



FY25 Leaders of Tomorrow Grant Program

PRE-SOLICITATION CONFERENCE

IN-PERSON: JUNE 11, 2024

VIRTUAL: JUNE 28, 2024

INTRODUCTIONS

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Grant Administrator

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Section Chief

Program Overview

The Office of the Attorney General (“OAG”) is seeking proposals from non-profit Community-Based Organizations (CBOs), interested in operating the Leaders of Tomorrow: Youth Violence Prevention Grant Program to identify and mitigate risk factors associated with youth violence and contribute to the long-term wellbeing and success of young individuals. OAG recognizes the importance of providing financial support to local non-profits dedicated to identifying and mitigating risk factors associated with youth violence. These organizations play a crucial role in developing strategies that align with promising and evidence-based approaches, ultimately contributing to the long-term wellbeing and success of young individuals.

OAG will make up to \$100,000 in funding per grant per organization available for Fiscal Year 2025. Total grant funding will not exceed \$500,000.

FY25 Application Changes

- ❖ Organizations must be invited to apply
- ❖ Organizations can request up to \$100k
- ❖ Grant period will run for the full fiscal year (October 1 – September 30)
- ❖ Applications must be submitted via Zoomgrants. No email applications will be accepted.

Late applications will not be accepted.

Deadline

Paper Submissions

2:00 PM EST, Friday, July 12, 2024

Non-electronic applications should be mailed or delivered to:

Office of the Attorney General

Attn: Gabrielle Stevens

400 6th St. N.W.

Washington, D.C. 20001

Electronic Submissions

2:00 PM EST, Friday, July 12, 2024

Electronic applications must be submitted through OAG's online grant system at: <https://www.zoomgrants.com/zgf/FY25OAG/Grants>

Category	Examples
<i>Academic Achievement & Workforce Readiness</i>	<i>Early childhood education, truancy mitigation, tutoring, course completion, on-the-job training, workforce skills development, financial literacy, apprenticeships, internships, youth employment, etc.</i>
<i>Youth & Family Support</i>	<i>Family counseling, case management, parent engagement, parent coaching, etc.</i>
<i>Trauma-Informed Services</i>	<i>Trauma training for youth/families/providers, creating safe spaces for youth, evaluation of practices, addressing trauma of youth and families, healing circles, etc.</i>
<i>Conflict & Dispute Resolution</i>	<i>Conflict resolution and mediation skill-building, emotional regulation skill-building, communication skill-building, etc.</i>
<i>Meaningful Engagement</i>	<i>Recreational activities, mentoring, youth advocacy, volunteer opportunities,</i>
<i>Mental Health & Wellbeing</i>	<i>Therapy, counseling, coaching, mental health care, crisis response, etc.</i>

Considerations

- ❖ How do you define youth violence prevention?
- ❖ How do you define at-risk youth?
- ❖ How do engage at-risk and high-risk youth?
- ❖ What are your program metrics? How do you measure success?

AT-RISK YOUTH

- ❖ Children and young adults 9 – 22
- ❖ Mental health and well-being challenges
- ❖ Demonstrated signs of maladaptive behavior
- ❖ Substance use
- ❖ Personal history of violence victimization
- ❖ Coping with family stress or inattention
- ❖ Truancy and challenges with engaging in positive learning environments
- ❖ Low academic performance
- ❖ Access to firearms and/or other dangerous weapons
- ❖ Previous or current justice system and/or child welfare system involvement



ELIGIBILITY REQUIREMENTS

Eligibility Requirements

- ❖ Applicants must be invited, *in writing*, from OAG or a recipient of the FY24 Leaders of Tomorrow Grant Program.
- ❖ Applicants must be designated as a 501(c)(3) or 501(c)(4) organization by the IRS.
- ❖ Applicants must be in good standing with the Government of the District of Columbia and the IRS.
- ❖ Applicants must demonstrate financial ability to meet program and project expenses for at least 30 days if payments under the grant are delayed or a financial penalty for inadequate performance is applied.
- ❖ Applicants must demonstrate the ability to comply with data and reporting requirements.
- ❖ Applicants must possess sufficient capacity and infrastructure for effective management of grant funds and faithful implementation of the program model(s) described in the FY25 OAG Community-Based Grant Program RFA.



