

District of Columbia  
Department of Youth Rehabilitation Services



**REQUEST FOR APPLICATIONS (RFA)**

Service Coalition Development for the Community Program Initiative  
(Short name: SC)  
RFA # 2020-20-02

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# SECTION 1. GENERAL INFORMATION

## 1.1 Introduction

This Request for Applications (RFA) announces the agency's intention to invest in community-based organizations to provide the most rigorous, effective, appropriate supports and services for our youth. The Department of Youth Rehabilitation Services (DYRS) seeks eligible entities to propose innovative enrichment programming and activities to support District of Columbia court-involved youth and families. Proposed programming should include one or more of the following: workforce training, skill-building opportunities, educational support, mental health care, physical health care, behavioral health care, one-to-one mentoring, group counseling, family connectivity and empowerment, multidisciplinary arts activities, and community engagement, among others. DYRS encourages applicants with unique proposal ideas for rehabilitation as we seek to innovate the breadth and extent of services provided to our youth and families.

All proposed programs should be in alignment with the DYRS vision – to provide the nation's best continuum of care for court-involved youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support. The core belief of DYRS is that helping youth transition to a productive and self-sustaining adulthood is the most effective public safety strategy. DYRS assists justice-involved youth in successful transitions to adulthood through careful case planning and care coordination, and by investing in community-based organizations to provide developmentally appropriate supports and services.

## 1.2 Organizational History

DYRS enacts reforms to advance the District's juvenile justice goals of rehabilitating youth in the least restrictive manner consistent with public safety. DYRS recognizes that engaging youth in structured, positive activities and systemically connecting young people to a broader network of formal and informal supports is a more effective way to help youth succeed while promoting public safety.

DYRS is responsible for the supervision, custody, and care of young people in the District who are either: 1) **Detained** in a DYRS facility while awaiting adjudication or 2) **Committed** to DYRS by a DC Family Court judge following adjudication. The agency provides comprehensive support services to youth who have been committed to its care – in secure facilities, at drop-in centers called achievement centers, and within the community.

DYRS seeks high-quality applications from high-performing organizations to conduct programming in our achievement centers, secure facilities, or within the community. Efforts that engage the community are one of the most cost-effective ways of protecting public safety and supporting youth in their success. Proposed programming, in our secure facilities, or within the community, should consider restorative justice approaches to supporting our youth, including: community conferencing, conflict resolution skill-building, and empathy cultivation, among other approaches.

### 1.3 Program Models

DYRS programming is at the forefront of a national trend in offering progressive, rehabilitative juvenile justice programming. The overall goal of DYRS programming is to help youth and their families achieve personal goals and milestones through the provision of a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement, and community support. DYRS implements programming with the following three objectives in mind:

- **To advance the rehabilitation of DYRS youth** by connecting them to services, supports, and resources that help them reach their goals and developmental milestones;
- **To enhance public safety** by engaging youth in positive, developmentally appropriate, and structured activities that complement and enhance DYRS’s methodologies for the care and supervision of young people; and
- **To create safer and stronger communities** that support youth and families by investing directly in local organizational and human resources that are accessible and dedicated to strengthening young people and their families.

Programming includes activities for youth and families in the achievement centers, secure facilities, and the community.

#### Target Population

The target population to be served includes two distinct, but related populations:

- **Youth:** Young people committed to DYRS custody, including youth on community supervision, youth transitioning from a secure placement back to their home, and youth in detainment facilities.
- **Family Members:** Parents/caregivers of DYRS youth, including the caregivers of youth on community supervision, and family members of youth in placement.

#### Project 1: Achievement Centers, Secure Facilities, and Community Centers

Applicants are invited to propose innovative and effective programming in the DYRS achievement centers, secure facilities, or within the communities we serve. Proposed programming should include one or more of the following:

