

OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA  
VIOLENCE REDUCTION PROGRAM



Cure the Streets Violence Reduction Program  
Community-Based Host Site Selection

REQUEST FOR APPLICATION (RFA)

Release Date: September 27, 2019

**IMPORTANT NOTICE**

Due Date: October 3, 2019, 12:00pm EST to OAG's email site:  
OAG.BusinessOpportunities@dc.gov. Hard copies of the application will not be  
accepted.

Questions may be submitted to LaToyia Hampton, Grants Manager at  
[latoyia.hampton1@dc.gov](mailto:latoyia.hampton1@dc.gov) with subject reference "CTS Host Site Grant Application  
Question" by October 2, 2019, 3PM EST,.

## **About the Office of the Attorney General for the District of Columbia**

The Office of the Attorney General for the District of Columbia (OAG) is the chief legal office of the District of Columbia, enforcing laws of the District and protecting the interest of residents. In the summer of 2018, in response to an uptick in homicides in the District, Attorney General Karl Racine launched the Cure the Streets (CTS) pilot project in two sites in the District. The Cure the Streets pilot project is based on the Cure Violence public health approach to violence reduction used in over 100 sites across the world. The Cure Violence model of violence reduction has been proven to reduce shootings and homicides in sites when implemented with fidelity to the model.

Strict fidelity to the Cure Violence model is required to increase likelihood of violence reduction outcomes. The model requires, among other things, that 1) the target area chosen for a Cure Violence site is a relatively small geographic area with a high rate of shootings and homicides. 2) The Cure Violence site will have staffing that includes a project director, supervisor, and a set of violence interrupters and outreach workers. (Site staffing may vary subject to OAG approval). 3) The host organization chosen through this RFA process to host a Cure Violence site must be a known, trusted, and respected organization with a history of service to residents and communities in or around the target area. 4) Hiring of site staff is a collaborative process using the Cure Violence model that involves OAG, Cure Violence, and select community members in order to hire violence interrupters and outreach workers who are highly credible and influential with individuals at highest risk of committing shootings and homicides. These individuals must come from the target areas. 5) Cure the Streets site managers, violence interrupters, and outreach workers receive extensive training in violence reductions skills as well as the rigorous data collection required to collect information, inform practice, and measure outcomes. Finally, 6) Cure Violence and OAG will oversee the work of the host site and the Cure the Streets site and collect and process data in order to evaluate outcomes for the city.

## **Program Description**

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### **Overview / Target Sites**

The DC City Council appropriated funds to OAG to expand the Cure the Streets pilot project to up to four additional sites. OAG is seeking applications from community-based organizations to be host sites for four new Cure the Streets sites. Community-based organization applicants need not have experience in violence reduction. The organization must be willing to adopt the Cure Violence model of violence reduction.

An organization can host more than one site in the same ward. Target areas include:

- 1) two sites in Ward 8 Washington Highlands area,

- 2) one site in Ward 7 covering Benning Park (Simple City) and Benning Terrace, and;
- 3) one site in Ward 5 in the Truxton Circle area.

**Goals**

Each site would seek to accomplish the three core goals of the Cure Violence model in the target areas: 1) Interrupt and prevent shootings and homicides using credible violence interrupters; 2) Use outreach workers to connect individuals at the highest risk for committing shootings and homicides to resources to change their behavior and trajectory, including to substance use, mental health, trauma reduction, job training, and educational services; and 3) organize community members to rally and speak out against violence and the normalization of violence in their neighborhood. Further information about the Cure Violence model can be found here: [cureviolence.org](http://cureviolence.org).

**Availability of Funds**

Funding will be available based on site size and number of sites for each community-based organization. Each site will be required to have insurance, human resources and accounting infrastructure, and experience managing grants. The community-based organization must commit to paying staff consistent with the following pay scale:

Violence Interrupters	\$40,000.00/year plus benefits
Outreach Workers	\$45,000.00/year plus benefits
Site Supervisor	\$50,000.00/year plus benefits
Director/Program Manager	\$60,000.00/year plus benefits

Site budgets will also include funds for community outreach events, staff professional development, target area store front/office site, and funds for services for high-risk individuals.

Budget and salary are subject to approval by OAG. Budget funding will be subject to reimbursement and close accounting and monitoring by OAG and OCP.

The DC City Council has awarded OAG one time, one-year funding from October 1, 2019 to September 30, 2020. Future funding is subject to Council approval and appropriation. FY 2020 award period will be from date of execution to September 30, 2020.

