

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL (OAG)**  
Violence Reduction Unit



**FY2021 CURE THE STREETS - VIOLENCE REDUCTION  
COMMUNITY BASED ORGANIZATION GRANT**

**REQUEST FOR APPLICATION (RFA)**

<b>Release Date of NOFA:</b>	Friday, June 4, 2021
<b>Release Date of RFA:</b>	Tuesday, June 22, 2021
<b>Submission Deadline:</b>	<b>11:59 PM EST, Tuesday, July 27, 2021</b>
<b>Submission Details:</b>	Applications must be submitted through OAG's online grant system at: <a href="https://www.zoomgrants.com/zgf/curethestreets2">https://www.zoomgrants.com/zgf/curethestreets2</a>
<b>RFA Questions:</b>	Send all questions to <a href="mailto:curethestreets.dc@dc.gov">curethestreets.dc@dc.gov</a> <i>Last day to ask questions will be Wednesday, July 14, 2021, at 2pm</i>
<b>RFA Postings:</b>	The Office of the Attorney General website at <a href="http://www.oag.dc.gov">www.oag.dc.gov</a>  Mayor's Office of Volunteerism and Partnerships at <a href="https://communityaffairs.dc.gov/serve">https://communityaffairs.dc.gov/serve</a>

GRANT FUNDING OPPORTUNITY  
COMMUNITY BASED ORGANIZATION  
CURE THE STREETS (CTS)

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## **I. Introduction**

Cure the Streets (CTS) is a pilot public safety program aimed at reducing gun violence in the neighborhoods in which it operates. CTS uses a data-driven, public-health approach to gun violence by treating it as a disease that can be interrupted, treated, and stopped from spreading.

Cure the Streets is based on the CURE Violence Global model, which employs local, credible individuals who have deep ties to the neighborhood in which they work. These Violence Interrupters and Outreach Workers detect and resolve conflicts that are likely to lead to shootings and respond to shootings to prevent retaliation. CTS staff also cultivate relationships with high-risk individuals who are likely to engage in gun violence, counsel them to consider prosocial lifestyle changes, and link them with resources such as education and job training. The CTS teams also develop public education strategies that raise awareness of and denounce gun violence. Additionally, the Outreach Workers and Violence Interrupters provide support to victims of gun violence and endeavor to change community norms. They speak out against a culture of violence that has (in some cases) become socially accepted. This involves social media, mass media, and community outreach.

The Cure Violence public health approach to violence reduction has had success in cities across the country. Of course, it is not solution by itself. But OAG believes it is an important part of an overall crime reduction plan that includes the critical work of police, prosecutors, more involvement in trauma reduction services, and workforce development.

OAG is making at least \$4.8 million available to support community-based-organizations to implement Cure the Streets in six target areas in which CTS currently is operating. Projects supported with funds awarded from this solicitation must implement the Cure Violence model, including by utilizing Violence Interrupters and Outreach Workers to reduce violence in the target areas.

## **II. Background of the Cure Violence Model**

The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention under the auspices of the University of Illinois at Chicago's School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Utilizing a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who detect and resolve conflicts that are likely to lead to shootings and respond to shootings to prevent retaliation. They develop networks of neighborhood residents who maintain vigilance in the neighborhood and alert the CTS program when they become aware of conflicts that might escalate to violence. Program staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence. (See Cure Violence website <http://cureviolence.org/violence-interruption/>).

The funded project must maintain and faithfully implement the core components of the Cure Violence program model as outlined below. Comprehensive staff training will be arranged by OAG throughout the grant period.

### **1. Culturally appropriate staffing:**

Frontline program staff (Outreach Workers and Violence Interrupters) must be trusted community insiders. It is preferred that Violence Interrupters have backgrounds similar to the high-risk population being served. Frontline staff must live in the target community and/or have roots, history, and relationships in the target community.

Frontline staff members should be known among high-risk people in the target neighborhood. Staff may be former gang members or have prior convictions related to firearms. Persons who have been previously incarcerated are also eligible for employment as Outreach Workers and Violence interrupters. Successful candidates must have a clearly demonstrated commitment to positive, crime-free, non-violent lifestyles.