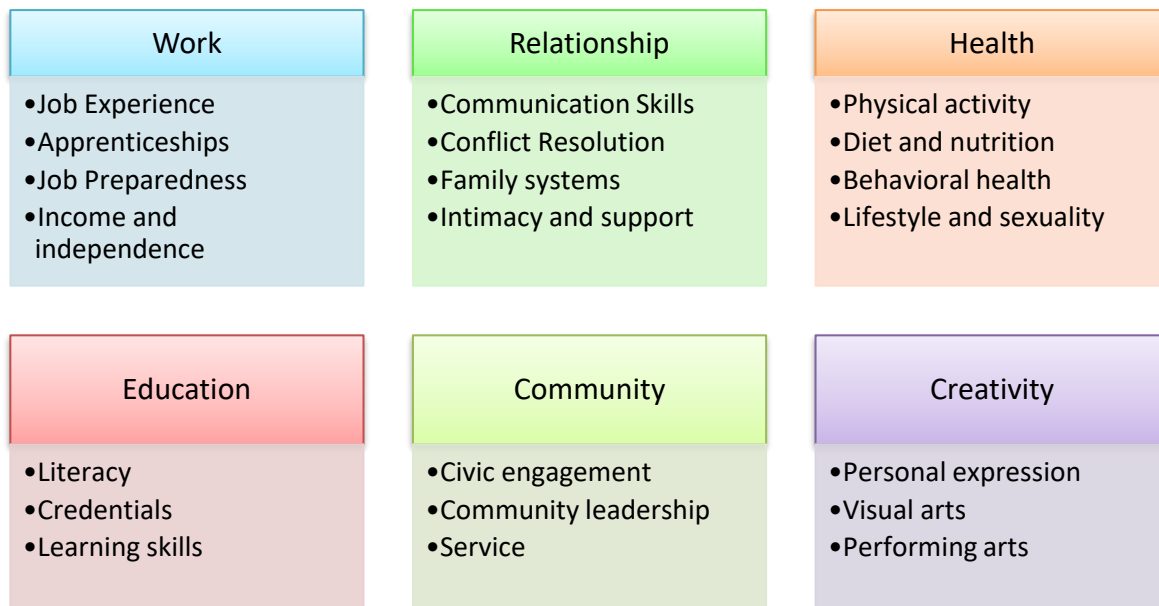
- Workforce training
- Skill-building opportunities
- Educational support
- Mental health care
- Physical health care
- Behavioral health care

- Family connectivity and empowerment
- Multidisciplinary arts activities
- Community engagement

In July 2014, DYRS opened its first achievement center to expand and strengthen the continuum of programming to committed youth at its headquarters location. DYRS opened its second achievement center in Southeast DC in March 2016 which has allowed the agency to expand its reach of drop-in center programming and supports for youth and families. At the achievement centers, youth have previously participated in drop-in activities, structured programming or classes, job fairs, family nights, listened to guest speakers, and engaged in community forums, among other activities.

DYRS houses youth at two secure facilities: The New Beginnings Youth Development Center (NBVDC or New Beginnings) and Youth Services Center (YSC). New Beginnings is a 60-bed secure residential facility with 24-hour supervision and comprehensive social services. Youth Services Center is an 88-bed, secure detention facility that provides 24-hour supervision, care, and custody to youth who have been ordered to a facility by a DC Family Court Judge while awaiting adjudication or disposition.

Programming offered at the achievement centers, secure facilities, and in the community are grounded in the Positive Youth Justice (PYJ) framework. The PYJ comprises six domains of life. The six positive youth domains are work, education, health, relationships, community, creativity and inside each of those domains are the following:



DYRS seeks high quality applications from entities with a particular specialization that can support youth in one more facilities across one or more of the programming areas – all within the Positive Youth Justice framework.

## **Project 2: Credible Messenger Initiative**

Applicants are invited to propose innovative and effective programming to support the DYRS Credible Messenger Initiative which focuses on transformative mentoring, in both one-to-one settings and groups. This initiative connects youth to community members who have similar experiences with the youth and families served. They function as neighborhood leaders and youth and family mentors. As part of the program model, credible messengers facilitate both one-to-one counseling sessions and group mentoring sessions while working closely with DYRS Care Coordinators to ensure individual progress.

DYRS seeks to select subgrantees that are rooted in the neighborhoods where young people, families, and credible messengers call home. Selected subgrantees will have a strong and demonstrated history of service delivery and immersion in the neighborhoods where youth and families reside. **Past successful applicants have proposed a combination of services to include mentoring services and family support programming.**

### *Mentoring Programming*

DYRS will provide a list of recommended and vetted credible messenger mentors to all grantees. These credible messengers will have been trained to deliver transformative mentoring programming. Trainings for credible messenger mentors include cognitive behavioral principles and motivational interviewing. The combination of these skills is designed to enhance each mentor's ability to facilitate mentoring groups and work in one-on-one settings with youth.

