



## **PROGRESSIVE LIFE CENTER**

**REQUEST FOR APPLICATIONS (RFA)**

**ONSE Violence Intervention Services in Wards 1&4 and 6&7**

**Publication Date: January 6, 2023**

**Application Deadline: February 3, 2023**

**Progressive Life Center 1933 Montana Avenue NE Washington DC 20002**



## **SECTION 1. GENERAL INFORMATION**

### **Introduction**

Progressive Life Center (PLC), on behalf of the Office of Neighborhood Safety and Engagement (ONSE) is seeking two (2) grantees to provide violence intervention services and supports in Washington DC communities. All selected grantees will have a projected start date of April 2023.

The Safer, Stronger DC Office of Neighborhood Safety and Engagement (ONSE) was created to address violence in the District while assisting families dealing with the grief and trauma caused by these occurrences. The mission of the DC Office of Neighborhood Safety and Engagement (ONSE) is to build a community-oriented model for violence prevention and public safety. ONSE employs a strategy rooted in public health, recognizing that crime reduction is not accomplished through law enforcement alone. ONSE programs consolidate violence prevention efforts across agencies in an effort to create a comprehensive violence prevention strategy throughout the District. In addition to serving as coordinator for citywide prevention efforts, ONSE is responsible for playing an “on the ground” role in deterring violent activity in local communities, while serving individuals and families affected by violence.

The Progressive Life Center (PLC) was founded in 1983, by Dr. Frederick Phillips (1946-2018), a clinical psychologist who dedicated his career to child welfare and family development. PLC began with one program and a staff of five, providing community-based mental health services with a culturally and spiritually based approach to adjudicated African American youth and their families in Washington, DC. Today, PLC has nearly 100 staff in offices in the District of Columbia; Baltimore, MD; Prince George’s County, MD; Philadelphia and York, PA; and Newark, DE. We are dedicated to helping individuals and families recognize and maximize their inner resources and strengths, enhance their relationships, and function harmoniously in broader environments. PLC is a 501 (c)(3) nonprofit organization and is licensed as a child placement agency in the State of Maryland, State of Delaware, and the Commonwealth of Pennsylvania. In addition, PLC is accredited by the Council on Accreditation.

### **SECTION 1: FUNDING AREAS**

- 1. Violence Intervention (funding up to \$850,000 for services in Wards 6 & 7)**
- 2. Violence Intervention (funding up to \$950,000 for services in Wards 1 & 4)**

The goal of ONSE Violence Intervention Initiative is to reduce the instances and likelihood of the highest risk individuals in highest risk communities being involved in gun violence. The aim of Violence Intervention Initiative is to increase public safety, increase community cohesion, develop protocols and strategies to combat gun violence and connect the most valuable partners in collective anti-gun violence efforts.



The Grantees shall identify staff solely designated to one role on the Violence Intervention contract; grantee staff will not be allowed to fulfill more than one role at a time for the Violence Intervention Initiative. Grantees providing violence intervention services must be able to meet the below criteria:

#### Community Engagement

- Demonstration of at least three (3) years of community planning, engagement, events, and programming in District of Columbia communities impacted by poverty, trauma, and/or violence
- Access to on-site location for service provision in the Ward(s) the Grantee is applying to serve
- Referrals from community members, agencies, businesses, or other community stakeholders reflecting holistic (includes employment, education, life skills, safety, housing, or self-care needs) and impactful community engagement
- Proven connection to and integration in a minimum of three District of Columbia communities impacted by poverty, trauma, and/or violence in Wards the Grantee is applying to serve
- Evidence of five (5) existing partnerships with community-based organizations, government agencies or other neighborhood entities that have strengthened the ability to serve community members, families, and individuals
- Proficient knowledge of protocols used to respond to critical incidents