### **2. Staffing team:**

- A. Violence Interrupters develop networks and trusted relationships with both the high-risk population of the target neighborhood and other residents, from whom they learn of conflicts in which they and other members of the outreach team can intervene and help to resolve before they escalate to gun violence.
- B. Outreach workers maintain caseloads up to 12 individuals who have been assessed as high-risk for involvement in gun violence, either as perpetrators or as victims. Outreach Workers work closely with those they assist, often in non-traditional settings and during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings, late-night hours, and weekends. In addition to their case management duties, Outreach Workers use their community contacts to learn of conflicts in which they and other program team members can intervene and help to resolve. To discharge their duties in managing caseloads of high risk persons, Outreach Workers must have a firm understanding of counseling and case management concepts and practices acquired through training and/or prior experience in human services work or work in a helping capacity with persons in transition.
- C. Program Managers supervise staff, oversee coordination of program operations, and ensure operational fidelity to the Cure Violence program model. Program Managers are responsible for setting violence reduction goals, planning operations and activities to meet goals, and developing violence reduction and community strengthening coalitions with other community organizations and individuals. Program managers are also responsible for scheduling, accurate, timely data recording, and timely submission of program report. To be successful, Program Managers should have prior experience in leading teams in pursuit of programmatic goals, project management, and staff supervision.

### **3. Panels to hire the Cure the Streets workers:**

Grantees will be required to use a hiring panel for all staff hires. Hiring panels that include community members help ensure transparency and that there is community buy-in and investment in the program. These panels should include key community stakeholders, including community-based organizations, community advocates, and local

government officials. To provide program expertise and perspective in the evaluation of job candidates, at least one OAG Violence Reduction manager will participate and a representative of Cure Violence Global will be invited to participate.

#### **4. Training and Technical Assistance:**

Training and ongoing technical assistance will be provided by Cure Violence Global and OAG and will include:

- A. OAG Orientation;
- B. Violence Interruption and Reduction training (VIRT) (6 days);
- C. Data collection and documentation training (3 days);
- D. Basic Counseling Skills, Motivational Interviewing and Case Management;
- E. Conflict and Conflict Mediation Training;
- F. Grant reporting training.

#### **5. Active engagement of critical partners:**

The funded project will be most successful if it includes active support from and collaboration with the community, most importantly, through networks of neighborhood individuals and families who contact program staff to alert them to brewing conflicts so that staff may intervene to help resolve them before violence ensues. The project should also collaborate with community-based organizations and community leaders. Proposed projects should include a structure for eliciting the active engagement of each of these partners, including regular meetings with local police commanders and community-based partners who are critical to the project's success.

#### **6. Public education and community mobilization:**

Community mobilization energizes and strengthens collaboration among residents, local businesses, service organizations, and members of the faith community to build a safer and more viable community by promoting vigilance and communication. Project staff must organize community responses to every shooting that occurs within its assigned target area in the form of a rally, vigil, or other public demonstration. Each program must coordinate public education campaigns and organize at least one community event each month that promotes anti-violence messaging and alternatives to violence and recruit residents to be eyes and ears of the program.

Project staff design or select gun violence awareness and violence prevention messaging materials and distribute and post them throughout the community and on social media encouraging community residents to contact program staff to alert them to neighborhood conflicts that program staff can intervene in and help to resolve before they escalate to violence.

#### **7. Standardized data procedures:**

The community-based-organization must collect, maintain, and report data in a prescribed format.

### **III. Available Funds, Eligibility & Grant Period**

OAG anticipates funding multiple grant awards; OAG does not anticipate exceeding eight hundred fourteen

thousand dollars and zero cents per grant award. Funding will be available to support community violence reduction projects within the Cure the Streets target areas. There is no match required for this grant program. The project must be a nonprofit, community-based organization with either an IRS 501(c)(3) or 501(c)(4) determination.

### **Cure the Streets –Target Areas**

Eckington/Truxton Circle (Ward 5)  
Trinidad (Ward 5)  
Benning Heights /Marshall Heights (Ward 7)  
Bellevue (Ward 8)  
Washington Highlands/Congress Heights (Ward 8)  
Washington Highlands (Ward 8)

Funding will be available based on site size and number of sites for each community-based organization, not to exceed \$814,000. Each site will be required to have insurance, human resources, accounting infrastructure, and experience managing grants.

The community-based organization must commit to paying staff at rates that are consistent with the following minimums:

Violence Interrupters	\$40,000.00/year plus benefits paid on an hourly basis
Outreach Workers	\$45,000.00/year plus benefits paid on an hourly basis
Site Supervisor	\$50,000.00/year plus benefits paid on an hourly basis
Program Manager	\$60,000.00/year plus benefits

*\*New recipients if selected for an existing site will be required to adopt the current staff of that site under a 60-day employee grace period. Performance evaluations will need to be completed for any staff changes thereafter.*

OAG reserves the right, without prior notice, to reduce or cancel one or more program 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 amounts in the grant, grant agreement, or Memorandum of Understanding, if awarded, are contingent on continued District funding, grantee performance, and potential reduction, elimination, or reallocation of funds in accordance with applicable sections in the grant award or agreement.