In the past, previous recipients of this grant implemented group and one-to-one interactions in the following manner:

- **Mentoring groups:** a curriculum-based weekly activity incorporating Restorative Justice principles and covenant of peace principles (see DYRS website for more information) to build a safe space for youth engagement. Previous subgrantees served meals during every group meeting to encourage youth and mentors to eat together in a family-style setting to cultivate relationships.
- **One-on-one mentoring:** regular and intensive support, advice, guidance, and crisis response provided on a one-on-one basis. This includes assisting youth with enrollment and attendance in other programs and services, attending Team Decision Making (TDM) meetings, and being available by phone or in-person for regular and crisis support.

Applicants are expected to submit proposals that include: their organization's experience within specific neighborhoods and demonstrate connections within various communities, knowledge of community issues, past services rendered, past provision of services to justice-involved youth, ability to apply the positive youth development framework, coaching or mentoring expertise, ideas for programming and workshops that will facilitate economic opportunities for youth and families. Examples of additional activities that will complement the program include: career networking and workforce development, peer mentoring opportunities, community service, educational support.

All DYRS youth will be eligible for participation in transformative mentoring programming. This includes youth currently in secure placement. Mentors will work with the young person to prepare them for return to the community. The anticipated enrollment period for each participant is 6-12 months, and the length of participation is based on progress and outcomes.

### *Family Programming*

Previous successful awardees also proposed that credible messenger mentors function as family engagement specialists, providing one-on-one support to youth and family members. In this role, mentors seek to maximize family engagement by attending DYRS Team Decision Making meetings concerning youth and sharing experiences with the family about navigating the court system, school system, mental health services, social services, and more. As part of the training for mentors, they agree to be available on weekdays as well as weekends to support youth and families.

Previous successful grantees have offered the following as part of their successful proposals:

- **Support Groups:** Mentors facilitate twice per month support groups for family members of DYRS youth in community settings that allow parents/caregivers to develop networks of relational support.
- **Family Programming:** Mentors facilitate events for youth and parents/caregivers to be together to work on their relationships and family communications.
- **Career Networking:** Mentors have connected youth with job-training supports.
- **Community Service:** Mentors facilitated youth connections with local nonprofits to participate in community service activities in the neighborhoods where families reside.
- **Educational Programming:** Mentors have connected youth and family members to educational opportunities, such as college and vocational courses.

Family participation is voluntary for family members of DYRS youth. DYRS encourages providers to jointly engage youth and parents/caregivers whenever possible, but understands it is important to meet family members where they are and that not all family members or youth are in a position to participate.

### **1.4 Purpose of the Grants**

The purpose of this Request for Applications is to seek eligible entities to provide the most rigorous, effective, appropriate supports and services for our youth and families.

Proposed programming should include one or more of the following: workforce training, skill-building opportunities, educational support, mental health care, physical health care, behavioral health care, one-to-one mentoring, group counseling, family connectivity and empowerment, multidisciplinary arts activities, and community engagement, among others.



### **1.5 Award Period and Award Amount**

DYRS anticipates selecting multiple entities to participate in a service coalition body for a period of one year – starting October 1, 2019 – with the flexibility to renew awards for up to three years – pending awardee performance and availability of funding.

Selected awardees and their proposed programs will be managed during the duration of the project period by a DYRS grantee.

The total amount available is approximately 6.5 million dollars. Entities seeking funding will receive awards of approximately \$100,000 to \$500,000. Proposed budgets should be reasonable and reflect, to the best of their ability, accurate expenses to be incurred during the award period.

### **1.6 Number of Awards**

The number of awards made will depend on the caliber and quality of the proposals received.

### **1.7 Source of Grant Funding**

Funds are made available through District appropriations to the DYRS.

### **1.8 Application Guidance**

Applicants may apply to one of the two projects announced in this Request for Applications.

Each applicant is invited to propose a comprehensive, thoughtful plan for one-year of programming to include how it will:

- Work with the authorized managing entity
- Support court-involved youth – either in the achievement centers, secure facilities, or in the community
- Successfully execute day-to-day operations related to programming
- Conduct attendance reporting
- Submit proper invoices to the authorized managing entity
- Report program progress throughout the grant period to the authorized managing entity

### **1.9 Project Outcomes, Outputs, and Deliverables**

DYRS seeks an applicant that proposes a plan that aligns with the domains of the PYJ framework. After the grant is awarded, a full grant award package and Activities Funded document will delineate the required activities, outputs, and deliverables of the selected grantee.

## **Outcomes**

The overall outcome for this grant program is in alignment with the DYRS mission – to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment, consistent with public safety.

