents.

This grant will support neighborhoods through a wide range of programs and activities that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support. The core of this collaboration is to provide a helping hand in transitioning to productive and self-sustaining communities as one of the most effective public safety strategies. By investing in community-based organizations and activities, DYRS, OGVP and PLC seek to collaborate with community members, stakeholders, and organizations engaging in community reinvestment.

1.2 Target Population/Neighborhoods

Priority will be given to submissions in local District communities impacted by gun violence. Please note, per the MPD Homicide Reduction Partnership, the top 4 PSAs are as follows: PSA604, PSA706, PSA708, PSA603

1.3 Award Period and Award Amount

PLC anticipates selecting multiple entities to respond to this request for a grant period defined by the type of proposal or project and to closeout by fiscal year end, September 30, 2022, and based on the availability of funding.

Selected awardees and their proposed program or services will be managed during the duration of the project period by PLC.



The total amount for each award type (e.g. Individual Organizations, Organizational Partnership) varies by category and will not exceed 100K or 150K, respectively. Proposed budgets should be reasonable and reflect, to the best of their ability, accurate expenses to be incurred during the award period.

1.4 Number of Awards

Up to 5 awards will be available and the number of awards funded is determined by the approved proposal and the budget determined for this RFA. Two (2) awards will be made for collaborative applications that have an organizational partnership of two (2) but no more than three (3) organizations, and three (3) awards will be made to applications from individual organizations. For awards made to organizational partnerships, one organization must be established as the “lead” grantee who will execute the grant agreement, receive grants funds and be responsible for financial and programmatic reporting.

1.5 Source of Grant Funding

Funds are made available through District appropriations to Progressive Life Center.

1.6 Application Guidance

Each applicant is invited to propose a plan for programming or service to include how it will:

- Support the neighborhood through engaging community-based activities in the community
- Successfully execute the approved project plan
- Submit proper invoices to Progressive Life Center
- Report the outcomes of the project to Progressive Life Center

1.7 Project Outcomes, Outputs, and Deliverables

Progressive Life Center seeks an applicant that proposes a plan that aligns with the OGVP mission and BBDC framework. After the grant is awarded, the grant contract will delineate the required activities, outputs, and/or deliverables of the selected grantee.

a. Sample Outcomes

- The overall outcome for this grant program is in alignment with the OGVP mission to provide services, supports and opportunities for those impacted by violence in vibrant communities where residents are empowered to co-create public safety.

b. Sample Outputs

By the end of the grant period, the grantee will have achieved the following:

- Support services in the community that build trust
- Support services that sustain connections for people in priority neighborhoods, communities with a recent increase in gun violence.
- Support reductions in violence in focused areas
- Provide resources that correlate with community needs



- Provide engagement and enrichment activities in the community

c. Sample Deliverables

By the end of the grant period, the grantee will have completed the following:

- A quarterly or end-of-project programmatic and financial report
- A final report consolidating and summarizing the efforts of the program, to include information detailing the impact of the programming, to be submitted no later than 30 days before the end of the grant period.
- A power point or video presentation detailing the impact of the funding provided and the programming offered, to be submitted no later than 30 days before the end of the grant period.

1.8 Eligibility

Entities listed below may apply for these grants.

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations
- Faith-based organizations
- Private Enterprises (Note: private enterprises cannot include profit in their application)

Additional conditions of eligibility include information in the application is complete and truthful and that the applicant can meet any material conditions stated in its application. For instance, if an applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise Progressive Life Center in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

1.9 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant project expenditures that are approved in advance by PLC. Grant funds related to work performed will be provided on a disbursement basis defined by the contract between the PLC and the organization. Advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by PLC at its sole discretion. It is important to note that the budget submitted in response to this RFA by the organization should clearly align with the project proposed.

1.10 Grant Monitoring

In its sole discretion, PLC and BBDC may use several methods to monitor the grant, including site Visits, financial reports, and the collection of performance summaries. Each grant is subject to audit.

SECTION 2. PROGRAM AND ADMINISTRATIVE REQUIREMENTS

2.1 Grant Categories



Individual Organization

Applicants have the option of applying as individual organizations or as partnerships. For organizations applying as individuals, please complete the application as standard. The maximum award amount will not exceed 100K. Three (3) applicants will be selected in this category.

Organizational Partnership

For applicants applying as a partnership at least two (2) but no more than three (3) organizations may partner together. In this instance, one organization must be selected as the “lead” that will be responsible for contracting with PLC, serve as the point of contact for all inquiries related to the grant and submit all financial and programmatic reporting. Partnership applications must include a Memorandum of Understanding (MOU) that specifies the funding each partner will receive and the Scope of Work (SOW) of each member of the partnership. The maximum award amount will not exceed 150K.

The same applicant may **NOT** apply to both categories.