Funds will cover a 12-month project period. For new grantees implementing programs, the first three months will be a planning and startup period. Staff hiring and training should be completed during the planning period. Program sites will be fully established by the start of month 4 and programs will be fully operational for a minimum of 9 months after the planning and startup period. Returning recipients will be expected to start immediately upon execution of the grant agreement.

## **IV. Reporting and Monitoring**

### **Programmatic Reporting**

Successful applicants will be required to input daily data in the database maintained by Cure Violence Global and provide monthly data and narrative program progress reports on a template to be provided by OAG.

## **Expenditure Reporting**

Via the established online program and financial reporting system, grantee will be required to submit financial reports accompanied by scanned supporting financial documentation (i.e., financial bank statements, receipts, etc.) and signed cover page template provided by OAG.

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 reimbursements for all grant awards received from OAG.

## **Monitoring**

Grantee may receive a site visit from OAG Grant's staff to review the grant file, administrative procedures, and program operations.

Monitoring is designed to determine the grantee's level of compliance with District 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 requirements. Failure to comply with requirements may result in payment suspension, payment reduction, or termination of the grant.

## **V. Application Review Information**

This is a competitive solicitation. OAG does not guarantee funding, funding amounts, or funding source based on previous awards. Applicants will be reviewed and scored by to determine which projects will be funded.

The Office of the Attorney General may use either internal peer reviewers, external third-party reviewers, or a combination of both to review applications under this RFA. An external third-party reviewer may be a District community member or an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a review panel. Reviewers' ratings and any resulting recommendations are advisory only. In addition to reviewer ratings, considerations may include strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Attorney General. After reviewing the recommendations of the review panel, consulting with the Violence Reduction Co-chiefs, and reviewing information gathered during the review and any other information considered relevant, the Attorney General shall decide which applicants to fund, amounts to be funded, and funding source.

## **VI. Required Grant Proposal Content**

Successful applications must include responses to the questions and requirements in each of the following sections:

- 1) Executive Summary (15 points)
- 2) Community Profile (15 points)

- 3) Neighborhood Violence Prevention Model (5 points)
- 4) Organization Experience and Qualifications (45 points)
- 5) Timeline and Deliverables (10 points)
- 6) Budget and Budget Narrative Worksheet (10 points)

Each of the sections must be completed in OAG's Grants Management System, Zoom Grants. In addition, **each applicant must submit a separate Adobe PDF document containing the responses to the questions in this section as an attachment to their Zoom Grants application.**

1. **Executive Summary** (15 points)

Provide a brief overview of the applicant and the proposed project, not to exceed 300 words. Please highlight any experience that uniquely qualifies it to accomplish the goals of this RFA.

2. **Community Profile** (15 points)

This section provides an explanation of why the applicant organization will be successful in the selected target area. Explain why the applicant selected the particular target area(s) for the project and why the applicant will be successful. Include in the explanation the applicant's ties to and familiarity with the target area, relationships in the target area, and understanding of the nature of gun violence in the target area. Please also include the applicant's knowledge of resources and services in the target area.

3. **Neighborhood Violence Prevention Model** (5 points)

Applicant will be required to follow the Cure Violence model. Applicant should provide a statement on the organization letterhead that it will implement the Cure Violence program with fidelity.

4. **Organization Qualifications and Experience** (45 points)

This section should demonstrate the applicant's capacity for implementing the project with fidelity to the Cure Violence program model. It should reflect the qualifications and experience of the organization that will be responsible for implementing the model's core components. Please address the following items in this section:

- A. Briefly explain the applicant's organizational mission and goals.
- B. Provide an explanation of what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below. If the applicant does not have applicable experience in an area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability.
  1. Describe the applicant's ties to the community to be served. This section should demonstrate the applicant's credibility with the community in the target area specified.
  2. Describe the applicant's work to date with community residents, other community-based organizations, and faith-based organizations, emphasizing activities related



to relevant topic areas (crime and violence prevention and public health) and activities (outreach, public education, engagement, and community organizing). Describe how these relationships and activities will be maintained and expanded in relation to the proposed initiative.