APPLICATION OVERVIEW

Application Components

- ❖ Application Cover Page (Identifies the applicant, contact information and individual who will serve as the point of contact, type of organization, Tax I.D. numbers, DUNS number, project service area, and the amount of grant funds requested)
- ❖ Proposal Narrative
- ❖ Budget and Budget Narrative
- ❖ Administrative and Requirements

Application Requirements

- ❖ Applications must be in English
- ❖ Applications should be no more than ten (10) pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
- ❖ Applicants must use a standard Times New Roman 12-point font.
- ❖ Applicants must produce documents on 8.5" by 11" white paper (electronic submissions must be formatted for an 8" X 12" page) that can be printed and photocopied.
- ❖ Top, bottom, left, and right margins may not be less than one (1) inch each.
- ❖ Text must be double-spaced.
- ❖ Applicants cannot submit proposals on double-sided pages.
- ❖ Applicants cannot use photo reduction or include photos or oversized documents.
- ❖ Applicants must use the narrative template provided in the program guidelines.



Budget & Expenses

Leaders of Tomorrow - SAMPLE Budget			
Fiscal Year:	2025		
Program Site(s):			
CBO Name:			
CBO Contact:			
PROJECT DATES:	October 1, 2024 -September 30, 2025	FY25	Total Costs
Personnel- List all program positions with effort on this project.			
	Efforts (%)	Salary	
Executive Director			
Program Director			
Program Manager			
Director of Operations			
Subtotal Personnel		\$0.00	\$0.00
Fringe Benefits: Include statutory/mandatory DC benefits (e.g., Social Security, Workers' Compensation Insurance) and optional employer-provided benefits (e.g., Health Insurance, Retirement Plan)			
		(10.92% of salary - D.C. Minimum	\$0.00
		Total Salary + Fringe Benefits	\$0.00
Operating Costs			
Rent/Office Space			
Maintenance			
Subscriptions			
Utilities			
Subtotal Operating Costs			\$0.00
Participant Costs/Activities			
Community Events			
Participant Events			
Participant Support			
Subtotal Participating Cost/Activities			\$0.00
Materials & Supplies			
Office Supplies			
Telephone & Internet			
Laptops/Computers(costing < \$5,000.00)			
Printing & Copying			
Subtotal Supplies			\$0.00
Other Costs			
Staff/Professional Development			
Subtotal Other Costs			\$0.00
		Total Direct Costs	\$0.00
		Indirect Costs at 10% of Direct Costs	\$0.00
		Total Budget Request	\$0.00

Allowable and Prohibited Expenses

ALLOWABLE	PROHIBITED
<ul style="list-style-type: none"> • Personnel & Salaries • Fringe benefits • Program supplies • Marketing materials • Operating costs <ul style="list-style-type: none"> ○ Rent ○ Insurance ○ Utilities ○ Internet/Wi-Fi Service ○ Phone service ○ Etc. • Participant costs • Contracts/Sub-awards • Other costs* • Indirect expenses 	<ul style="list-style-type: none"> • Lobbying • Unapproved major equipment such as vehicles • Interest payments on loans, bad debt • Land purchases • Any programs, initiatives or activities not directly associated with the grant program • Legal action against the District • Grant writing services • Expenses made prior to the grant award • Efforts that supplant (replace) funds from other grant sources • Entertainment, alcoholic beverages • General governance costs • Contributions/donations to outside organizations • Fundraising • Election expenses
*Subject to OAG approval	



Notification of Award

The Office of the Attorney General will notify all applicants of the final award decision within thirty (30) to forty-five (45) days after the application/competition's close date on July 12, 2024, through email and using the grant management software, ZoomGrants.

For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contained, note any reduction in funding from the initial request, and outline the necessary steps that the applicant must complete to establish the grant award.



Grantee Payments

Grant funds will be disbursed on a cost reimbursement basis.

- ❖ Grantees may request an advance payment, up to 25% of grant award, subject to approval from the Grant Management Unit and in adherence to OAG's policies.
- ❖ Upon award, payments to reimburse project expenses will be made pursuant to a monthly schedule. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the grant budget and the project scope.
- ❖ Grantee will be required to submit back-up supporting documentation (i.e., bank statements, receipts, etc.) and signed cover page and organization request letter.
- ❖ OAG shall make payment within the District's Quick Payment Act (QPA) period of thirty (30) days of submission of a proper invoice for payment via the e-invoicing portal (the established online program to submit and process invoices electronically).

Administrative and Policy Requirements

- ❖ IRS determination letter
- ❖ A current business license, registration, or certificate to transact business in the District of Columbia
- ❖ Financial statements of the organization's most recent Fiscal Year
- ❖ Organization most recent operating budget
- ❖ Disclosure of legal proceedings
- ❖ Statement of Certification
- ❖ Ethics and Accountability Statement
- ❖ Certificate of Insurance (COI)
- ❖ Standard Assurances
- ❖ Documentation of 501(c)(3) status

Administrative and Policy Requirements- Cont.