2.2 Tracking and Reporting System

All grantees of PLC are required to ensure:

- appropriate service delivery
- financial management and reporting
- regular recording of activity information or project-based completion
- regular recording of progress and outcomes
- Prompt responsiveness to PLC inquiries, requests for information, etc.

Grantees of PLC may be required to track data or information in a format approved by PLC when applicable.

2.3 Use of Funds

The acceptance of a grant from PLC creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them in accordance with applicable federal, DC, and PLC requirements. No payments under a grant may be made until PLC or an authorized entity has distributed the full grant award notification package to the grantee and a contract with the grantee is established. All PLC grants are made based on the contract parameters. Additionally, PLC retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, in any unearned payment for which the local share is not contributed, and in property acquired through the grant to which PLC either retains title or reserves the right to transfer title. Entities funded in response to this Request for Applications will be managed by PLC and timeliness for disbursement of funds will be determined in the contract between PLC and the grantee.

2.4 Reporting Requirements

As a condition of eligibility for funding, the grantee is required to submit



programmatic and financial reports to ensure that the grantee is properly using grant funds, making progress in carrying out the proposed program, and meeting data collection and reporting requirements. The reporting requirements will be defined in the contract awarded to an approved grantee and will vary based on scale of the grant.

SECTION 3. APPLICATION CONTENT AND SUBMISSION

3.1 Format

Applications must be submitted by email to applications@plcntu.org. All applications are due by 5pm Eastern Time on Friday, March 4, 2022.

3.2 Narrative

Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question. **Applications are limited to 12 pages of narrative ONLY.** The format for the applications should be in Times New Roman 12-point font with 1-inch margins, double spaced. Generally, the questions in the application will encompass the following elements:

- Project idea
 - Describe your project.
 - What impact will your project have on the community?
 - How will your project help to de-escalate gun violence in the neighborhood?
 - What history, if any, does your organization/partnership have with delivering this scale of project?
 - If applicable, how does your proposed partnership create an impact greater than either organization could achieve, separately?
- Target population
 - Who/where will your project serve?
 - Why does this population need this project?
 - How will your project engage this population and what kind of input will they have in project design?
 - What is your organization's history with engaging this population successfully?
- Organizational Capacity
 - Describe the history of your organization/partnership.
 - Identify key staff and/or volunteers that will be involved in planning and managing the project.
 - Does your organization/partnership have recent (within the last 4 years) experience receiving grant funding and at what amounts?
- Data Collection Plan and Evaluation
 - What data does your organization/partnership collect and why?
 - What does your organization/partnership plan to collect as key data points for this project?



- How will your organization/partnership determine “success” for this project?
- What does your organization/partnership see as barriers to success?
- How does your organization/partnership plan to overcome these barriers?
- Budget and Budget Narrative
 - Applicants/partnerships must submit a budget narrative which offers a description of costs associated with each line item and a clear justification for the line items in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditures are proposed and how the line-item amounts were derived. The budget is the total amount of direct and indirect costs estimated to carry out the proposed program. The indirect cost rate for this application is 10%. Only allowable, allocable, and reasonable costs may be included in the proposed budget. Travel outside the DC metro area is not an allowable expense.
- Other Required Documents (see section 3.5)

3.4 Performance Measures

The grantee will be monitored by PLC and OGVP to ensure compliance with all federal, local, and agency requirements and to evaluate progress on proposed objectives. PLC and OGVP will monitor the grantee for functions and activities performed under the grant to ensure compliance with all requirements and all services and responsibilities outlined and performance goals are achieved. PLC and OGVP will monitor progress through oral and written communications, review of information through reports defined in the grantee contract and/or specific requests, on-site visits, and audits (if applicable). PLC and OGVP will monitor its grantees according to the approved proposal and terms of the grant award contract.

3.5 Required Documents

Each of the following documents must be filed as part of a complete application submission. If any of the documents is not included as part of the application submission, PLC may classify the grant application as “received” but not “filed.” If a government agency must issue a required document – and an applicant has requested the document but not received it – PLC may accept a copy of the applicant’s request to the agency for the purpose of deeming the application complete. The following items are required:

Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. PLC requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

IRS W-9 Tax Form

The applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). PLC defines “current” to mean that the document was completed within the same calendar year as that of the application date.

Tax Exemption Affirmation Letter



The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the applicant should provide its most recent IRS Form 990 tax return if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IIRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization then the applicant may submit the best evidence, it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists (See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations).

Applicant's Current Fiscal Year Budget

The applicant must submit its full budget, including projected income, for the current fiscal year. Also, the applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

Audited Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the applicant must provide its most recent complete year's unaudited financial statements.

Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization to prevent fraud or waste and maintain internal controls for the financial management of grant funds. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded
- Provide the names and titles of personnel working in financial transactions
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and
- Address other limits on staff and board members' handling of the organization's funds.

Partner Documents

If applicable, the applicant must submit any partnering organization's Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs and documentation of the partner's tax-exempt status. A Memorandum of Understanding (MOU) must be included for partnership agreements.