3. What experience prepares the applicant for hiring, training, managing and retaining a staff that includes former gang members, individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation, or individuals from other high-risk groups?
  4. What is the title of the member of your organization's management team who will be assigned to oversee the program if your application is successful?
  5. Attach copies of the applicant's employee and client drug screening policy or the applicant's timeframe for developing and implementing such a policy.
  6. Summarize the applicant's experience with managing direct services. Provide examples of work with older adolescents and young adults who are at high risk of involvement in shootings and killings.
  7. Characterize the applicant's working relationships, if any, with local officials, including the Mayor's office and the Council.
  8. Identify the applicant's key partners that are critical to the project's success and describe the method that will be used to meet regularly with key partners.
  9. The model requires the project to have a physical office that is located within or near the identified target areas. Please describe where the project will be located or the applicant's plan to obtain a physical office space near the target area.
  10. What are your organization's plans to provide appropriate workspace for employees and meeting space for clients if such office is not already established?
  11. Describe the applicant's prior experience with electronic databases for collecting and analyzing information. Outline prior experience with data collection, management and reporting.
  12. Use RFA Attachment (Major Grants) to list the five largest major grants (more than \$5,000) the applicant/implementing agency has administered over the past three years, along with funding sources and contact information. If fiscal or program management issues resulted in contract suspension or termination, the applicant must disclose it and provide an explanation in the narrative.
- C. Describe the applicant organization's management structure and identify, by name, title and qualifications, the person who will be responsible for program oversight and grant compliance.
- D. Identify any collaboration between the applicant and any partners or consultants that are expected to have roles in implementing the project. Include signed Memoranda of

Understanding (MOUs), other written agreements or letters of support stating the roles and responsibilities of the participant entities who have agreed to a role in this proposal.

- E. Describe any foreseeable obstacles to achieving the goals of this RFA and how the applicant's experience prepares it to overcome these obstacles.
- F. Applicants must provide letters from local leadership and community organizations that indicate local support. This must include a letter of support from individuals associated with the target area as well as community partners. Desirable supporters include advisory neighborhood commissioners, public officials, violence prevention groups, and relevant service providers. List the contributing supporters in the narrative and attach letters to the project in ZoomGrants.

5. **Timeline and Deliverables** (10 points)

Describe the activities the applicant will undertake to implement the project and achieve its goals. This section should demonstrate the applicant's thorough understanding of the model and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

Describe the project timeline, keeping in mind the up to three-month planning/startup period, 9-month operational period, and maximum 12-month grant time frame. The timeline should include and project a schedule for the following:

- A. Goals and accomplishments of the planning period;
- B. Neighborhood-based events for the purpose of public education and community mobilization; and
- C. Achievement of other significant project milestones.

6. **Budget and Budget Narrative Worksheet** (10 points)

**Budget**

A standard budget form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The maximum permissible amount of indirect costs is 10% of the total grant award. Indirect costs may include general administrative cost such as: legal, accounting, liability insurance, audits, and the like.

Program funds cannot be used:

- For lobbying
- Most major equipment, like vehicles
- Interest payments on loans, bad debt
- Land Purchases
- Funds to pay Legal action against the District
- May not use funds to write the application
- To cover any expenses made prior to the grant award
- To supplant (replace) funds from other grant sources

## **Budget Narrative**

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. See examples below.

- Personnel:** Show proposed salaries and wages for all project staff
- Fringe Benefits:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- Supplies:** List proposed supplies and marketing materials
- Other:** Show rental or leasing of space for the project. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscription, and programmatic expenses
- Indirect:** Show calculation and indirect rate.

## **VII. Timetable**

**Applications must be received by 11:59 PM EST on Tuesday, July 27, 2021.** Complete applications, including all required documentation and attachments, received by that date will be subject to section V. Evaluation Criteria.

## **VIII. Administration of Grants**

OAG will negotiate and develop a grant agreement with the successful applicants (grantees). The grant agreement is subject to approval by Violence Reduction Co-Chiefs and the Attorney General before grant funding will be disbursed to reimburse project expenses. In the event that the grantee cannot begin grant activities within 90 days of grant execution, OAG reserves the right to rescind the selection and redistribute the grant funds.

### **1. Grant Approval**

All grants are subject to the approval of the Attorney General and the Violence Reduction Co-Chiefs, and until that approval has been received, the Grant shall be of no force and effect.

### **2. Grant Period**

October 1, 2021 through September 30, 2022.

### **3. Grant Changes**

Grant agreements resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of the Violence Reduction Co-Chiefs of OAG in light of a grantee's performance, changes in project conditions, or otherwise.

