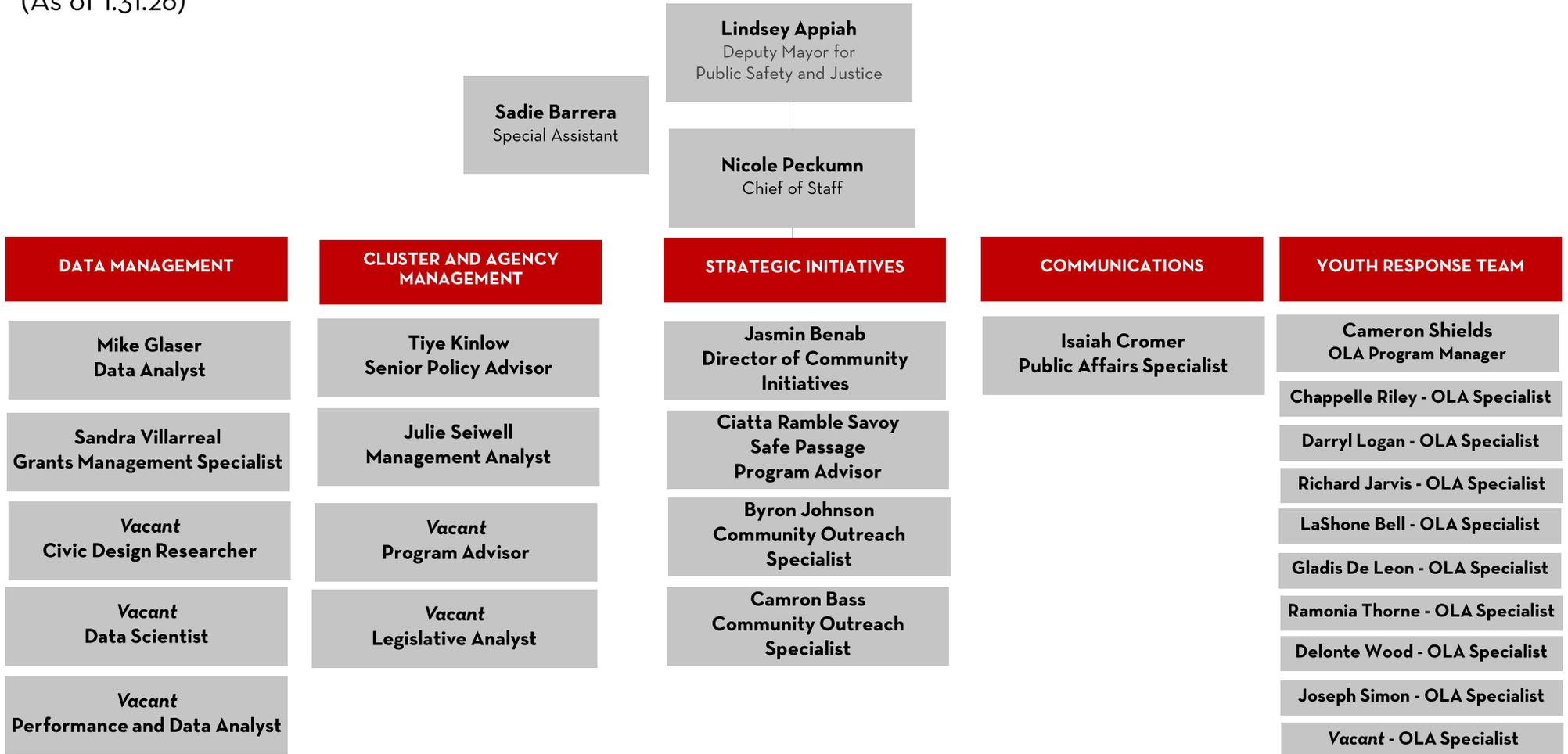


DMPSJ Organizational Chart

(As of 1.31.26)