#### Violence Intervention

- Demonstration of staffing who possess a minimum of three (3) years' experience in providing successful conflict and crisis management services in the District of Columbia; must provide evidence of strategies used and outcomes achieved
- Demonstration of staffing who possess ability to build relationships with those who have engaged in violent acts or have been victims of violence, that foster the development and use of healthy conflict resolution skills; must provide referrals from individuals who have been engaged with Grantee in the past or under current contracts
- Knowledge of historical and/or ongoing conflicts in communities in the Ward(s) the Grantee is applying to serve; must provide a summary of community conflicts and general strategies to address conflict in every community assigned to the Grantee or requested by the Grantee
- Proficient knowledge of practices associated with violence interruption and evidence of adherence to strong operating procedures that govern the work; must provide outline or model of violence intervention practices and philosophies
- Demonstration of staffing who possess experience in intercepting and interrupting potential, escalation, and retaliatory violence
- Demonstration of staffing who possess a minimum of three (3) years' experience facilitating successful ceasefires and mediations; must provide referrals from individuals previously involved in mediation efforts as a participant or partner
- Evidence of being able to bring influential individuals from different communities together to resolve conflict; must provide referrals or examples of facilitation or implementation of collaborative efforts

#### Violence Intervention Services Basic Requirements

##### **Staffing:**

- Maintain two (2) solely dedicated Violence Intervention Specialists per Community at all times;



- At least one (1) Violence Intervention Specialists must be full-time
- Maintain at least two lead Floaters (2) per provider

**Services:**

- Cultivate relationships with community members and community partners, with the intention of helping high risk individuals and families disrupt cycles of violence
- Develop, in partnership with ONSE and neighborhood residents, plans for each priority community that identifies violence intervention strategies tailored to build upon community strengths and address specific needs and safety priorities
- Develop, in partnership with ONSE and high-risk individuals, plans for each high-risk individual that identifies violence intervention strategies tailored to build upon individual strengths and address specific needs and safety priorities
- Provide a substantial known presence by hosting and participating in weekly and monthly community events and activities, and engagement of all priority communities
- Successful facilitation of monthly programming and activities for tiered individuals
- Establish and maintain a minimum of ten (10) partnerships within each priority community
- Successful facilitation of peacemaking efforts on a monthly basis, included, but not limited to ceasefires, mediations, and at least one (1) retreat per priority community
- Enroll individuals and families in services and supports and track progress monthly via ONSE database
- Respond to all critical incidents in the assigned priority communities
- Provide notice to ONSE VI Program Manager of all critical incidents in the assigned priority communities.
- Attend check-in meetings.
- Facilitate triage meetings, and hospital and home visits
- Complete and submit critical incident reports
- Attend all weekly violence intervention meetings coordinated by ONSE
- Attend ANC meetings in all priority communities
- Submit programmatic and financial reports to ONSE
- Submit annual report to Program Manager by September 30<sup>th</sup> of the current fiscal year

**PROGRAM SCOPE:**

The Office of Neighborhood Safety and Engagement (ONSE) is seeking improvements to the contract for violence intervention services that significantly reduce violence in the District of Columbia by:

- cultivating relationships with individuals and families who are at the highest risk of participating in or being victims of violence
- disrupting cycles of violence in high-risk individuals and families by facilitating connection to supports and aiding in the successful completion of services needed to meet personal goals and objectives
- establishing a strong presence in communities that have experienced high levels of violence
- building partnerships with community members, District agencies, community-based organizations, and businesses to prevent violence and increase community efficacy



- intercepting and interrupting potential, escalation, and retaliatory violence, leading to a decrease in violence as a result
- Connecting individuals and families to critical services, resources, and opportunities

The program will be approximately six months in length for FY23, with the potential for option years based upon performance and funding

Below is the required staffing structure for this program:

The Grantee shall maintain the required compliment of staff for the Violence Intervention contract at all times. In the event a staff member vacates a position under ONSE Violence Intervention Contract, the grantee must notify ONSE within 24 hours of a position being vacated. Grantee must fill all vacant positions within thirty (30) business days of availability.

The Grantee shall identify staff solely designated to one role on the Violence Intervention contract; grantee staff will not be allowed to fulfill more than one role at a time for the Violence Intervention Initiative.