### **4. Records**

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with OAG grant terms and agreements. Grantee staff whose salaries are paid in whole or in part from grant

funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

5. **Liability**

Nothing in the grant between OAG and the grantee shall impose liability on the District of Columbia government or OAG for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

6. **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the grant agreement between OAG and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the grant budget and the project workplan.

7. **Reports**

Grantees will be required to work with the Violence Reduction Co-Chiefs or their designee to develop a project workplan that will become part of the grant agreement and form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's Scope of Work. It will state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities, and estimate achievement of goals and objectives. In addition, OAG mandates a set of output (process) and outcome (impact) measures that are to be included in all agreements.

In addition, grantees will be required to input project data through the online Cure Violence data reporting and management system, on a schedule to be provided by the Violence Reduction Unit. Training in the use of that database will be provided by Cure Violence.

The grantee shall submit all reports to OAG in a format and time frame specified in the grant agreement. Such reports shall include a description of the program efforts undertaken during the reporting period and the current status of the project. The monthly progress reports of the grantee's activities under the grant must be submitted electronically as directed by the Grants Administrator. Grantees agree to submit any other reports considered relevant by OAG.

8. **Review**

The grantee's performance in all areas above, in addition to the services contracted for, will be monitored by the Violence Reduction Co-chiefs and Grant Administrator. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by OAG to ascertain the quality and quantity of grantee activities. The Office of the Attorney General, Violence Reduction Co-Chiefs will coordinate at least two cross-site meetings to bring project staff from all sites together in a sharing and learning collaborative. These meetings will foster relationships, recognize accomplishments, and provide technical assistance.

9. **Non-discrimination in Hiring and Delivery of Services; Reporting**

In accordance with applicable federal statutes, as well as District non-discrimination requirements, grantees agree not to discriminate in their hiring practices or provisions of services against any protected classes and populations. In addition, grantees agree to notify OAG within 48 hours of any employee or beneficiary formal complaint of discrimination against their organization, and to comply with all civil rights hiring and beneficiary service policies and procedures as identified in applicable statutes.

Applicable statutes include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228 (c) and 10221 (a)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Violence Against Women Act of 1994, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. Parts 35, 42, and 54.

OAG reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

## **IX. 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 applicant’s authorized official, whether the applicant, or, where applicable, its officers, partners, principals, members, associates or key employees, within the last 3 years prior to the date of the application have not:

1. been indicted or had charges brought against them (if still pending), or been convicted of (1) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (2) any crime or offense involving financial misconduct or fraud;
2. been the subject of legal proceedings arising directly from the provision of services by the organization; and
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.

## **X. 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.

### **Oversight**

Applicants are required to ensure that there is adequate oversight over their grant programs and partner(s). In designing and managing programs, applicants need to consider how they will ensure that grant activities and

partner(s) will adhere to applicable local, federal, and programmatic regulations.

### **Financial Capability**

The following are minimum requirements necessary to accept, manage, and spend funds awarded under this RFA.

- (1) Organization's accounting system provides accurate and current financial reporting information;
- (2) Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OAG;
- (3) Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories;
- (4) Organization's time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective; and
- (5) Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

### **Non-Supplanting**

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available

### **Payment Provisions**

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submission to this RFA. Grant funds will be awarded on a cost reimbursement basis. At any time 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.

### **Applicant Financial Statements**

All applicants are required to provide a copy of their most recent and complete set of financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from local, state and federal entities must also include their Single Audit Report. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. OAG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

## **Internal Revenue Service Requirement**

All applicants must submit evidence of being a legally authorized entity (e.g., 501 (c)(3) or 501(c)(4) determination letter). A current business license, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

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

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

## **Insurance Requirement**

All grantees will be required to provide in writing the name of all its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, etc). Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in Zoom Grants. Applicants who do not have insurance secured at the time of application who are awarded a grant are required to provide insurance documentation prior to award execution.

## **XI. Contingency Clauses**

OAG reserves the right to make changes to this RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations from District government. Funding for grantees is contingent upon continued funding from the District.

1. 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.
2. OAG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
3. 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.
4. 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.
5. OAG may require applicants to enter negotiations and submit a price, technical, or other revisions of their proposal that may result from the negotiations.
6. 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.

## **XII. Privacy/Confidentiality**

Except as otherwise provided by federal law, no recipient of OAG funds shall use or reveal any research or statistical information furnished to OAG or the recipient by any person, or any information identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with OAG rules and policies.