Lindsey Appiah
Deputy Mayor for
Public Safety and Justice

Sadie Barrera
Special Assistant

Nicole Peckumn
Chief of Staff

DATA MANAGEMENT

Mike Glaser
Data Analyst

Sandra Villarreal
Grants Management Specialist

Vacant
Civic Design Researcher

Vacant
Data Scientist

Vacant
Performance and Data Analyst

**CLUSTER AND AGENCY
MANAGEMENT**

Tiye Kinlow
Senior Policy Advisor

Julie Seiwell
Management Analyst

Vacant
Program Advisor

Vacant
Legislative Analyst

STRATEGIC INITIATIVES

Jasmin Benab
Director of Community
Initiatives

Ciatta Ramble Savoy
Safe Passage
Program Advisor

Byron Johnson
Community Outreach
Specialist

Camron Bass
Community Outreach
Specialist

COMMUNICATIONS

Isaiah Cromer
Public Affairs Specialist

YOUTH RESPONSE TEAM

Cameron Shields
OLA Program Manager

Chappelle Riley - OLA Specialist

Darryl Logan - OLA Specialist

Richard Jarvis - OLA Specialist

LaShone Bell - OLA Specialist

Gladis De Leon - OLA Specialist

Ramonia Thorne - OLA Specialist

Delonte Wood - OLA Specialist

Joseph Simon - OLA Specialist

Vacant - OLA Specialist

DMPSJ FY 2026 Schedule A
As of January 31, 2026

| Program | Posn Nbr | Name | Title | Grade | Step | ProjectID | Award | Vac Stat | Fund | Reg/Temp/Term | Values | | | | |
|--------------------|-----------------------|---------------------------|--------------------------------|-------|------|-----------|-------|----------|---------|---------------|--------|---------------|---------------------|-------------------|---------------------|
| | | | | | | | | | | | FTE x | Salary x FTE% | Fringe | Total Comp. | |
| 100151 | 00044249 | Appiah,Lindsey O. | Deputy Mayor for Public Safety | E5 | | 0 | | F | 1010001 | Reg | 1 | 246,930.01 | 54,818.46 | 301,748.47 | |
| | 00044249 Total | | | | | | | | | | | 1 | 246,930.01 | 54,818.46 | 301,748.47 |
| | 00047394 | Peckumn,Nicole | Chief of Staff | | 10 | 0 | | F | 1010001 | Reg | 1 | 185,049.00 | 41,080.88 | 226,129.88 | |
| | 00047394 Total | | | | | | | | | | | 1 | 185,049.00 | 41,080.88 | 226,129.88 |
| | 00086138 | Barrera,Sadie A | Special Assistant | | 14 | 6 | | F | 1010001 | Reg | 1 | 127,615.00 | 28,330.53 | 155,945.53 | |
| | 00086138 Total | | | | | | | | | | | 1 | 127,615.00 | 28,330.53 | 155,945.53 |
| | 00088333 | Glaser,Michael | Performance and Data Analyst | | 13 | 6 | | F | 1010001 | Reg | 1 | 107,984.00 | 23,972.45 | 131,956.45 | |
| | 00088333 Total | | | | | | | | | | | 1 | 107,984.00 | 23,972.45 | 131,956.45 |
| | 00092094 | Villarreal,Sandra C | Grants Management Specialist | | 13 | 9 | | F | 1010001 | Reg | 1 | 116,933.00 | 25,959.13 | 142,892.13 | |
| | 00092094 Total | | | | | | | | | | | 1 | 116,933.00 | 25,959.13 | 142,892.13 |
| | 00094547 | Bass,Camron | Community Engagement Specialis | | 12 | 1 | | F | 1010001 | Reg | 1 | 80,784.00 | 17,934.05 | 98,718.05 | |
| | 00094547 Total | | | | | | | | | | | 1 | 80,784.00 | 17,934.05 | 98,718.05 |
| | 00094999 | Benab,Yasmin | Program Analyst | 08 | | 0 | | F | 1010001 | Reg | 1 | 144,114.75 | 31,993.47 | 176,108.22 | |
| | 00094999 Total | | | | | | | | | | | 1 | 144,114.75 | 31,993.47 | 176,108.22 |
| | 00099836 | Kinlow,Tiye A. | Policy Advisor | | 14 | 9 | | F | 1010001 | Reg | 1 | 138,184.00 | 30,676.85 | 168,860.85 | |
| | 00099836 Total | | | | | | | | | | | 1 | 138,184.00 | 30,676.85 | 168,860.85 |
| | 00103111 | Johnson,Byron | Community Engagement Specialis | | 12 | 7 | | F | 1010001 | Reg | 1 | 95,816.00 | 21,271.15 | 117,087.15 | |
| | 00103111 Total | | | | | | | | | | | 1 | 95,816.00 | 21,271.15 | 117,087.15 |
| | 00109054 | Cromer,Isaiah | Public Affairs Specialist | | 13 | 3 | | F | 1010001 | Reg | 1 | 99,035.00 | 21,985.77 | 121,020.77 | |
| | 00109054 Total | | | | | | | | | | | 1 | 99,035.00 | 21,985.77 | 121,020.77 |
| | 00109958 | (blank) | Legislative Analyst | | 13 | 0 | | V | 1010001 | (blank) | 1 | 93,069.00 | 20,661.32 | 113,730.32 | |
| | 00109958 Total | | | | | | | | | | | 1 | 93,069.00 | 20,661.32 | 113,730.32 |
| | 00110212 | Seiwell,Julie | Management Analyst | | 13 | 9 | | F | 1010001 | Reg | 1 | 116,933.00 | 25,959.13 | 142,892.13 | |
| | 00110212 Total | | | | | | | | | | | 1 | 116,933.00 | 25,959.13 | 142,892.13 |
| | 00115304 | (blank) | Program Advisor | | 14 | 0 | | V | 1010001 | (blank) | 1 | 109,999.00 | 24,419.78 | 134,418.78 | |
| | 00115304 Total | | | | | | | | | | | 1 | 109,999.00 | 24,419.78 | 134,418.78 |
| 800225 | 00091990 | Ramble-Savoy,Ciatta Fran | Program Advisor | | 14 | 5 | | F | 1010001 | Reg | 1 | 124,091.00 | 27,548.20 | 151,639.20 | |
| | 00091990 Total | | | | | | | | | | | 1 | 124,091.00 | 27,548.20 | 151,639.20 |
| 800235 | 00097218 | Riley,Chappelle | Outreach Specialist | | 11 | 3 | | F | 1010001 | Reg | 1 | 69,481.00 | 15,424.78 | 84,905.78 | |
| | 00097218 Total | | | | | | | | | | | 1 | 69,481.00 | 15,424.78 | 84,905.78 |
| | 00097291 | (blank) | Outreach Specialist | | 09 | 0 | | V | 1010001 | (blank) | 1 | 54,183.00 | 12,028.63 | 66,211.63 | |
| | 00097291 Total | | | | | | | | | | | 1 | 54,183.00 | 12,028.63 | 66,211.63 |
| | 00097292 | Logan,Darryl J | Outreach Specialist (Roving Le | | 11 | 6 | | F | 1010001 | Reg | 1 | 75,775.00 | 16,822.05 | 92,597.05 | |
| | 00097292 Total | | | | | | | | | | | 1 | 75,775.00 | 16,822.05 | 92,597.05 |
| | 00097294 | Jarvis Jr.,Richard Wilson | Outreach Specialist | | 11 | 6 | | F | 1010001 | Reg | 1 | 75,775.00 | 16,822.05 | 92,597.05 | |
| | 00097294 Total | | | | | | | | | | | 1 | 75,775.00 | 16,822.05 | 92,597.05 |
| | 00097420 | Shields,Cameron D | Program Manager | | 13 | 0 | | F | 1010001 | Reg | 1 | 102,642.36 | 22,786.60 | 125,428.96 | |
| | 00097420 Total | | | | | | | | | | | 1 | 102,642.36 | 22,786.60 | 125,428.96 |
| | 00099983 | Bell,LaShone | Outreach Specialist | | 11 | 5 | | F | 1010001 | Reg | 1 | 73,677.00 | 16,356.29 | 90,033.29 | |
| | 00099983 Total | | | | | | | | | | | 1 | 73,677.00 | 16,356.29 | 90,033.29 |
| | 00102785 | De Leon,Gladis S. | Outreach Specialist | | 11 | 6 | | F | 1010001 | Reg | 1 | 75,775.00 | 16,822.05 | 92,597.05 | |
| | 00102785 Total | | | | | | | | | | | 1 | 75,775.00 | 16,822.05 | 92,597.05 |
| | 00102787 | THORNE,RAMONIA G | Outreach Specialist | | 11 | 7 | | F | 1010001 | Reg | 1 | 77,873.00 | 17,287.81 | 95,160.81 | |
| | 00102787 Total | | | | | | | | | | | 1 | 77,873.00 | 17,287.81 | 95,160.81 |
| | 00102788 | Wood,Delonte Lamont | Program Support Specialist | | 09 | 4 | | F | 1010001 | Term | 1 | 59,378.00 | 13,181.92 | 72,559.92 | |
| | 00102788 Total | | | | | | | | | | | 1 | 59,378.00 | 13,181.92 | 72,559.92 |
| | 00102789 | Simon,Joseph E | Outreach Specialist | | 09 | 4 | | F | 1010001 | Term | 1 | 59,378.00 | 13,181.92 | 72,559.92 | |
| | 00102789 Total | | | | | | | | | | | 1 | 59,378.00 | 13,181.92 | 72,559.92 |
| Grand Total | | | | | | | | | | | | 24 | 2,510,474.12 | 557,325.27 | 3,067,799.39 |