The Grantee shall submit a copy of the staff roster every month on the 10<sup>th</sup> of the month, attached to the invoicing package. If the 10<sup>th</sup> falls on a weekend or holiday, the roster will be due by the next business day of the month.

**Violence Intervention Manager:** One full-time position solely dedicated to the ONSE Violence Intervention contract. **KEY PERSONNEL**

- The Violence Intervention Manager must have significant experience working with complex communities affected by poverty, trauma, and violence and must have great knowledge of policies and protocols that govern violence interruption, case management, ceasefires and mediations.
- The Violence Intervention Manager will be responsible for the management and administration of the program, the supervision of staff dedicated to the Violence Intervention Program, coordination of contract work assigned to sub-grantees and completion of Community Empowerment Plans and Mediation Plans.
- The Violence Intervention Manager will coordinate all program activities, staff trainings and professional development opportunities. In addition, he/she will ensure that the Grantee's internal policies and protocols are followed, including, but not limited to those that govern engagement of high-risk individuals, the building of partnerships, the entrance of data and notes in the database system, and the disbursement of flex funds.
- The Violence Intervention Manager will be responsible for communicating with ONSE regarding program operations, assignment of workers, the management of critical incident responses, and the scheduling of triage meetings and hospital visits.
- The Violence Intervention Manager must make contact with individual Violence Interrupters at least once per week to conduct supervision and provide coaching, strategies and solutions for prevention and intervention.



- The Violence Intervention Manager must make contact with individual Violence Interrupters at least once per week to conduct supervision and provide coaching, strategies and solutions for prevention and intervention.
- The Violence Intervention Manager must make contact with Case Management Program Coordinator at least once per week to share information and provide coaching, strategies and solutions for prevention and intervention.
- The Violence Intervention Manager must visit communities to support VI presence at least eight (8) hours per week.
- The Violence Intervention Manager salary should not exceed \$95,000.

**Violence Intervention Specialist:** Full-time and Part-time staff dedicated to one priority community. At least one (1) Violence Intervention Specialists in every community must be full-time. Full-time Violence Intervention Specialists must work at least 40 hours per week. **KEY PERSONNEL**

- Violence Intervention Specialists must have related experience working with complex communities affected by poverty, trauma, and violence and must have great knowledge of policies and protocols that govern violence interruption, ceasefires and mediations.
- Each Violence Intervention Specialist will be assigned to one (1) priority community and must:
  - o be a previous or current resident, have multiple current positive relationships and significant and traceable ties to the priority community they are assigned to
  - o be well known as a positive contributor to peace by numerous members of the priority community they are assigned to
  - o have the ability to relate well to community members, maintain professional boundaries, and operate in a professional manner
- Violence Intervention Specialists are responsible for building positive relationships with priority community members, serving as a mentor to high risk individuals, staying abreast of community and interpersonal conflicts that have the potential to escalate to violence, developing partnerships with community organizations to implement violence intervention strategies, attending and facilitating neighborhood meetings, events and activities, facilitating ceasefires and mediations, and responding to critical incidents. Violence Intervention Specialists are also responsible for completing all administrative tasks associated with the project.
- Violence Intervention Specialists will dedicated 30 hours per week to engaging high risk individuals (Tiers) and working specifically towards goals outlined in individual Outcome Plan. Violence Intervention Specialists are responsible for documenting individual outcomes based on the Outcome Plan goals. Violence Intervention Specialists will dedicate 10 hours per week to engaging community partners, ceasefire, and mediation efforts, attending events, and training & meetings.
- The Grantee shall identify, onboard, and assign at least one Lead Violence Interrupter who can serve as a peer coach, community floater, VI trainer and point of contact for the grantee.
- Violence Intervention Specialists salaries should not exceed \$70,000

**Community Navigator:** Community Navigators are neighborhood residents or stakeholders who are invested in the safety and well-being of their communities. Navigators are not staff but are paid stipends



to support the Grantee's ability to build relationships and broker peace. Community Navigators are required on an as needed basis and should have the ability to float and engage in more than 1 community. In the event a particular community is need of additional staff support, navigators are to be assigned as additional coverage.