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

## **XIII. Notification of Award**

The Office of the Attorney General will notify all applicants of the final award decision the week of September 27, 2021 through email using the grant application program, Zoom Grants. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

## **XIV. Application Checklist & Required Appendices**

Applicants are required to follow the content requirements and submission instructions that are described below. Please submit your proposal in the sequence that is listed here, including clearly titled sections and sub-sections.

**\*\*Applications will be considered incomplete if any sections or part of any section is missing.\*\***



## APPENDICES

- Appendix A: Application Submission Checklist
- Appendix B: Cure the Streets – Program Staff Job Descriptions

### **Appendix A: Application Submission Checklist**

A complete response to this RFA must include all of the following information and must be submitted before the deadline:

#### **General Program Requirements:**

- **Applicant Profile**
- **Proposal Narrative**
  - Executive Summary
  - Community Profile
  - Neighborhood Violence Prevention Model
  - Organization Experience and Qualifications
  - Timeline and Deliverables
- **Budget and Budget Narrative**

#### **Administrative and Policy Requirements**

- IRS determination letter
- District of Columbia Business License
- Financial Statements of the organization's most recent Fiscal Year (see section X. additional requirements for details)
- Disclosure of Legal Proceedings

- Statement of Certification
- Ethics and Accountability Statement
- Insurance Policies Affidavit
- Standard Assurances
- DC Clean Hands Certificate
- Tax Affidavit
- Proposed organizational chart for the project
- Roster of Board of Directors
- List of DC Government funding received in FY21 and expected in FY22
- Minimum of two (2) Letter of Support from key community partners documenting their specific support for the proposed project
- Letter of support (i.e. ANC, Councilmember)

## Appendix B: Cure the Streets – Program Staff Job Descriptions

### JOB DESCRIPTION Program Manager (Cure Violence Program)

The successful candidate for the position of Cure The Streets Program manager will be an experienced manager and leader with integrity, professional manner and attitude and commitment to community service. This position involves leading a team of six to nine individuals in the implementation of the Cure Violence program model.

#### Responsibilities

1. Complete all Cure Violence training
2. Engage in ongoing learning about the program model and community violence
3. Conduct morning briefings with program outreach team (Outreach Workers and Violence interrupters) for outreach team to review conflict and violence issues in the target neighborhood and set each day's goals and activities.
4. Model professional demeanor and attitude for program staff
5. Provide supervision of and support to the Program Outreach Supervisor
6. Set and lead staff in pursuit of daily, weekly and monthly goals
7. Provide staff with ongoing coaching, in the Cure Violence program model
8. Provide staff with ongoing feedback and professional development
9. Prepare program progress reports
10. Ensure faithful implementation of all components of the Cure Violence program model
11. Ensure that all program activities and violent incidents are documented in the Cure Violence database
12. Review staff daily logs and program inputs at least once each month
13. Lead neighborhood coalition and partnership building strategies
14. Develop social service, education, employment, mental health and other resources for program participants
15. Liaise with MPD local district commander
16. Serve as liaison with OAG Cure The Streets oversight team
17. Oversee planning, organizing and conduct of CTS community activities and events, including community shooting response events
18. Ensure that *program participants* are effectively served
19. Oversee design, production and targeting of public education materials
20. Conduct community organizing activities in the program target neighborhood to help build community agency and cohesion
21. Attend all meetings with OAG Violence Reduction oversight team

#### Qualifications

Cure The Streets Program Managers must be organized and experienced professionals who:

- Reside in or past residence in the District of Columbia and organic familiarity with residents of the District's historically troubled neighborhoods
- Possess high school diploma or equivalency certificate (some college is a plus)
- Demonstrate basic computer user skills, including facility with Microsoft Office Suite
- Have at least 3-years' experience in a supervisory, management or professional leadership role

- Possess a demonstrated ability to effectively supervise and develop a staff of up to 10 individuals, many of whom may have little or no experience in the legitimate world of work
- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic concepts, and practices
- Possess experience and a demonstrated ability to plan program operations and to manage a program budget
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate excellent oral and written communication skills
- Demonstrate facility with Microsoft Suite and desktop publishing
- Are experienced with complex planning and scheduling
- Have facility with database input and report generating
- Experience in community-based human service programming
- Working understanding of conflict and violence
- Knowledge of conflict mediation or nonviolent conflict resolution
- Knowledge of accepted basic counseling and case management practices

Job offers will be conditional, contingent on background checks and drug screenings.

## Job Description Outreach Worker

Cure The Streets program Outreach Workers must be individuals with integrity, professional attitude and commitment to community service. This position involves community outreach, conflict resolution and participant recruitment and case management duties.