| Grants | | | | | | | |
|--|-----------------------|--|-----------------------------------|----------------------------------|--------------------------|---|--------------|
| Grants and Subsidies | | | | | | | |
| Grantee Name | Grant Number | Grant Purpose - Description of Services | Competitive or Sole Source | Grant Total if multi-year | FY25 Grant Amount | Funding Source (local, federal, private, special revenue, specify if ARPA) | Notes |
| Safe Commercial Corridors Grant Program | | | | | | | |
| Adams Morgan Partnership BID | 2025-SCC-AMPBID-1001 | Safety ambassadors | Competitive | N/A | \$276,291.40 | Local | |
| Capitol Hill BID | 2025-SCC-CHBID-1003 | Cameras and safety ambassadors | Competitive | N/A | \$147,113.34 | Local | |
| DowntownDC BID | 2025-SCC-DDCBID-1005 | Safety ambassadors | Competitive | N/A | \$283,866.00 | Local | |
| Dupont Circle BID | 2025-SCC-DCBID-1006 | Safety ambassadors | Competitive | N/A | \$128,084.00 | Local | |
| Georgetown BID | 2025-SCC-GBID-1007 | Cameras | Competitive | N/A | \$156,670.80 | Local | |
| Golden Triangle BID | 2025-SCC-GOTBID-1008 | Cameras and safety ambassadors | Competitive | N/A | \$353,283.70 | Local | |
| Marshall Heights Community Development Organization | 2025-SCC-MHCDO-1009 | Cameras, security gate, beautification/murals | Competitive | N/A | \$103,445.87 | Local | |
| Mount Vernon Triangle BID | 2025-SCC-MVTCID-1010 | Safety ambassadors | Competitive | N/A | \$176,052.09 | Local | |
| NoMa BID | 2025-SCC-NOMABID-1011 | Cameras | Competitive | N/A | \$55,000.00 | Local | |
| So Others Might Eat Inc. (SOME) | 2025-SCC-SOME-1012 | Safety ambassadors | Competitive | N/A | \$228,063.00 | Local | |
| Anacostia BID | 2025-SCC-ABID-1002 | Cameras | Competitive | N/A | \$176,000.00 | Local | |
| Capitol Riverfront BID | 2025-SCC-CRBID-1004 | Cameras and lighting | Competitive | N/A | \$88,000.00 | Local | |
| Safe Passage, Safe Blocks | | | | | | | |
| National Association for the Advancement of Returning Citizens | 2025-SPSB-NAARC-1004 | Safety ambassadors | Competitive | N/A | \$1,745,526.11 | Local | |
| Center for Nonprofit Advancement | 2025-SPSB-CNA-1001 | Safety ambassadors | Competitive | N/A | \$1,737,307.63 | Local | |
| Collaborative Solutions for Communities | 2025-SPSB-CSC-1002 | Safety ambassadors | Competitive | N/A | \$4,704,081.38 | Local | |

| | | | | | | | |
|--|----------------------|---|-------------|-----|----------------|-------|--|
| Georgia Ave Family Support Collaborative | 2025-SPSB-GAFSC-1005 | Safety ambassadors | Competitive | N/A | \$1,937,601.93 | Local | |
| Safe and Secure DC Nonprofit Fund | | | | | | | |
| Chabad East DC Jewish Center | 2025-SSDCNF-1001 | Security Systems – CCTV cameras, equipment, and installation. In-person security guard services (3 guards). | Competitive | N/A | \$76,000 | Local | |
| CHV Tenants Association | 2025-SSDCNF-1002 | CCTV cameras, equipment, installation, and FUSUS. Emergency response training for residents. | Competitive | N/A | \$34,375 | Local | |
| Edlavitch Jewish Community Center of Washington, DC Inc. | 2025-SSDCNF-1003 | CCTV cameras, equipment, and installation. In-person security guard services (1 guard). | Competitive | N/A | \$54,670 | Local | |
| Empowerment Enterprise 2 | 2025-SSDCNF-1004 | In-person and remote security guard services (2 guards). Self-defense training. | Competitive | N/A | \$23,900.80 | Local | |
| Lillian and Albert Small Capital Jewish Museum | 2025-SSDCNF-1005 | In-person security guard services (7 guards). | Competitive | N/A | \$31,040 | Local | |
| Metropolitan AME Church | 2025-SSDCNF-1006 | In-person and remote security guard services (8 guards). | Competitive | N/A | \$41,680 | Local | |
| Milton Gottesman Jewish Day School of the Nation's Capital | 2025-SSDCNF-1007 | Security infrastructure and installation. | Competitive | N/A | \$77,011.88 | Local | |
| Sixth & I | 2025-SSDCNF-1008 | In-person security guard services for 23 special events. (65 guards). | Competitive | N/A | \$9,158.36 | Local | |
| The Georgetown Synagogue - Keshet Israel Congregation | 2025-SSDCNF-1009 | Security Systems – CCTV cameras, equipment, and installation. In-person security guard services (7 guards). | Competitive | N/A | \$22,470 | Local | |
| Thurgood Marshall Center Trust Student Programs | 2025-SSDCNF-1010 | Security Systems – Upgrade CCTV cameras and equipment, and installation. | Competitive | N/A | \$20,450 | Local | |

| | | | | | | | |
|--------------------------------------|------------------|--|-------------|-----|-------------------------|-------|--|
| Washington Hebrew Congregation (WHC) | 2025-SSDCNF-1011 | Security Systems – CCTV cameras, equipment, and installation. In-person security guard services (11 guards). | Competitive | N/A | \$80,000 | Local | |
| | | | | | \$ 12,767,143.29 | | |

| | | | | | | | |
|---|---------------------|--|-----------------------------------|----------------------------------|--------------------------|---|--------------|
| Grants | | | | | | | |
| Grants and Subsidies | | | | | | | |
| Grantee Name | Grant Number | Grant Purpose - Description of Services | Competitive or Sole Source | Grant total if multi-year | FY26 Grant Amount | Funding Source (local, federal, private, special revenue, specify if ARPA) | Notes |
| Safe Commercial Corridors Grant Program | | | | | | | |
| Adams Morgan Partnership BID | 2026-SCC-ADMO-1001 | Safety ambassadors | Competitive | N/A | \$182,129.20 | Local | |
| Capitol Hill Business Improvement District | 2026-SCC-CHILL-1014 | Cameras | Competitive | N/A | \$49,920.00 | Local | |
| Capitol Riverfront Business Improvement District | 2026-SCC-CAPR-1002 | Fusus core devices | Competitive | N/A | \$77,000.00 | Local | |
| DowntownDC BID | 2026-SCC-DTDC-1003 | Safety ambassadors | Competitive | N/A | \$168,609.00 | Local | |
| Dupont Circle BID | 2026-SCC-DPTC-1004 | Safety ambassadors | Competitive | N/A | \$159,080.00 | Local | |
| Friendship Heights Alliance | 2026-SCC-FRHE-1005 | Cameras | Competitive | N/A | \$34,750.00 | Local | |
| Georgetown BID | 2026-SCC-GTWN-1006 | Cameras and safety ambassadors | Competitive | N/A | \$153,307.00 | Local | |
| Golden Triangle Business Improvement District | 2026-SCC-GTRI-1007 | Safety ambassadors | Competitive | N/A | \$180,741.00 | Local | |
| Marshall Heights Community Development Organization, Inc. | 2026-SCC-MHCD-1008 | Cameras and lighting | Competitive | N/A | \$67,100.00 | Local | |
| Mount Vernon Triangle Community Improvement District | 2026-SCC-MTVT-1009 | Safety ambassadors | Competitive | N/A | \$90,844.60 | Local | |
| NoMa Improvement Association | 2026-SCC-NOMA-1010 | Safety ambassadors | Competitive | N/A | \$83,600.00 | Local | |
| So Others Might Eat (SOME) | 2026-SCC-SOME-1011 | Safety ambassadors | Competitive | N/A | \$129,905.31 | Local | |
| Union Market Coalition | 2026-SCC-UNMC-1012 | Cameras | Competitive | N/A | \$60,000.00 | Local | |
| Urban Equity Consulting Group L.L.C | 026-SCC-UECG-1013 | Power washing and safety ambassadors | Competitive | N/A | \$81,000.00 | Local | |