Community Navigators are paid on a stipend basis. A community navigator should be paid per person, per activity for support of a critical need, service or mediation for Violence Intervention.

**Administrative Support:** Part-time Administrative Support staff dedicated to Violence Intervention Initiative. Administrative support will provide oversight for data entry and fiscal management. Administrative support will be responsible for oversight management and submission of all financial documents and requirements for the grantee. Administrative support staff shall have at least 2 years of experience with budgeting, invoicing, spend down plans and fiscal administrative duties.

Administrative Support will be responsible for tracking and reporting on critical goals, outcomes, and data related information for the grantee. Data support will assure that all documentation is accurately submitted into ONSE data system by all staff. Data support will collaborate with PLC and ONSE Program Analyst to review, debrief and develop strategies based on data. Administrative support must have at least 3 years' experience with data oversight, data systems and data management. **KEY PERSONNEL**

**Staff Meetings:** Provider must hold at least one all-staff meeting per month with all Violence Interrupters to share information, provide program update, provide staff feedback or any other relevant program information. All staff who attend monthly staff meetings must sign a sign-in sheet. The sign-in sheet must be submitted to ONSE and PLC every month along with the monthly invoicing package. The meeting agenda must be submitted to ONSE and PLC every month along with the invoicing package. Invoicing packages are due the 10<sup>th</sup> of every month.

**Staff Schedules:** Staff schedules are due to PLC Program Manager and ONSE Program Manager by COB Thursday of every week. The staffing schedule will reflect which VIs are assigned to which neighborhoods between 9:00 am-11:00 pm each day. The staff schedule covers Friday-Thursday.

**Coverage:** Violence Intervention Specialists are expected to visit their priority communities at least twice every working day. Visiting a priority community includes (but is not limited to): making a visible assessment of the community and the hot spots and brave places in the community and/or making physical contact with key community members and/or tiered clients. In the event of a community crisis, daily visible community checks will be postponed per PLC Program Manager and ONSE Program Manager discretion.

During the hours identified on the weekly schedule, a VI should perform one or more of the following duties:

- Direct contact with Tiered Individual to provide support with resource or service connection, crisis management, safety planning, safety assessment, and progress towards and Outcome Plan
- Direct contact with a collateral contact to provide support with resource or service connection, crisis management, safety planning, safety assessment, neighborhood planning and progress towards and Outcome Plan on behalf of the Tiered Individual or family



- **Collateral Contact:** Collateral contact is any person directly connected to the Tiered Individual who has a direct impact on the day-to-day functioning or well-being of the Tiered Individual (i.e., domestic parents, professional references, probation officers, employers, parents, children, etc.)
- Engaging with community partners to develop strategies for or implement strategies for community resources, information, or safety
- Visible assessment of community by driving or walking to hot spots and brave places
- Physically present in the assigned community, engaging with community members or partners to obtain or provide resources, information, crisis management, event planning, safety planning or neighborhood planning for the community or for Tiered Individuals
- Able to respond to a crisis or incident within 1 hour of notice
  - Response includes, but is not limited to: visiting the relevant community, visiting at-risk individual or individuals impacted by incident, identifying the victim and if possible, the aggressor, communicating and/or visiting with all tiered individuals to assess for safety, attentively listening for precipitating factors that led to the incident, gleaning the possibility of retaliation or additional violence, gauging the community's response to the incident, and identifying preliminary de-escalation strategies to incident
- During working hours, the VI on schedule is expected to physically respond to their community within 1 hour, as needed

**Staff weekly shift structure:**

**Weekly Schedule**

Monday – Saturday  
9:00 am – 11:00 pm

During these hours, it is expected that at least one (1) VI is assigned for coverage in a particular community; any changes in the requirement must be approved by ONSI VI Program Manager. ONSI reserves the right to identify shifts and number staff per neighborhood based upon community need.