OAG reserves the right to, without prior notice, reduce or cancel one or more site awards listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program sites and budget amount in the grant, grant agreement, or Memorandum of Understanding, if

awarded, are contingent on the continued District funding, grantee performance, and/or reduction, elimination, or reallocation of funds, and in accordance with applicable sections within the grant award and/or agreement.

### **Eligible Applicants**

Eligible applicants are limited to: public agencies; private nonprofit organizations; faith- and community-based organizations; and colleges or universities.

Applicants may develop collaborations or partnerships to carry out the goals and objectives of the RFA, preferably with District-based organizations with substantial experience working with and serving target communities chosen for Cure the Streets sites.

Each site will be required to have insurance, human resources and accounting infrastructure, and experience managing grants. The community-based organization must commit to paying staff consistent with the above pay scale.

### **Required Performance Measures**

For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. It may also be necessary for grantees to collect additional data to meet the requirements of this work through a database designated by OAG.

### **Proposal Instructions**

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All grant applications are due October 3, 2019, by 12:00pm EST, and must be submitted by email in pdf format with all relevant attachments listed within the checklist to OAG's email site: [OAG.BusinessOpportunities@dc.gov](mailto:OAG.BusinessOpportunities@dc.gov). Hard copies of the application will not be accepted. Questions may be submitted to LaToyia Hampton, Grants Manager at [latoyia.hampton1@dc.gov](mailto:latoyia.hampton1@dc.gov) with subject reference "CTS Host Site Grant Application Question" by October 2, 2019, 3PM EST.

The purpose and content of each section of the application is described below. Applicants should include all information needed to adequately describe their organization and their suitability to host a Cure the Streets site. The application must be signed by the authorized official who is a person with the legal authority to sign on behalf of the applicant.

Any missing items or deviation may render the application ineligible.

## **I. Project Narrative**

Please describe why the applicant is interested in hosting a Cure the Streets site, and why the applicant believes it is well suited to do so. This section of the application should contain a description of the applicant's understanding of the Cure Violence model and the applicant's willingness and ability to follow the model with fidelity. The Project Narrative should also include information to support the premise that the organization is trusted and respected in the target area or surrounding community.

OAG believes that addressing and reducing trauma should be a central part of the work of Cure the Streets. Please describe a self-care plan for the staff of the Cure the Streets site. Also include any work that your organization has done with respect to addressing trauma in communities affected by violence.

## **II. Project Budget and Budget Narrative**

The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs as listed.

### **Categories**

- **Personnel/Staffing Costs**
- **Fringe Benefits**
- **Rent/Other Related Fixed Costs**
- **Service/Programming Costs (i.e. community events)**

The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

## **III. Organization, Experience, and Qualification of Applicant**

This section should describe the capability of the applicant to fulfill the goals of hosting Cure the Streets site, including supporting a violence reduction program, connecting high risk individuals to resources, and organizing communities to speak out against the normalization of violence. This section should include:

- Clear description of the work the organization does, with data to demonstrate the extent of service delivery or work.
- Short history of the origins of the organization.
- Information and evidence regarding the qualifications, experience, expertise, and capability of the applicant to host a Cure the Streets site successfully.
- Any supporting reports, outcome data, presentations, awards, certification, resumes and/or references should be included as attachments and do not count toward any page total.

- If applicable, this section should also speak to the applicant’s past programmatic and administrative experience with grants.

**IV. Personnel**

List each position by title and name of employee at the applicant organization, including key volunteers. Show the annual salary rate, weekly hours worked on average, and type and nature of work for all staff.

**V. Letters of Support**

If available, please provide letters of support that speak to the credibility of the organization with community members. Please include contact information for anyone submitting a letter of support so OAG can contact that individual.

**\*Please visit our website at <https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag> to access the required attachments.**

**Application Review**

A. Initial Screening – Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
- 2) The application package is not complete
- 4) The application does not fall within the scope the RFA.

B. Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to the Grants Manager.

C. the Restorative Justice Chief and OAG leadership will submit recommendations to the Attorney General for final approval after taking into consideration the external independent review panel’s recommendations. OAG will make the final funding decision. The final funding decision cannot be contested or appealed.

**Scoring Criteria**

Applications will be evaluated based on the following criteria outlined below. Failure to demonstrate how the proposed Project meets these criteria may reduce the application’s score.