3.6 Submission

All applications must be submitted by Friday, March 4, 2022, at 5pm Eastern Time. NO applications will be accepted after this time. Applications must be submitted electronically by email to applications@plcntu.org. The proposal, budget/narrative, and all supporting documentation must be submitted in one (1) email. **Incomplete applications will not be accepted.**

SECTION 4. APPLICATION REVIEW AND SCORING

4.1 Review Panel

The review panel will read, score, and rank each applicant’s proposal. The panel will recommend the highest scorers for award of the grant. Review panels may vary in size but will typically comprise two to three people. The recommendations of the review panel are advisory and not binding on PLC. Final decisions on funding and awards vests solely with OGVP’s Director based on assessment of the recommendations of the review panel, pre-award site visit reports, and any other information considered relevant. Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application.

4.2 Scoring Criteria

Proposals will be reviewed against the following scoring criteria:

Criteria	Points
<p>Project idea: Proposal reflects an innovative and thoughtful proposal or resource; demonstrated to support the members of the community in which the applicant serves. The proposal clearly identifies the type of programming or service, where it will be held, and its overall implementation plan. Implementation plans will explain how the applying entity will: retain support to the community during the time of the grant period or beyond, connect the services to improved economic growth for community members and reduce violence. Include specific outcomes, activities, and outputs.</p>	15
<p>Target population: Proposal reflects applicant’s extensive knowledge of the community to be served and/or working with the intended target population and includes examples of this experience. Proposal also includes experience working with community members, and knowledge of community issues. First time grant proposal and organizations with experience clearly and concisely describe the plan to implement this service with the target population. Proposal reflects any past successful programming or service offered to the community where the applying entity has a history of service delivery, date of past programming or service, and any past or current community connections. Proposal also explains whether and how the applicant’s efforts working with this target population will facilitate economic opportunities for community members.</p>	15

Organizational capacity and key personnel: Proposal demonstrates an applicant’s organizational capacity and offers a clear plan on how to best utilize staff to reach proposed outcomes, conduct activities, and outputs. Proposal offers a brief biographical paragraph on any individuals whose expertise will be utilized during the grant period and the explains their roles in achieving the proposed outcomes, activities, and outputs. Proposals should also demonstrate how the applicant organization will facilitate the supervision, coaching, and training of staff throughout the grant period. Proposal reflects innovative ideas on recruiting community members and providing training.	15
Data Collection and Evaluation: The evaluation plan reflects thoughtful and creative techniques for measuring project success. The evaluation plan should be clearly linked to the collection of data on activities, outputs, and outcomes. The individual(s) responsible for collecting data and completing the project evaluation and a timeline should be reflected in this section.	9
Budget and Budget Narrative: The application includes a reasonable and accurate numeric budget. The application includes a clear budget narrative, which justifies the line items listed in the numeric budget.	6
Total number of points available to achieve:	60

4.3 Proposal Scoring Rubric

PLC seeks proposals that clearly and concisely articulate how the applicant will meet the objectives and all required elements described in the solicitation. Each proposal will be evaluated on the information provided for five “Technical Evaluation Factors:”

1. The Project Plan
 2. The Target Population
 3. The Organizational Capacity and Key Personnel
 4. Data Collection and Evaluation Plan
 5. The Budget and Budget Narrative
- **1 Point:** The response on this criterion is weak. All required elements are not included and/or or descriptions are not fully or clearly articulated.
 - **2 Points:** The response on this criterion is acceptable. All required elements are included, and most descriptions are fully and clearly articulated.
 - **3 Points:** The response on this criterion is strong. All required elements are included, and all descriptions are fully and clearly articulated.

SECTION 6. CONTACT INFORMATION AND APPLICATION SUPPORT

6.1 Updates, Questions and Answers (Q&A)



Additional information may become available before the application is due. It is the applicant's responsibility to review the status and requirements of the grant for which it is applying. Questions for this application can be submitted to applications@plcntu.org up to 5pm Eastern Time on Wednesday, February 23, 2022. Responses to all questions will be posted to PLC's website, www.progressivelifecenter.org by Monday, February 28, 2022.

6.2 Pre-Application Meetings

A virtual session will be held on Thursday, February 10, 2022, from 5:30 – 6:30pm Eastern Time. Applicants interested in attending must send a request to applications@plcntu.org with "Request to Attend Virtual Session" in the subject line. All requests must be received by 12pm Eastern Time Wednesday, February 9, 2022. A link will be sent no later than an hour leading up to the session.

A second virtual session will be held on Thursday, February 17, 2022, from 12 – 1pm Eastern Time. Applicants interested in attending must send a request to applications@plcntu.org with "Request to Attend Virtual Session" in the subject line. All requests must be received by 12pm Eastern Time on Wednesday, February 16, 2022. A link will be sent no later than an hour leading up to the session. Attendance at the sessions is NOT mandatory to apply.