**Safe Passage:** Grantee shall provide visible oversight and intervention strategies (as needed) for schools in their priority communities before (as applicable) and after school hours. Safe Passage service start and end dates will be identified by ONSI VI Program Manager and provided to grantee. Grantee is expected to adhere to schedule outlined by ONSI Program Manager. Grantee will provide a Safe Passage report every Thursday by COB when applicable.

Safe Passage dates & times:

Monday – Friday  
TBD – TBD (2 VI's)

The frontline staff are not required to be scheduled on Sundays and are given one (1) additional day off throughout the week. However, staff is considered on-call to report to unexpected incidents after 11:00pm, 7-days a week. On-call expectations are to be followed in the event of an incident during on-call hours.

**On Call**





During working hours, VIs are expected to respond to incidents within 1 hour of notice. Response can include but is not limited to phone conferences, visits to community, visits to hospital, visits to community members, video conferences, meetings with ONSE staff, and meetings with internal grantee staff. Grantee is required to complete the incident report protocol for on-call incidents.

Holiday work hours will be determined by ONSE Program Manager and agreed upon with Violence Intervention Program Manager. Holiday schedules will be set at least 14 days before the time of reporting. Vendors are required to send holiday schedules at least 7 days before the time of reporting.

The Grantee's frontline staffing pattern shall include a minimum of the following:

- 2 Violence Intervention Specialists
- 1 Full-Time Violence Interrupter
- 1 Part-time Violence Interrupter

### **Awards Notifications**

Selected and not selected applicants will receive notification, by email, no later than Friday, March 3<sup>rd</sup>, 2023.

### **Number of Awards**

For this funding area, no more than two (2) grantees will be selected with one grantee for services in Wards 1 & 4 and one grantee for services in Wards 6 & 7

### **Source of Grant Funding**

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

### **Outcomes and Indicators of Success For Violence Intervention Services:**

Success will be determined utilizing the following measurements:

- decrease in homicides, shootings and stabbings that occur in communities served
- positive movement of high-risk individuals through the stages of readiness
- enrollment of high-risk individuals and families in supports and the successful completion of services needed to disrupt cycles of violence and meet personal goals and objectives
- number of ceasefires, mediations, retreats, or other peacemaking events that lead to a decrease or elimination of conflict and violence as evidenced by a reduction of violence in communities served.
- a minimum of ten community partnerships formed, violence prevention strategies developed as a result of the partnerships, and the impact of strategies on the reduction of violence
- number of community events or activities Grantees host/participate in and relationships developed as a result



- number of community members who partner in violence intervention efforts
- performance monitoring scores at or above designated benchmarks for success

### **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
- Universities/educational institutions
- 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.

### **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. **Allowable costs** are charges incurred by a program that can be covered with your Office of Neighborhood Safety & Engagement (ONSE) grant. **Unallowable costs** are charges incurred by a program that cannot be covered or reimbursed by your ONSE grant. All spending for supplies, resources, materials, recreation, prosocial activities, food, personal needs, etc. must adhere to the list below of allowable vs. unallowable costs.

ONSE and PLC will only approve allowable costs under the ONSE Violence Intervention Grant.

Any unallowable costs will not be reimbursed or will not count as an expense against an advance.

Allowable costs include:

- Food for clients within per diem rates
- Travel and transportation for clients within per diem rate
- Lodging for clients within per diem rate
- Supplies, materials, and expenses for recreational activities
- Supplies, materials, and expenses for peace related activities

Unallowable costs include:



- Alcoholic Beverages
- Taxes
- Tip fees
- Expenses at adult entertainment facilities
- Expenses for food that exceed per diem rates
- Expenses for hotels that exceed per diem rates
- Expenses for lodging that exceed per diem rates
- Personal expenses for one individual that exceeds \$1,500
  - Any personal expense that exceeds \$1,500 must be approved by ONSE and PLC Program Managers prior to expense being disbursed
- Illegible receipts
- Expenses incurred prior to the award date

### **Grant Monitoring and Capacity Building**

In its sole discretion, PLC may use several methods to monitor the grant, including site visits, periodic financial reports, and the collection of performance summaries. Each grant is subject to audit. Additionally, PLC will design a capacity building curriculum for the selected grantees that will provide monthly training.