| | | | | | | | |
|--|------------------|---|-------------|-----|--------------|-------|--|
| Safe and Secure DC Nonprofit Fund | | | | | | | |
| Adas Israel Hebrew Congregation | 2026-SSDCNF-1012 | In-person security guard services (5 guards). | Competitive | N/A | \$50,000.00 | Local | |
| CHV Tenants Association | 2026-SSDCNF-1013 | Security Systems – Upgrade CCTV cameras and equipment, and installation and FUSUS. | Competitive | N/A | \$44,000.00 | Local | |
| Edlavitch Jewish Community Center of Washington, DC Inc. | 2026-SSDCNF-1014 | In-person security guard services (1 guard). | Competitive | N/A | \$65,296.00 | Local | |
| Lillian and Albert Small Capital Jewish Museum | 2026-SSDCNF-1015 | Interim Security Director and security consultant. In-person security guard services (7 guards). | Competitive | N/A | \$107,020.00 | Local | |
| Metropolitan AME Church | 2026-SSDCNF-1016 | Security infrastructure and installation. In-person and remote security guard services (8 guards). | Competitive | N/A | \$50,000.00 | Local | |
| Milton Gottesman Jewish Day School | 2026-SSDCNF-1017 | In-person security guard services (1 guard). | Competitive | N/A | \$50,000.00 | Local | |
| Milton Gottesman Jewish Day School | 2026-SSDCNF-1018 | In-person security guard services (6 guards). | Competitive | N/A | \$50,000.00 | Local | |
| Sixth & I | 2026-SSDCNF-1019 | Security Systems – Upgrade CCTV cameras and equipment, and installation. | Competitive | N/A | \$65,482.00 | Local | |
| Temple Micah | 2026-SSDCNF-1020 | Security Systems – Upgrade CCTV cameras and equipment, and installation. | Competitive | N/A | \$42,055.54 | Local | |
| Temple Sinai | 2026-SSDCNF-1021 | Security infrastructure and installation. | Competitive | N/A | \$48,926.00 | Local | |
| The Georgetown Synagogue - Keshet Israel Congregation | 2026-SSDCNF-1022 | In-person security guard services (10 guards). Bookkeeper for security guard invoicing. | Competitive | N/A | \$58,332.80 | Local | |
| Tzedek DC, Inc. | 2026-SSDCNF-1023 | Deputy Director and Security Point of Contact, Personnel, and in-person security guard services (special events). Cyber security monitoring. Cyber security training for staff. | Competitive | N/A | \$40,543.69 | Local | |

| | | | | | | | |
|--------------------------------------|----------------------|--|-------------|-----|------------------------|-------|--|
| Washington Hebrew Congregation (WHC) | 2026-SSDCNF-1024 | Security infrastructure and installation. In-person security guard services (14 guards). | Competitive | N/A | \$75,000.00 | Local | |
| | | | | | | | |
| Safe Passage, Safe Blocks | | | | | | | |
| National Association for the Advan | 2026-SPSB-NAARC-1004 | Safety ambassadors | Competitive | N/A | \$1,853,168.32 | Local | |
| Center for Nonprofit Advancement | 2026-SPSB-CNA-1001 | Safety ambassadors | Competitive | N/A | \$1,607,641.37 | Local | |
| Collaborative Solutions for Commu | 2026 SPSB-CSC-1002 | Safety ambassadors | Competitive | N/A | \$4,072,812.00 | Local | |
| Mute the Violence DC | 2026 SPSB-Mute-1003 | Safety ambassadors | Competitive | N/A | \$1,675,180.00 | Local | |
| | | | | | \$11,473,443.83 | | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

October 4, 2024

Eric Weaver, Executive Director
National Association for the Advancement of Returning Citizens
810 Seventh St., NE
Suite 208
Washington, DC 20017

RE: FISCAL YEAR 2025 AWARD - SAFE PASSAGE, SAFE BLOCKS

Dear Mr. Weaver,

Please review the revised Grant Award and Grant Agreement carefully and return signed copies via ZoomGrants™ by Monday, October 7, 2024.

This grant has been approved as follows:

Project Title: Safe Passage, Safe Blocks
Award Amount: \$1,745,526.11
Award Period: October 1, 2024 – September 30, 2025
Grant Award #: 2025-SPSB-NAARC-1004

Please read the revised Grant Agreement to become familiar with all conditions of the award. This award is subject to all administrative and financial requirements including the special conditions listed. **Please initial the bottom of each page of the grant agreement and sign page 14.** Failure to comply with all requirements will result in a violation of the terms of this agreement and the award will be subject to termination or other administrative actions as appropriate.

ZoomGrants™ electronic grants management system will be used for all reporting and correspondence regarding FY25 grant awards.

DMPSJ is available for technical assistance to meet your FY25 grant requirements. Technical assistance and program administration is provided by Ciatta Savoy, Safe Passage Program Advisor. You can reach her at Ciatta.Ramble-Savoy1@dc.gov or 202.374.7825.

Sincerely,
Nicole Peckumn
Chief of Staff
The Office of the Deputy Mayor for Public Safety and Justice



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC
SAFETY AND JUSTICE**

GRANT AWARD

| | |
|---|---------------------------------------|
| ORGANIZATION: NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF RETURNING CITIZENS | |
| ADDRESS: 1920 Martin Luther King Jr. Ave, SE, Washington, DC 20020 | |
| PROJECT TITLE: Safe Passage, Safe Blocks | |
| FEDERAL GRANT NUMBER: N/A | EIN: 81-3348943 |
| OVSJG GRANT NUMBER: 2025-SPSB-NAARC-1004 | ALN: N/A |
| GRANT PERIOD: October 1, 2024 – September 30, 2025 | AWARD DATE: September 26, 2024 |
| FUNDING SOURCE: Local Funds | FISCAL YEAR: 2025 |

| BUDGET DETAILS | APPROVED BUDGET | MATCH (if applicable) | OTHER FUNDING SOURCE |
|-----------------------|-----------------------|--------------------------|----------------------|
| PERSONNEL | \$1,446,710.00 | \$ | \$ |
| FRINGE BENEFITS | \$79,322.10 | \$ | \$ |
| TRAVEL/TRAINING | \$5,800.00 | \$ | \$ |
| CONTRACTS/CONSULTANTS | \$20,000.00 | \$ | \$ |
| SUPPLIES | \$14,000.00 | \$ | \$ |
| EQUIPMENT | \$0 | \$ | \$ |
| FLEX FUNDS | \$0 | \$ | \$ |
| OPERATING COSTS | \$21,828.00 | \$ | \$ |
| DIRECT COSTS | \$1,587,660.10 | \$ | \$ |
| INDIRECT COSTS | \$157,866.01 | \$ | \$ |
| TOTAL AMOUNT | \$1,745,526.11 | | |

| PROGRAMMATIC CONTACT | | FINANCIAL CONTACT | |
|----------------------|------------------------------|-------------------|----------------------|
| NAME: | Cameron Schuster | NAME: | Xavier Epps |
| TITLE: | Program Manager | TITLE: | Accountant |
| PHONE: | 202-867-4837 | PHONE: | 202-841-4713 |
| EMAIL: | cameron.schuster@naarcdc.com | EMAIL: | xepps@xnefinance.com |

OVSJG FINANCIAL GRANT MANAGER

| | | | |
|---------------|---------------------------------|---------------|-----------------------|
| NAME: | Tawana R. Stewart | PHONE: | 202-727-1305 |
| TITLE: | Deputy Director, Justice Grants | EMAIL: | tawana.stewart@dc.gov |

DMPSJ PROGRAM GRANT MANAGER

| | | | |
|---------------|-----------------|---------------|-----------------------------|
| NAME: | Ciatta Savoy | PHONE: | 202-374-7825 |
| TITLE: | Program Advisor | EMAIL: | ciatta.ramble-savoy1@dc.gov |