### DUTIES & RESPONSIBILITIES:

Under direct supervision and direction of the Outreach Supervisor, Outreach Workers will:

- Attend and actively participate in all Cure the Streets training sessions and convenings
- Identify and gain access to high-violence locations within the neighborhood
- Establish and maintain relationships with high risk groups and individuals as well as other key influential individuals in and around the program *target area*\* who agree to alert CTS staff to brewing conflicts that have potential of escalation to gun violence
- Use personal networks, inroads and observation to identify conflicts that have potential to escalate to gun violence,
- Identify individuals and groups at highest risk of involvement in a shooting or killing and share their identity and the nature of their risk with the CTS program team
- Work with CTS Program Manager, Outreach Supervisor and program outreach team to formulate action plans to help resolve conflicts
- Work closely with CTS program team leaders and colleagues to mediate and help to resolve conflicts peaceably.
- Keep CTS program leaders and colleagues up to date on mood and dynamics in the target area and surrounding neighborhood
- Help high risk individuals to deal with “in the moment” rage, anger, stressful events and other triggering situations without violence
- Identify and recruit high risk individuals as potential program participants
- Provide counseling, support and resources to help program participants to reduce their risk of involvement in violence
- Play an active role in planning, and implementing program *community events* and *participant events*
- Attend all scheduled and unscheduled meetings as directed by program leaders
- Maintain a daily log of each workday’s activities and contacts in the Cure Violence database
- Record specified activities in Cure Violence database as directed by Outreach Supervisor or Program manager

*[\*Target area: A specified area of a neighborhood with geographic boundaries that surround locations where gun violence occurs frequently that is targeted for violence reduction operations by CTS.]*

### KEY OUTREACH WORKER JOB RESPONSIBILITIES

Outreach Workers’ responsibilities differ from those of Violence Interrupters on one critical way.

Outreach Workers:

- Recruit 10 to 12 high-risk individuals who reside in or operate in the program target area as program participants

- Provide program participants with case management service. The immediate and primary goal of case management is to assist program participants in finding motivation to make attitude, behavior and lifestyle changes that can reduce their levels of risk for involvement in gun violence either as perpetrators or victims
- Have frequent in-person and electronic contact with each program participant (at least three substantial contacts each week). Frequency of contact with each program participant will be dictated by the Outreach Worker's assessment of daily risk of involvement in violence
- Record enrollments of program participants and each contact that they have with participants in the Cure Violence database

## Job Description Outreach Supervisor

The successful candidate for the position of Cure The Streets Outreach Supervisor will be a leader with integrity who has at least one year of experience supervising staff in a programmatic setting. The supervisor will demonstrate a professional manner and attitude and a commitment to community service. To be successful in all aspects of this position, candidates must be patient, detail oriented and inclined to help others. This position involves leading and overseeing the day-to-day operations of a team of six to eight individuals in the implementation of the Cure Violence program model, including close supervision and support of Outreach Workers whose jobs entail counseling and case management of caseloads of up to 12 individuals who are at high risk for involvement in violence.

### Responsibilities

As a member of the program outreach team, the Outreach Supervisor will:

22. Complete all Cure Violence training
23. Engage in ongoing learning about the program model and community violence
24. Conduct morning briefings with Program Manager and program outreach team (Outreach Workers and Violence interrupters) to review conflict and violence issues in the target neighborhood and set each day's goals and activities.
25. Model professional demeanor and attitude for program staff
26. Provide weekly supervision sessions with Outreach Workers and Violence Interrupters
27. In consultation with the Program Manager, set and lead staff in pursuit of daily, weekly and monthly goals
28. Provide staff with ongoing coaching, in the Cure Violence program model
29. Provide staff with feedback, acknowledgement, correction, encouragement and support
30. Ensure faithful implementation of all components of the Cure Violence program model
31. Ensure that all program activities and violent incidents are documented in the Cure Violence database
32. Review staff daily logs and program inputs at least once each week
33. Convene and lead weekly *team case review meetings* with Outreach Workers to assess and advance participant progress and accomplishment.
34. Assist with planning, organizing and conduct of CTS community activities and events, including community shooting response events and assign and supervise Outreach Workers' and Violence Interrupters' activities at events
35. Ensure that *program participants* are effectively served by conducting weekly case review sessions with Outreach Workers
36. Carry out program plans as directed by the Program Manager
37. Attend all meetings with OAG Violence Reduction oversight team