- ❖ Documentation of City-Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands) not older than three months prior to the application due date
- ❖ Tax Certification Affidavit
- ❖ Organizational chart for the project
- ❖ Disciplinary policy
- ❖ Official list of the CBO's Board of Directors for the current year and the position that each member holds, including contact information
- ❖ List of DC Government funding received in Fiscal Year 24 and expected in Fiscal Year 25.
- ❖ List of Federal funding received in Fiscal Year 24 and expected in Fiscal Year 25.
- ❖ Resumes for key and essential staff
- ❖ FY25 workplan
- ❖ Current Federal Negotiated Cost Rate Agreement, if applicable

The background features a large, faint watermark of the Cambridge University seal. The seal is circular and contains the text 'UNIVERSITY OF CAMBRIDGE' around the top and 'FUND. 1209' at the bottom. In the center of the seal is a crest depicting a figure holding a book and a quill, with a cross above. The seal is rendered in a light gray color.

SCORING & EVALUATION

Evaluation

An external third-party panel will review, score, and rank each application. Each section has a total scoring value, and applicants should provide responses to the narrative templates that are detailed, free of grammatical errors, and concise. Only complete and responsive applications will be evaluated strictly in accordance with the requirements stated in the RFA.

- ❖ Each reviewer will independently review and objectively score applications against the specific scoring criteria based on a 100-point scale.
- ❖ The review panel will review how well the applicant's proposal answered the provided questions, and how well the applicant addressed the points.

Final decision on awards rests solely with the Attorney General.

Application Scoring

- ❖ Organizational Overview (25 Points)
- ❖ Capacity and Staffing (20 Points)
- ❖ Description of Proposed Services (25 Points)
- ❖ Timeline and Deliverables (15 points)
- ❖ Budget and Justification (15 Points)

- ❖ Discuss the mission and vision of the organization and how it aligns with the grant program.
- ❖ Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under the RFA.
- ❖ Describe the organization's experience that makes it well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization's experience and success.
- ❖ Discuss the community partnerships that the organization has developed and describe how these partnerships will be used to support the grant program.
- ❖ Describe the organization's experience and past performance in providing community outreach to the targeted population.

Organizational Overview (25 points)

- ❖ Discuss and provide a plan for how a pool of qualified staff will be interviewed and hired.
- ❖ Discuss how the organization will provide support to staff.
- ❖ Describe the organization's coaching and professional development plan for employees.
- ❖ Specify the planned staff, schedule, format, and intended audience of the activities the organization plans to provide and provide a summary of the content of any worker education that will be provided during the grant period.
- ❖ Describe your organization's experience in hiring, recruiting, and maintaining a qualified workforce.
- ❖ Provide a program specific organizational chart.

Capacity & Staffing (20 points)

- ❖ Describe the services your organization will provide and how these will be provided, including how services are tied to the goals and requirements of the program under the RFA.
Applicants should describe their plans for conducting outreach to provide education to, or services for, the target populations outlined in the grant program for which they are applying.
- ❖ Describe the proposed service levels (i.e., number of proposed clients/individuals to be served) during period of performance.
- ❖ Describe the performance measures and outcomes proposed that will track and achieve for the proposed services.
- ❖ Describe eligibility criteria for program participants, and how individuals are identified to receive support and services.

Description of Proposed Services (25 points)

Describe the planned activities that will implement the program 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.

The timeline should include and establish a schedule that clearly shows how the program will be ramped up, implemented in alignment with the program's goals, and show key milestones in implementation. Applicants should keep in mind the up to three-month planning/ramp up period (new applicants) or one to two-month planning/ramp up period for existing grantees.

Timeline & Deliverables (15 points)

- ❖ Describe how the organization's existing resources will be utilized during the funding period to support the work of the grant program.
- ❖ Describe the organization's fiscal infrastructure and capacity to manage all aspects of the grant program.
- ❖ Provide a detailed line-item budget for the program and describe the budget development process and provide appropriate budget justification.

Budget & Justification (15 points)

Application Ranking

Applications will be scored according to the evaluation criteria. The results of the evaluation for each application submitted will be classified into one of four categories.

Ranking Classification	Range
Highly Qualified	95 - 100
Very Qualified	80-94
Qualified	70-79
Minimally Qualified	69 and below



QUESTIONS?



Thank you for
joining us!

Contact OAG



For Inquiries



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Email: OAG.Grants@dc.gov



<https://oag.dc.gov/community>