AWARD CONDITIONS

SEE TERMS AND CONDITIONS OF THE GRANT AGREEMENT

| | | | |
|-----------|--|------|------------|
| Signature | <i>Jennifer L. Porter</i> Director, OVSJG | Date | 10/15/2024 |
| Signature | <i>Ludley Appiah</i> Deputy Mayor for Public Safety and Justice | Date | 10/16/24 |
| Signature | <i>Muzin</i> Authorized Official from Grantee Agency | Date | 10/4/24 |
| Signature | <i>Charles Throck</i> President of Board of Directors from Grantee Agency | Date | 10/4/24 |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

GRANT AGREEMENT

ORGANIZATION: National Association for the Advancement of Returning Citizens
PROJECT TITLE: Safe Passage, Safe Blocks
DMPSJ GRANT #: 2025-SPSB-NAARC-1004
DIFS #: Local Funds

WHEREAS, a grant has been awarded from LOCAL funds by the District of Columbia Office of the Deputy Mayor for Public Safety and Justice (“DMPSJ”) to be administered by the **National Association for the Advancement of Returning Citizens**,

NOW, THEREFORE, it is hereby agreed by and between the DMPSJ and **Grantee** that:

A. FUNDING AND SERVICES TO BE PROVIDED BY Grantee:

The total amount of funds awarded to Grantee for this program is \$1,745,526.11. These funds will be used to support the expenses listed in Attachment 1 to this Agreement (“Approved Budget”), which will be used to complete the activities that achieve the goals and objectives listed in Attachment 2 (“Approved Theory of Change/Work Plan”) to this Agreement.

The Grantee shall maintain and operate in accordance with an DMPSJ approved budget and workplan throughout the grant award period. The budget and workplan shall be maintained on required DMPSJ templates.

DMPSJ reserves the right to approve or deny requests for modification of the budget and workplan. The Grantee shall not modify the budget or workplan prior to DMPSJ approval and any proposed modifications must be submitted in accordance with DMPSJ policies and procedures.

B. EXPENDITURE AND PAYMENT PROVISIONS

1. The enclosed Approved Budget is made part of the final grant proposal and Grant Award. Where this notice modifies the project budget submitted in the original grant application by this Award, it represents final approved expenses for the project and governs expenditures accordingly. ***Grant funds may not be expended for items not part of the budget approved by DMPSJ.*** Grant funds may not be expended beyond the approved budget categories without prior approval and a Grant Adjustment Notice

approved by DMPSJ. A summary of the approved budget categories are listed on the Grant Award.

2. All funds awarded to Grantee or subgrantee pursuant to this Grant Agreement will be expended for the purpose(s) and activities set out in the grantee or subgrantee's proposal/application as amended and approved by DMPSJ, which is hereby made a part of this Grant Agreement.
3. Grant funds shall be expended in accordance with the cost principles delineated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, A Rule by the Management and Budget Office, Publication date: December 26, 2013. Electronic copies can be found at:
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
4. The Grantee should, at a minimum, request cost reimbursements using the "Request for Funds" form on a quarterly basis. Reimbursements are due on the 15th of the month following the end of the reporting period or the next business day should the due date be on a weekend or holiday, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, (January 15, April 15, July 15, October 10). If more frequent reimbursements are needed, the grantee should contact their DMPSJ Grant Manager informing them of the situation and submit a written request seeking approval of a different reimbursement period.
5. Reimbursement requests that are not submitted by the established due date are subject to late review by DMPSJ and may not be reviewed by DMPSJ until the following reimbursement period. Therefore, this may result in a delay of funding for the organization.
6. Requests for reimbursements will not be processed until all required or requested financial forms, supporting documentation, and programmatic reports for the current and previous quarters have been received, and the grantee or subgrantee has met all outstanding DMPSJ information requests.
7. Grantee may request an advance payment to cover expenses for up to a 30-day period. Advance payments must be deposited and maintained in insured accounts whenever possible. Interest earned on advance payments deposited in interest bearing accounts must be remitted annually to the DC Treasury in the manner prescribed by DMPSJ. Repeated advance requests may affect Grantee's risk status assessment.

Failure to submit programmatic and reimbursement requests in a timely manner may result in Grantee or subgrantee being placed on "High Risk" status and/or may result in termination of the Grant Agreement and award.

8. DMPSJ reserves the right to withhold reimbursement request approvals and disbursement of funds if the Grantee is found to be out of compliance with the terms



and conditions of this award and fails to remedy any deficiencies within a reasonable time as solely determined by DMPSJ. DMPSJ shall determine the extent of the disbursement to be withheld in its sole discretion.

9. DMPSJ shall make payment(s) on paid invoiced amounts in accordance with the approved grant budget and as cited above after all requested or required supporting documentation has been validated by the DMPSJ Grant Manager. In general, the grantee or subgrantee should expect to receive funds by no later than 30 business days, after DMPSJ approval of a complete and accurate request for reimbursement.
10. In order to receive payment, Grantee shall submit a signed "Request for Funds" form and requested or required supporting documentation of actual expenditures as described in Section D.1. Typing the name of the Grantee on the form will not be accepted as a valid signature.
11. In accordance with the Nonprofit Fair Compensation Act of 2020 ("NFCA"), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01 *et seq.*) a nonprofit organization may be compensated for indirect costs incurred in provision of goods or performance of services within the terms of any grant or contract with the District. Nonprofits are required to be compensated at the same rate, if any, the nonprofit has negotiated with the federal government for a current federal contract or grant, known as a Negotiated Indirect Cost Rate Agreement ("NICRA"). To be reimbursed its NICRA, the organization must include their agency determination letter and relevant documentation in their application for funding. If the nonprofit organization does not have a NICRA, the nonprofit may elect to be reimbursed at a ten percent de minimis rate, at a new rate negotiated with DMPSJ, at a rate negotiated with any District agency in the previous two years, or at a rate determined by a certified public accountant in accordance with the requirements of the NFCA.
12. Notwithstanding any other provisions of these Terms and Conditions, including but not limited to provisions pertaining to funding or the Grant amount, [the Terms and Conditions of this grant agreement] are and shall remain subject to the fourth sentence of section 446 of the Home Rule Act, D.C. Official Code §1-204.46, the federal Anti-Deficiency Act, 31 U.S.C. §1341 *et seq.* and the District Anti-Deficiency Act, D.C. Official Code §47-355.01 *et seq.* No provision contained in these Terms and Conditions shall be construed as a multi-year financial obligation to the Grantee on the part of the Grantor or the District.

D. FINANCIAL MANAGEMENT AND AUDIT

1. Project expenditures shall be based on actual costs incurred by the Grantee or subgrantee and supported by detailed documentation (i.e., vouchers, receipts, paid invoices, paid checks, executed timesheets, and payroll registers, etc.). This applies to petty cash, miscellaneous office expenditures and all other expenditures. Each request must include submissions of the required forms as well as submissions in electronic



form of all required or requested supporting documentation for the identified expenditures.