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I. Provider’s Experience and Reputation – (40 points total)

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II. Program Narrative/Technical Proposal – (100 points total)

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## **Administrative Requirements and Notifications**

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OAG will notify applicants if the application is not selected for funding. OAG does not share review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Office of the Attorney General  
ATTN: Grants Management – Application for CTS Host site RFA  
Public Safety Division  
441 4<sup>th</sup> Street, NW, Suite 1060 North  
Washington, D.C. 20001

Please include a copy of the application in chief, without attachments.

**Application deadline:** All grant applications are due October 3, 2019, by 12:00pm EST, and must be submitted by email in pdf format with all relevant attachments listed within the checklist to OAG’s email site: [OAG.BusinessOpportunities@dc.gov](mailto:OAG.BusinessOpportunities@dc.gov). Hard copies of the application will not be accepted. Questions may be submitted to LaToyia Hampton, Grants Manager at [latoyia.hampton1@dc.gov](mailto:latoyia.hampton1@dc.gov) with subject reference “CTS Host Site Grant Application Question” by October 2, 2019, 3PM EST.

## **Financial Statements**

All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

## **Business License/Pre-qualification Criteria**

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

## **Disclosure of Legal Proceedings**

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

- 1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- 2) been the subject of legal proceedings arising directly from the provision of services by the organization.
- 3) been debarred from conducting business with the District of Columbia or federal government.

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

## **Award Decisions and Notifications**

OAG will notify all applicants of the final award decision no later than October 2019. For those applicants receiving funding, written notice will include more information on the award amount; an award agreement with all award terms and conditions; and any supplemental information required. Applicant will have five (5) business days to give notification of acceptance of grant award. OAG will provide more details upon award.

## **Payments Provisions**

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which results from this RFA. Grant funds will be awarded on a **cost-reimbursement basis only**. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

## **Ariba system**

Successful applicants must register to conduct business in DC and be validated by Ariba <https://service.ariba.com/Supplier.aw>

## **Funding to Faith-Based Organizations**

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

## **Civil Rights Requirements**

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

## **Non-discrimination in Hiring and/or Delivery of Services and Discrimination Reporting**

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree not to discriminate in their hiring practices and/or provisions of services against any and all protected classes/populations. In addition, grantees agree to notify OAG within 48 hours of any and all employee or beneficiary formal complaint of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. Sec. 10228 (c) and 10221 (a)); the Victims of Crime Act (34 U.S.C. Sec 20110(e)); the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. Sec 12131-34); the Age Discrimination Act of 1975 (42 U.S.C. sec 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. sec. 12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pr. 35, 42, and 54.

### **Tax Requirement**

If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of DC tax laws and that the entity has paid taxes due to DC, or is in compliance with any payment agreement with OTR. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

### **Insurance Requirement**

If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided, (e.g., its general liability insurance carrier, automobile insurance carrier, worker's compensation insurance carrier, fidelity bond holder.) OAG will provide additional guidance on insurance documentation and requirements at the time of award.

### **Additional Requirements**

OAG reserves the right to require additional certifications and/or information. OAG will provide notice of any additional requirements at the time of the award.

### **Contingency Clauses**

1. OAG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the District government. Funding for grantees is contingent upon continued funding from the District.
2. This RFA does not commit OAG to award grants. OAG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OAG may suspend or terminate an outstanding RFA at any time.
3. OAG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. OAG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicant's sole responsibility.
5. OAG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed program.
6. OAG may require applicants to enter negotiations and submit a price, technical, or other revisions of their proposal that may result from the negotiations.
7. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby,

the provisions of the applicable law or regulation shall control and the applicant will be responsible for compliance.

### **Reporting**

OAG may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OAG. Grantees who do not comply with submission requirements will be denied requests for reimbursement for all grant awards from OAG.

### **Monitoring**

If applicant is selected for a grant award, grantee may receive a site visit from OAG staff to review their grant file, administrative procedures, and program operations. The Grant Manager will monitor program services and conduct grant administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee's service facilities. Monitoring efforts are designed to determine the grantee's level of compliance with District and OAG requirements and identify whether the grantee's operational, financial, and management systems and practices are adequate to account for program funds in accordance with District and OAG requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

### **Corrective Action and Termination of Funding**

In the event the programmatic, financial or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken at the discretion of OAG, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **Privacy/Confidentiality**

Except as otherwise provided by federal law, no recipient of OAG funds shall use or reveal any research or statistical information furnished under OAG by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with OAG rules. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with District and federal regulation. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.