## **Sample Outputs**

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

- Managed and supported at least 100 to 125 youth and families.
- Provided workshops to at least 100 youth in [insert specific topic area here].
- Provided at least 20 youth with at least 52 one-to-one mentoring sessions.
- Hosted at least two (2) special events during each quarter (8 in total) across various sites.
- Hosted at least (2) family engagement events held at two different locations.

## **Sample Deliverables**

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

- A monthly or quarterly programmatic and financial report.
- A final report consolidating and summarizing the efforts of the program, to include data detailing the impact of the programming, to be submitted no later than 30 days before the end of the grant period.
- A power point 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.

## **1.10 Eligibility**

All the checked institutions 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

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to 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 DYRS 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.

### **1.11 Competition for a Grant Award**

This RFA is competitive. Each applicant must demonstrate its ability to carry out the activities for the grant. A review panel will evaluate the applications and grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization's capacity to achieve the grant's goals.

### **1.12 Permissible Use of Grant Funds**

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DYRS at its sole discretion.

### **1.13 Grant Monitoring**

In its sole discretion, DYRS or an entity authorized by DYRS may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

### **1.14 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

### **1.15 RFA Conditions – Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, Assertions, and Assurances" (PCA), is incorporated by reference in this RFA.

### **1.16 Definitions**

**District** – The District of Columbia.

**Grantee** – The entity provided a grant by the District, including a subgrantee.

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

### **2.1 Pre-Award Site Visit**

Highly ranked applicants who are recommended for funding by an evaluation panel may be selected for a pre-award site visit or asked to provide further detail in the form of additional proposal materials or a presentation to DYRS and relevant stakeholders. The decision to visit an applicant for a pre-award site visit or to invite an applicant for further information or presentation rests with the review panel and the DYRS Director.

### **2.3 Tracking and Reporting System**

All grantees and subgrantees of DYRS are required to ensure:

- appropriate service delivery
- financial management and reporting
- regular recording of youth activity data
- regular recording youth progress and achievements

Grantees of DYRS may be required to enter daily data into FAMCare – the DYRS case management system. In FAMCare, DYRS records, tracks, and reports enrollment into services, youth attendance, youth activities, youth outcomes achieved or milestones reached, and other important information relevant to the treatment and success of each young person. Grantees are responsible for entering data into the system in a timely manner and submitting reports for data validation and substantiation.

### **2.4 Use of Funds**

The acceptance of a grant from DYRS 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 DYRS requirements.

No payments under a grant may be made until the DYRS or an authorized entity has distributed the full grant award notification package to the grantee and a purchase order for the grantee is established. All DYRS grants are made on a cost-reimbursement basis. All project costs claimed must be paid for prior to requesting reimbursement and proof of cost incurred. Additionally, DYRS 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 DYRS either retains title or reserves the right to transfer title.

Service coalition entities funded in response to this Request for Applications will be managed by a DYRS grantee and that grantee will determine the method and timeliness for disbursement of funds.

## 2.5 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis. DYRS does not offer advance payments to any grantees.

DYRS will establish how certain types of costs are evaluated to determine whether and to what extent they are reimbursable. The cost principles apply to the grantee and any sub-award made by the grantee. Several general principles determine whether particular costs claimed under the grant will be reimbursed:

1. The maximum obligation of DYRS to support the program will not exceed the amount specified in the Notification of Grant Award.
2. The cost of an item claimed must be allowable, reasonable, allocable to the grant and consistent with any specific limitations and exclusions in the grant award.
3. The cost of an item claimed must be clearly allocable to the grant and to one or more specific objectives under the grant. Claims must contribute to the purposes and execution of the grant project. Indirect costs are often allocable to several programs, and how the grantee determines the amount allocable to the specific grant must be detailed in the budget narrative.
4. Each cost item must be treated consistently by the grantee within its grant and its non-grant activities and be determined in accordance with generally accepted accounting principles.
5. Each cost item must be adequately documented.
6. Be necessary and reasonable for proper and efficient performance and administration of the applicable award or grant.
7. Be allowable and allocable under the grant guidelines.
8. Be allowable under the provisions of 2 CFR Part 200 and conform to any limitations or exclusions set forth therein.

### Allowable Costs

1. Salaries and wages for employees working on a DYRS grant project during the grant period that are allowable if:
  - total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities
  - charges are properly documented including direct salary charges and salaries allocated to indirect costs
  - fringe benefits computed under a formally established and consistently applied organizational policy are allowed as a direct cost if they are included in the grantee's budget schedules and narrative.
2. Travel costs for travel inside the Beltway. In limited circumstances, DYRS may approve an exception (i.e. where a grantees attendance at an out-of-state event contributes to the

purposes and goals of the grant). Travel is reimbursed at the DYRS-established mileage rate or actual fares.

3. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more is not allowable unless DYRS approves in advance.
4. Consultant services. Grantees are expected to use the services of their own employees to the maximum extent in carrying out the activities supported by DYRS grants. However, where it is necessary to contract for the services of an individual or group who is not an employee, the grantee must do so in accordance with its own organizational contracting procedures and the factors specified in this cost principles section. The grantee's budget and/or request for approval of a consultant contract must specify the rates for service and other consultant costs broken down by category. Contractor and consultant costs are considered "direct" expenses in the DYRS grant application should be included budget documents as such.
5. Audit costs related to the grant project are allowable as part of the grantee's indirect costs.

### Unallowable Costs

The following costs are unallowable (including but not limited to):

1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties.
2. Goods or Services for personal use / Entertainment / Alcoholic beverages.
3. Gifts, Donations, and Contributions.
4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant.
5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS.
7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable.
9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.
11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, however represented, are unallowable.
12. Merit awards and bonuses.

DYRS retains the right to deem other costs unallowable should the agency determine the expense to be outside the scope of the grant or grant goals and objectives.

## Matching Funds

Applicants are not expected to contribute a match to the grant award.

## **2.6 Reporting Requirements**

As a continuing condition of eligibility for funding, the grantee is required to submit quarterly or monthly 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.

Submitted reports will detail: actions taken in the preceding quarter, highlight outputs achieved, provide a financial update, describe unforeseen changes to project timetable, staffing, partnerships, other changes that may affect project outcomes, meetings and/or trainings held for all subgrantees within the service coalition, the number of youth served, achievements in capacity building, administrative goals, and progress on objectives.

DYRS will conduct a pre-award risk assessment of the grantee to determine the frequency of reporting requirements. A sample reporting schedule for quarterly reports is as follows:

Quarter 1 (October - December):	January 15
Quarter 2 (January - March):	April 15
Quarter 3 (April – June):	July 15
Quarter 4 (July - September):	September 30

If a report's due date falls on a weekend or a District holiday, the report will be due on the next business day.

DYRS will provide a suggested reporting template for progress reports and final reports. The final report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. DYRS requires submission of data and analysis of the data.

## **SECTION 3. APPLICATION CONTENT AND SUBMISSION**

### **3.1 Format**

Applications must be submitted electronically using DYRS' grants management system, Philantrack. The application portal is available at: <http://dyrs.dc.gov/page/doing-business-dyrs>.

Proposals must be formatted according to the Philantrack system's standards. All applicants must submit additional materials, including any tables, charts, photographs, work plan, budget, budget narrative, resumes, and required documents (referred to below) in the Philantrack system. In some special circumstances, DYRS will accept emails containing the proposals and other documents. Applicants must seek prior approval before submission in this manner. The deadline will not change due to special circumstances.

### **3.2 Applicant Profile**

Philantrack will require each applicant to provide information such as the organization's name, type of organization, Tax ID number, DUNS number, organizational funding sources, and target populations served by the applicant.

### **3.3 Narrative**

Applicants will answer all questions in the Philantrack platform. This will function as the project proposal. Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question. Generally, the questions in the application portal will encompass the following elements:

- Project idea
- Target population
- Organizational Capacity
- Evaluation
- Budget
- Budget Narrative
- Required Documents

Applicants are required to submit all sections. Specifically, applicants must submit a budget narrative which offers a description of costs associated with each line item and 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. Only allowable, allocable, and reasonable costs may be included in the proposed budget. Travel outside the DC metro area is not allowable expense unless previously approved by DYRS.



### **3.4 Performance Measures**

The grantee and its subgrantees will be monitored by DYRS to ensure compliance with all federal, local, and agency requirements and to evaluate progress on proposed objectives. DYRS will monitor the grantee for functions and activities performed under the grant to ensure compliance with all applicable requirements and to ensure services and responsibilities outlined and performance goals are achieved. DYRS will monitor progress through oral and written communications, review of information through regular reports and/or specific requests, on-site visits, and formal audits.

DYRS will monitor its grantees according to the approved proposal and terms of the grant award notification and the Activities Funded document.

### **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, DYRS 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 – DYRS 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. DYRS 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). SYRS 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, using a format at least as detailed as that presented in Appendix A. 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.