2. This documentation is to be submitted to the Grant Manager via the grant management system selected by DMPSJ.
3. The Grantee is prohibited from co-mingling funds with other programs or projects, and funds specifically budgeted and or received for one project may not be used to support another.
4. Grantee must have a system to track service delivery, client interactions, program activities, etc., and must ensure that activities are attributed to the appropriate source of funds.
5. Grantee is prohibited from reporting the same activity or personnel time and effort details to multiple programs or grantors.
6. **All** personnel funded in whole or in part under this grant must be identified by name. Using an DMPSJ Grant Adjustment Notice Form (“GAN”), the Authorized Official or Project Director must give written notification within fifteen (15) days of any changes in project personnel. In addition, accurate time and attendance records must be kept for all personnel hired or employed under this project. If this process is not followed, the Grantee or subgrantee may be subject to only being reimbursed for the new employee’s costs as of the date that DMPSJ was informed in writing of the hire.
7. **All** unallowable or unsupported costs, as determined by either a desk review or site visit or performed by DMPSJ or an official audit, shall be refunded to DMPSJ within ninety (90) days of notification by DMPSJ. If this period significantly impedes the ability of the Grantee or subgrantee to continue its operations, it may submit a letter to DMPSJ requesting a modification of this timeline with a proposed schedule of repayment. DMPSJ reserves the right to accept, reject, or meet with the Grantee or subgrantee to discuss this request.
8. The fiscal administration of the grant shall conform to the generally accepted accounting principles recognized by the Financial Accounting Standards Board, set forth in the most current edition of OVSJG’s Grant Management Policies and Procedures Manual. Electronic copy can be found at <http://OVSJG.dc.gov>.
9. Grantee must obtain prior written approval from DMPSJ for **all** requests for changes or modifications to **any** portion of the Grant Agreement and award. Requests must be submitted within 15 days of the change or occurrence and require the written approval of the DMPSJ to become effective. Failure to submit this request within the 15-day period may result in suspension of payment or denial of a relevant reimbursement. In addition, all requests must be submitted on the approved DMPSJ GAN provided to the Grantee or subgrantee at the start of the Fiscal Year, and available in DMPSJ’s grant management system.

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Grantee may submit a Grant Adjustment Notice up to thirty (30) days prior to the end of the project. For grants with an award period of October 1 - September 30, the Grant Adjustment Notice must be submitted by August 31st of the relevant fiscal year. While there is no limit to the number of Grant Adjustment Notices that can be submitted, Grantee should be judicious in its submissions, and DMPSJ reserves the right to limit the number or scope of any Grant Adjustment Notices.

10. The Director of DMPSJ and the D.C. Inspector General, or any of their duly authorized representatives, shall have access for purposes of audit and examination of any books, documents, papers, and records of the Grantee related to this grant project at any time, including those records that are identifiable to clients if those records are necessary to validate reports that were submitted by the Grantee or subgrantee.
11. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period without advance written approval by DMPSJ.
12. All contracts relating to or deriving from the grant must be procured using an established organization approved process. Records must be maintained of the procedure used, a minimum of three (3) bids must be received (if competed), and the rationale for final decisions must be documented. This information must be delivered to DMPSJ promptly upon request. Failure to provide this information may result in denial of funds. Furthermore, in the event that grantee or subgrantee is seeking an advance of funds to enter into a contract, this information must be provided to and approved by DMPSJ before an advance can be authorized.
13. If Grantee or subgrantee expends \$750,000.00 or more in federal or District funds, Grantee is required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Requirements"), released December 26, 2013, and codified at 2 C.F.R. Part 200. A copy shall be sent to DMPSJ within thirty (30) days of receipt by the Grantee or subgrantee. Failure to do so shall be considered a significant violation of this Grant Agreement and may result in cancellation of this Award.
14. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$81.25 per hour or \$650.00 for an eight-hour day (excluding travel and subsistence costs), a written **prior approval** is required from DMPSJ. Prior approval requests require additional justification. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. This does not mean that the rate can or should be \$81.25 per hour or \$650.00 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates in excess of \$81.25 per hour or \$650.00 a day that are part of the



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original application with appropriate justification and supporting data will be reviewed on a case-by-case basis.

15. If the award amount is \$25,000.00 or more, Grantee or subgrantee is required to register in the System for Award Management (SAM), <https://sam.gov>, which also requires them to have a Unique Entity Identifier (UEI) number. Grantee or subgrantee is required to maintain a current registration in the SAM and UEI number during the grant period.
16. All grantees or subgrantees will be trained by DMPSJ on the financial reporting process and its reporting system.

E. REPORTING SCHEDULE

1. Grantee or subgrantee must furnish quarterly programmatic, financial, and/or performance measure progress reports to DMPSJ within fifteen (15) days after the end of each quarter, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, as described below. The reports will reflect the progress and implementation of the project for which the funds have been granted and the funds expended to date if significant changes are indicated in the work plan, spending plan (by budget line item and by project objectives) and staffing plan which comprised the grant's implementation plan. All reports must be submitted in the format required by the DMPSJ.

Reporting Schedule for Programmatic and Financial Reports

| <u>Reporting Period</u> | <u>Report Due</u> |
|--|--------------------------|
| 1st Quarter: October 1 – December 31 | January 15 th |
| 2 nd Quarter: January 1 – March 31 | April 15 th |
| 3 rd Quarter: April 1 – June 30 | July 15 th |
| 4 th Quarter: July 1 – September 30 | October 10 th |

2. Grantee or subgrantee must submit quarterly financial reports to the Grant Manager. The financial reports will be itemized according to the approved budget and cost categories for the grant. If match funds are required, a separate expenditure report must accompany each quarterly financial report.
3. It is the responsibility of Grantee or subgrantee to submit all financial and programmatic reports in accordance with the schedule in Section (E)(1). Failure to provide programmatic and financial reports and their supporting documents (when required) in a timely manner may result in a suspension of funds or make the program ineligible for future funding.
4. Grantee and/or subgrantee agrees to promptly comply with any other reporting requirements that may be placed on the project.



5. The grantee and/or subgrantee must periodically provide criminal justice and demographic related information to DMPSJ from the project file to assist DMPSJ in fulfilling its federal and District requirements for information on justice events and activities in the District of Columbia. The schedule for the grantee or subgrantee to submit information will be determined by request from DMPSJ. DMPSJ will make these requests in writing, stating the reason for the data. DMPSJ will make its requests for information in a manner that is timely and considerate of the grantee or subgrantee's work schedule whenever possible.
6. The grantee and/or subgrantee must maintain all data applicable to the Grant Award and Grant Agreement for a period not less than three (3) years from date of the grant's closing.
7. Disbursements may not be released if reports are delinquent.

F. COMPLIANCE AND ASSURANCES

1. In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, Grantee and/or subgrantee agrees not to discriminate against any protected populations, in hiring or the provision of services. In addition, grantee and/or subgrantee agrees to notify DMPSJ within 48 hours of any and all employee or beneficiary formal complaints of discrimination against any and all employee units within 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 but are not limited to, the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01 *et seq.*; the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended (34 U.S.C. § 11182(b)); the Violence Against Women Act (VAWA) of 1994, as amended (34 U.S.C. § 12291(b)(13)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701); Title II of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12111 *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 through 1688); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107); and 28 CFR pt. 38 – Partnerships with Faith-Based and Other Neighborhood Organizations;. Furthermore, Grantee agrees to maintain DMPSJ informed on the status of any complaint filed pursuant to all applicable federal and District non-discrimination requirements. Failure to provide this information or any updates constitutes a breach of this Agreement and may result in a suspension of funds or make the program ineligible for future funding.
2. In the event a federal or District court or administrative agency makes a finding of discrimination after a due process hearing, the grantee must forward a copy of the finding to the DC Office of the Deputy Mayor for Public Safety and Justice, 1350



Pennsylvania Avenue, NW, Suite 533, Washington, DC, 20004. Grantee and/or subgrantee is also required to provide DMPSJ a summary and copy of any settlement reached in any of these cases.