### Qualifications

Cure The Streets Program Managers must be organized and experienced professionals who:

- Reside in or recently resided in the District of Columbia and have organic familiarity with residents of the District's historically troubled neighborhoods
- Reside in or have recently resided in the assigned program target neighborhood
- Have extensive personal contacts in the program's assigned target neighborhood
- Possess high school diploma or equivalency certificate (college is a plus)
- Possess basic computer user skills, including facility with Microsoft Office Suite
- Have at least 2-years' experience in a supervisory, management or professional leadership role
- Possess a demonstrated ability to effectively supervise and develop a staff of up to 10 individuals, many of whom may have little or no experience in the legitimate world of work

- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic concepts, and practices
- Have training and/or experience with counseling and/or case management of persons attempting personal behavior and lifestyle change
- Possess experience and a demonstrated ability to plan program operations and to manage a program budget
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate excellent oral and written communication skills
- Demonstrate facility with Microsoft Suite and desktop publishing
- Are experienced with complex planning and scheduling
- Have facility with database input and report generating
- Experience in community-based human service programming
- Working understanding of conflict and violence
- Knowledge of conflict mediation or nonviolent conflict resolution
- Knowledge of accepted basic counseling and case management practices

The Office of the Attorney General for the District of Columbia is an equal opportunity employer  
Women, gender nonconforming and persons of color are encouraged to apply

Job offers will be conditional, contingent on background checks and drug screenings.



## Job Description Violence Interrupter

Cure The Streets Violence Interrupters must be individuals with integrity, professional attitude and commitment to community service to fill position(s) as Violence Interrupter(s) with District of Columbia's Cure The Streets violence reduction initiative. This position involves community outreach, information gathering and conflict resolution duties.

### DUTIES & RESPONSIBILITIES:

Under supervision and direction of Program Manager and program Outreach Supervisor, Violence Interrupters will:

- Attend and actively participate in all Cure the Streets training and convenings
- Identify and gain access to high-violence locations within the neighborhood
- Establish and maintain and network of personal relationships with high-risk individuals and groups as well as other key influential individuals in and around the *program target area*\* who agree to alert CTS staff to brewing conflicts that have potential of escalation to gun violence
- Use personal network and observation to identify conflicts that have potential to escalate to gun violence
- Engage with residents, business operators, and organizations in the program target neighborhood to explain the program and how it works
- Identify individuals and groups at highest risk of involvement in a shooting or killing and share their identity and the nature of their risk with the CTS program team
- Work with CTS Program Manager, Outreach Supervisor and program outreach team to formulate action plans to resolve conflicts
- Work closely with CTS program team leaders and colleagues to mediate and help to resolve conflicts peaceably
- Keep CTS program leaders and colleagues up to date on mood and dynamics in the target area and surrounding neighborhood
- Help individuals deal with “in the moment” rage, anger, stressful events and other triggering situations without violence
- Refer high-risk individuals to CTS program Outreach Workers as potential program participants
- Play an active role in planning, organizing and implementing program *community events* and *participant events*
- Attend all scheduled and unscheduled meetings as directed by program leaders
- Maintain a daily log of each workday's activities and contacts in the Cure Violence database
- Record specified activities in Cure Violence database as directed by Outreach Supervisor or Program manager

*\*Target area: A specified area of a neighborhood with geographic boundaries that surround locations where gun violence occurs frequently that is targeted for violence reduction operations by CTS.*

### Qualifications:

Successful candidates for the position of Violence Interrupter must:

- Be respected and credible with high risk individuals and groups in and around the target area
- Be outgoing and willing to engage with all people in the target neighborhood
- Be viewed as suitable for community work by neighborhood residents
- Possess excellent interpersonal skills
- Possess excellent oral communication skills

- Have in-depth knowledge of alliances, groups, crews, gangs, and individuals at high risk of involvement in gun violence in the program target area and surrounding neighborhood
- Have strong personal relationships with a network of persons in and around the target area
- Possess a valid District driver's license, insurance, and good driving record
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse.
- Preventing larger scale events or retaliatory violence before it occurs
  - ✓ Experience working in a helping capacity with at-risk youth and gang members is a plus
  - ✓ Knowledge and or experience with crisis intervention and/or conflict mediation is strongly desired

**MINIMUM QUALIFICATIONS / REQUIREMENTS:**

- High School Diploma or GED, or equivalent combination of education and experience.
- Valid DC, Maryland or Virginia driver's license, insurance, and good driving record preferred

Have physical ability to walk at least 2 miles each day.