#### Indirect Cost Rate Agreement

If the applicant has a negotiated indirect cost rate with a federal agency, it must submit evidence of that negotiated rate with its application package. If an applicant does not have a negotiated indirect cost rate, or if not established, DYRS will accept an explanation of how indirect costs will be calculated on letterhead and signed by the organizations financial officer or president.

#### 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.

#### Letters of Support

The proposal must identify and attach a letter of support on the supporting entity's letterhead, signed by an authorized representative.

### 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.

### System for Award Management (SAM) Registration

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DYRS.

### Documentation or Proof of Matching Funds

Either of the following documents will be accepted: (a) award letters signed with the award amount and date awarded clearly stated; or (b) donation letters from any private donor documenting the amount donated and the date of the donation (in-kind donation and monetary donations are accepted).

### Other Documents

- Signed Promises, Certifications, Assertions, and Assurances

## **3.6 Submission**

All applications must be submitted electronically using Philantrack unless special circumstances require emailed applications. Applications can be submitted online at: <http://dyrs.dc.gov/page/doing-business-dyrs>. See section 6 of this RFA for should you require assistance with regard to application submission.

DYRS strongly recommends that applicants use appropriately descriptive file names (e.g. Narrative, Budget Narrative, Proposed Budget, Resumes, etc.) for all attachments. DYRS recommends that applicants submit resumes in a single file.

## SECTION 4. APPLICATION REVIEW AND SCORING

### 4.1 Review Panel

This is a competitive grant. The review panel will read, score, and rank each applicant's proposal. The panel will recommend the top scorers for award of the grant.

Review panels may vary in size but will typically comprise three to five people. Whenever practicable, each panel will include at least one person external to DYRS.

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards vests solely with the 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
<i>Project idea:</i> Proposal reflects an innovative and thoughtful program rooted in the Positive Youth Justice domains to support youth and/or families in the achievement centers, secure facilities, or within the community. The proposal clearly identifies the type of programming, where it will be held, and its overall implementation plan. Implementation plans will explain how the applying organization will: retain youth and families for the duration of the grant period, incorporate restorative justice practices, connect the particular services to improved economic growth for youth and families. Include specific outcomes, activities, and outputs.	20
<i>Target population:</i> Proposal reflects applicant's extensive knowledge working with the intended target population and includes examples of this experience. Proposal also includes organizational experience working with community members, knowledge of community issues and knowledge working with a justice-involved youth program. Proposal reflects any past successful programming offered to the area where the applying organization has a history of service delivery, date of past programming, 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 youth and families.	20

<p><i>Organizational capacity and key personnel:</i> Proposal demonstrates an applicant’s organizational capacity and offers a clear plan for how to best utilize staff to reach proposed outcomes, conduct activities, and yield 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 professional development of staff throughout the grant period.</p>	<p>20</p>
<p><i>Evaluation:</i> The evaluation plan reflects robust and thoughtful techniques for measuring project success. The evaluation plan should be clearly linked to outcomes, activities, and outputs. The individual(s) responsible for completing the project evaluation is reflected in this section.</p>	<p>20</p>
<p><i>Budget:</i> The application includes a reasonable, comprehensive, accurate numeric budget.</p>	<p>10</p>
<p><i>Budget Narrative:</i> The application includes a clear, compelling budget narrative, one which justifies the line items listed in the numeric budget.</p>	<p>10</p>

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the grantee must provide the following documents.

#### Certificate of Insurance

The grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in the General Terms and Conditions. DYRS will not adjust approved budgets to cover the costs of grantee insurance.

#### Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the grantee shall notify DYRS of any changes that may have occurred to its organization since the time of submission of its original application.

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

### **6.1 Agency Point of Contact**

For questions about the RFA or its content, or for support in submitting your application, call Kish Rusek at 202-299-3996 or 202-549-4427 or write to: [dyrsservicecoalition2020@dc.gov](mailto:dyrsservicecoalition2020@dc.gov).

### **6.2 Updates and 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.

DYRS will publish questions and answers within 24 to 48 hours of receiving them at [dyrs.dc.gov](http://dyrs.dc.gov).

Questions will be received until seven calendar days before the application is due.

### **6.3 Pre-Application Conferences**

Applicants are encouraged attend a pre-application conference to be held at 450 H Street, NW. The pre-application conference date(s) will be posted at [dyrs.dc.gov](http://dyrs.dc.gov).