3. The grantee agrees to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. The poster is available for download at <http://ohr.dc.gov/publication/equal-employment-opportunity-poster>.
4. Grantee must certify that it will provide meaningful access to its services to individuals who have limited or no English Proficiency in accordance with the Language Access Act of 2004, as amended (D.C. Official Code § 2-1931 *et seq.*) and will document in DMPSJ's grants management system on a quarterly basis the number of encounters with individuals with limited or no English proficiency.
5. In accordance with D.C. Official Code § 47-138, no funds (either federal or local) appropriated for the government of the District of Columbia may be used to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.
6. In accordance with 28 CFR Part 38, grantee will not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the funded program or services. If grantee conducts such activities, the activities must be offered separately, in time or location, from the funded program or services and participation must be voluntary for beneficiaries of the funded programs or services.
7. Grantee will have on file a current Equal Employment Opportunity Program (EEO) plan in accordance with 28 CFR 42.301 *et seq.*
8. Grantee agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9) for all relevant personnel.
9. Grantee will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the Federal Government to maintain a drug-free workplace.
10. Grantee certifies that neither it nor its principals or its contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any District department or agency.
11. Grantee assures that grant funds will not be used to supplant District or federal funds but will be used to increase the amounts of such funds that would be made available for the purposed projects.



12. Grantee or subgrantee agrees to comply with all applicable confidentiality regulations.
13. Pursuant to the requirement of the Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*), all information, documents, correspondence, and other materials relating to the project, not to include client or employee specific information, shall be available for public dissemination or review.
14. Grantee or subgrantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
15. Grantee or subgrantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time including, but not necessarily limited to the following: the Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*); Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 *et seq.*); Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*); Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*); Clean Air Act (sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 U.S.C. § 85 *et seq.*; Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. § 651 *et seq.*); Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951); Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201); Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*); Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 *et seq.*); Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235 (20 U.S.C. § 1001); Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101); Executive Order 12459 (Debarment, Suspension and Exclusion); Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*); Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. § 1352); Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*); Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20; Title VI of the Civil Rights Act of 1964; 28 CFR Part 38 – Partnerships with Faith-Based and Other Neighborhood Organizations; District of Columbia Human Rights Act of 1977, including its prohibitions on sexual harassment, D.C. Official Code § 2-1401.01; District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 *et seq.*; Universal Paid Leave Amendment Act of 2016, effective April 7, 2017 (D.C. Law 21-264; D.C. Official Code § 32-541.01 *et seq.*).



16. Grantee will promptly refer to DMPSJ and, if applicable, DOJ's Office of the Inspector General, any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
17. Grantee agrees that information on race, sex, national origin, age and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
18. In accordance with the Office of the Deputy Mayor for Public Safety and Justice Transparency Act of 2022, effective September 21, 2022 (D.C. Law 24-167; D.C. Official Code § 4-571.01), DMPSJ will publish during the Fiscal Year a summary containing information of each grantee's funded project scope, budget, funding source, award date, duration of award, activities, timelines, performance, and appropriate financial information. All grantees will be required to promptly provide all information necessary to achieve this purpose. Failure to comply with this requirement will result in a failure to comply with the Conditions of the Grant Award.

G. RIGHTS IN DATA AND MATERIALS PRODUCED PURSUANT TO THIS AGREEMENT

1. Where activities supported by this Grant Agreement and award produce original computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings or other graphical representation, intellectual property, and works of any similar nature (the term computer programs includes executable computer programs and supporting data in any form), DMPSJ has the right to use, duplicate, and disclose, in whole or in part in any matter for any purpose whatsoever and have others, do so. If the material is copyrightable, Grantee or subgrantee may copyright such, but DMPSJ reserves a royalty-free non-exclusive and irreversible/irrevocable license to reproduce, publish, and use such materials, in whole or in part and to authorize others to do. Grantee or subgrantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts under the Grant Agreement.
2. Grantee may publish or announce the results of grant activity, e.g. computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature, provided that there is prior review and written approval by DMPSJ no less than 30 days prior to the intended announcement or publishing date, and provided that any publication (written, visual, or sound) contains an acknowledgment of DMPSJ and any applicable federal agency. Copies of any such publication must be furnished to DMPSJ not less than 45 days prior to public release, except when otherwise requested or



approved by DMPSJ. Failure to do so may result in suspension of funds or make the program ineligible for future funding.

Acknowledgement of DMPSJ shall read: *This _____ was produced by _____ under [enter grant number], awarded by the Office of the Deputy Mayor for Public Safety and Justice, Executive Office of the Mayor, District of Columbia. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the Executive Office of the Mayor.*

3. If the grant program produces patentable items, patent rights, processes, or inventions in the course of the work sponsored by grant funds, such facts must be promptly and fully reported to DMPSJ. Unless there is a prior agreement between the grantee and DMPSJ on the disposition of such items, DMPSJ will determine whether protection on the invention or discovery will be sought. DMPSJ will also determine how its rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839).
4. Grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with grant money, it will clearly state: (1) the percentage of the total cost of the program or project that will be financed with grant money, (2) the dollar amount of grant funds for the project of program, and (3) an acknowledgment of DMPSJ grant support.
5. In the event that DMPSJ terminates this Grant Agreement or Grantee decides to unilaterally terminate the Grant Agreement, DMPSJ retains the right to, at its sole discretion, request Grantee to immediately return to DMPSJ any patentable items, rights, processes, inventions, computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature technological equipment or supplies partially or fully acquired with funds provided by this grant. Failure to do so may result in the commencement of legal actions against Grantee and may make the program ineligible for future funding.

H. RECORDS

1. Appropriate grant records and accounts will be maintained and made available for review and audit as prescribed by federal and District laws and regulations.
2. All grant records shall be maintained for at least three (3) years after the close of the award, or parent federal award if applicable, or until an audit is completed and/or any litigation is resolved and all questions rising there from are resolved, whichever is later.



These records and supporting documentation must be sufficient for the D.C. Inspector General's auditors or a certified independent auditor (one who is not an employee grantee or subgrantee or a member of the grantee or subgrantee's board of directors) to audit the project records and determine whether the costs incurred and billed are reasonable, allowable and necessary under the terms of the grant.

3. DMPSJ has the sole right to, at any time, request reports that contain data generated from a project partially or fully funded by the agency. Grantee or subgrantee will immediately provide this data upon request. Failure of Grantee or subgrantee to maintain a programmatic reporting system, deliver the requested information to DMPSJ, or otherwise maintain and make available grant records and accounts pursuant to this agreement may result in suspension of payment, termination of the agreement, or make the organization ineligible to receive future funds.

I. MONITORING

1. The Grant Manager, or his or her designee, will monitor the financial and programmatic management systems used by grantee or subgrantee in the execution of the terms and conditions of the grant agreement.
2. The Grant Manager, or his or her designee, may make at least one site visit to the service facilities of the grantee or subgrantee. Failure of Grantee or subgrantee to maintain a financial, programmatic, and data management system that will assure the terms of the grant are met may result in suspension of payment or termination of the grant and debarment of future funds.
3. Grantee or subgrantee will be evaluated during the grant period in order to assess program and organization performance. Grantee agrees to comply with any additional requirements that may be imposed by DMPSJ based on this evaluation.

J. GRANT PERIOD

The period of this Grant Agreement shall be from October 1, 2024 to September 30, 2025.