## **SECTION 2. PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **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.

### **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.



## 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

### Format

Applications must be submitted by email to [applications@plcntu.org](mailto:applications@plcntu.org). All applications are due by 5pm on Friday, February 3<sup>rd</sup>, 2023.

### Narrative

Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question. **Applications are limited to 15 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:

- Organizational History
- Target population
- Organizational Capacity and Key Personnel
- Data Collection, Evaluation and Reporting
- Budget and Budget Narrative
  - Applicants 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 Required Documents section)

### Performance Measures

The grantee will be monitored by PLC to ensure compliance with all federal, local, and agency requirements and to evaluate progress on proposed objectives. PLC 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 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 will monitor its grantees according to the approved proposal and terms of the grant award contract.



## **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 IRS 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.

Additionally, all staff of the selected grantees, who are billed to the program’s budget, must submit to and complete a background check performed by PLC BEFORE the staff’s work can be billed to the grant.

**Application Submission**

**All applications must be submitted by Friday, February 3<sup>rd</sup> at 5pm.** Applications must be submitted by email to [applications@plcntu.org](mailto:applications@plcntu.org). No applications will be accepted after the deadline. Applicants must submit ALL documents related to the grant in ONE (1) email.

**SECTION 4. APPLICATION REVIEW AND SCORING**

**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 of 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 ONSE leadership 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.

**Scoring Criteria**

Application will be reviewed against the following scoring criteria:

Criteria	Points
----------	--------



<p><b>Organization History:</b> Proposal describes the organization’s history. The proposal describes the mission of the organization and in alignment with the grant category they are applying. The proposal describes a demonstrated, documented history of achievement and positive impact in the community the organization operates in. The history reveals 4 key accomplishments of the organization, relevant to the grant category, and in particular those that have occurred in the last five (5) years.</p>	20
<p><b>Target population:</b> 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. 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 has yielded measurable success.</p>	20
<p><b>Organizational capacity and key personnel:</b> 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 explains their roles in achieving the proposed outcomes, activities, and outputs. Proposals should also demonstrate how the applicant organization will facilitate the supervision, coaching, retention, and training of staff throughout the grant period.</p>	20
<p><b>Data Collection, Evaluation, and Reporting:</b> The proposal reflects thoughtful and creative techniques for measuring project success. The proposal clearly explains the collection of data on activities, outputs, and outcomes. The individual(s) responsible for collecting data and a method for reporting to stakeholders and funders. The proposal also outlines how financial data is collected, managed, and reported.</p>	20
<p><b>Budget and Budget Narrative:</b> 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.</p>	10
<p>Total number of points available to achieve:</p>	90

**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. Organizational History
2. Success Working with the Target Population
3. Organizational Capacity and Key Personnel
4. Data Collection and Evaluation Experience
5. The Budget and Budget Narrative



## **SECTION 6. CONTACT INFORMATION AND APPLICATION SUPPORT**

### **PLC Point of Contact**

All questions regarding the application should be sent to [applications@plcntu.org](mailto:applications@plcntu.org). Once grantees are selected, each grantee will be given information on PLC staff to contact for programming, capacity building, and financial management specific questions.

### **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](mailto:applications@plcntu.org) up to 5pm on Wednesday, January 18<sup>th</sup>. Responses to all questions will be posted to PLC's website by Friday, January 20<sup>th</sup>.

### **Pre-Application Technical Assistance Meeting**

Applicants are encouraged to attend a pre-application meeting to be held on the following date: virtual sessions will be held on Tuesday, January 17<sup>th</sup> from 5:30 – 6:30pm. Applicants interested in attending must send a request to [applications@plcntu.org](mailto:applications@plcntu.org) with "Request to Attend Virtual Session" in the subject line. All requests must be received by 12pm on Friday, January 13<sup>th</sup> for the January 17<sup>th</sup> session. A link will be sent no later than an hour leading up to the session. Attendance at the session is NOT mandatory to apply. PLC will post a recording of the session to our website.