K. GRANT START UP AND TERMINATION

1. Grantee is required to register in the System for Award Management and maintain a current registration during the grant period.
2. Within 30 days after receipt of the grant award, Grantee shall implement a protocol to ensure Grantee's or subgrantee's funds are not commingled with funds from other District or federal agencies. Each award must be accounted for separately.
3. Grantee is responsible for notifying DMPSJ in writing in a timely manner if either all the grant funds will not be utilized per the grant award and grant agreement, or the project will be terminated at an earlier date than indicated on the grant award and grant



agreement. If the project has not commenced within 60 days of the starting date or if project personnel have not been hired within 30 days of the project start date, an explanation of the steps taken to initiate the project, the reason(s) for delay, and the expected commencement date must be submitted in writing to DMPSJ.

4. If 90 days after Grantee's receipt of grant funds adequate project funds have not been expended, DMPSJ reserves the right to terminate the award. At such time, DMPSJ staff will determine whether the delays are excessive or unwarranted. If appropriate, DMPSJ may terminate the grant agreement and reallocate funds to other projects.
5. This Grant Agreement and award may be terminated in whole or in part by DMPSJ at any time that DMPSJ finds a substantial failure to comply with the provisions of District of Columbia law and regulations or this agreement, including grant award and grant agreement conditions, approved work plan and outlined goals and objectives or other activities projected in grantee's grant application or award.
6. DMPSJ may terminate this Agreement in whole or in part if DMPSJ and the grantee mutually determine that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds.
7. Where DMPSJ intends to terminate a grant agreement, DMPSJ shall notify the grantee in writing of the intent to terminate the grant agreement and the reasons therefor. The notice shall be delivered by hand, certified mail, courier, delivery service, or electronic mail and shall request the grantee to show cause in writing why the grant should not be terminated in accordance with the provisions under 1096a of DC Official Code § 1-328.11.
8. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.

L. OTHER CONDITIONS

1. Grantee agrees to participate fully in the performance management and evaluation initiatives administered by the DMPSJ during the period of this Grant Agreement. Grantee understands that evaluation may consist of an evaluation of administrative structure, as well as programmatic services that are both funded and unfunded by the DMPSJ. Grantee understands that performance measure reports are due no later than the 15th day after the end of the quarterly reporting period. Failure to deliver timely performance measures or participate fully in the evaluation process may result in a delay in reimbursement funding and may lead to a reduction in funding or debarment of future funds.
2. Grantee must participate in DMPSJ-sponsored training events, technical assistance events, or conferences held by DMPSJ or its designees, upon DMPSJ's request.



3. Grantee understands Safe Passage Ambassador personnel hours not allocated to a regular school day coverage will be *deobligated or* used to support DMPSJ Go-Team initiatives held throughout the year, *wherein Ambassadors will provide community engagement and monitoring services to select communities during select hours for select holidays* DMPSJ will provide grantee guidance and information regarding staffing needs at least 21 days before the event.
4. Key grantee personnel shall not engage in any outside employment, private business activity, or other interest that is reasonably likely to interfere with the employee's ability to perform their job, constitute as a conflict of interest, or which may impair the efficient operation of the grant and grant-related activities.
5. Safe Passage Ambassadors are allowed to have outside employment/compensation activities; however, the non-Safe Passage employment/compensation activity schedule may not overlap or otherwise impede upon the Safe Passage Ambassador Tour of Duty.
6. Grantee understands and agrees to abide by the [DMPSJ Safe Passage Standard Operating Procedures Manual](#) and any future iterations of the manual provided by DMPSJ.

M. GRANT MANAGER

The Grant Administrator for this grant agreement will be **Ciatta Savoy, 202-374-7824, Ciatta.Ramble-Savoy1@dc.gov**, Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, NW, Suite 533, Washington D.C. 20004.

N. AUTHORIZATION OF TERMS AND CONDITIONS OF GRANT

I understand and agree to all of the terms and conditions stated above.

Jennifer L. Porter 10/15/2024
 Jennifer Porter, Director Date
 Office of Victim Services and Justice Grants

Lindsey Appiah 10/16/24
 Lindsey Appiah, Deputy Mayor Date
 Office of the Deputy Mayor for Public Safety and Justice

Myra Woods 10/4/24
 Signature of Authorized Official Date

Myra Woods Authorized Rep
 Printed Name and Title of Authorized Official from Grantee Organization

MM

Charles Thornton

10/4/2024

Signature of President of Board of Directors

Date

Charles Thornton

Printed Name of President of Board of Directors from Grantee Organization

Myra Woods

10/4/24

Signature of Authorized Official

Date

Myra Woods AAuthorized Rep

Printed Name and Title of Authorized Official from Grantee Organization

Charles Thornton

10/4/24

Signature of President of Board of Directors

Date

Charles Thornton

Printed Name of President of Board of Directors from Grantee Organization

MM

ATTACHMENT I

APPROVED BUDGET

MM

| BUDGET | | | | | | | | | |
|--|-----------------------|---|------------------------------|--------------------|-------------|------------------------|-----------------------|--|--|
| A. PERSONNEL | | | | | | | | | |
| List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project, and related cost to the grant. An | | | | | | | | | |
| Name | Position | Computation | | | | | | | |
| List each name, if known. | List each position. | Salary | Rate | FTE | Time Worked | Percentage of Time | Total Cost | | |
| | | Show annual salary rate & amount of time devoted to the project for each name/position. | | | | | | | |
| Cameron Schuster | Program Manager | \$ 93,000.00 | yearly | 1 | 2080 | 100% | \$93,000.00 | | |
| TBD | Program Assistant | \$ 22,000 | hourly | 1 | 1040 | 100% | \$22,880.00 | | |
| TBD | Supervisor | \$ 56,160.00 | yearly | 3 | 6240 | 100% | \$168,480.00 | | |
| TBD | Ambassadors | \$ 27,675.00 | yearly | 42 | 60060 | 100% | \$1,162,350.00 | | |
| | | | | 47.00 | | TOTAL PERSONNEL | \$1,446,710.00 | | |
| B. FRINGE BENEFITS | | | | | | | | | |
| Fringe benefits should be based on actual known costs. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage | | | | | | | | | |
| Name | Position | Computation | | | | | | | |
| List each grant-supported position receiving | | Base | Rate | Total Cost | | | | | |
| Cameron Schuster | Program Manager | \$ 93,000.00 | 17.00% | \$15,810.00 | | | | | |
| TBD | Program Assistant (1) | \$ 22,880.00 | 0 | \$0.00 | | | | | |
| TBD | Supervisor (3) | \$ 168,480.00 | 17.00% | \$28,641.60 | | | | | |
| TBD | Ambassadors (42) | \$ 1,162,350.00 | 3.00% | \$34,870.50 | | | | | |
| | | | TOTAL FRINGE BENEFITS | \$79,322.10 | | | | | |
| C. TRAVEL/TRAINING | | | | | | | | | |
| Provide the purpose of staff travel under the grant. Requests for travel will only be considered if the proposed use directly supports the goals and objectives of the | | | | | | | | | |
| Purpose of Travel | Location | Type of Expense | Basis | Computation | | | | | |

Narrative
 Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the
 The Project Manager, Cameron Schuster, will oversee the daily operations of the program and supervise program staff. Mr. Schuster is also responsible for drafting and submitting programmatic and financial reports. The number of hours for program manager are 2,080. The Safe Passage Site Supervisors, totaling 3 full time employees, are compensated at \$27 per hour for 40 hours per week. Site supervisors will supervise the Safe Passage Ambassadors. The Safe Passage Ambassadors, totaling 42, are part-time employees who are compensated at \$22 per hour for 25 hours per week (2 hours in the morning and 3 hours in the afternoon). Ambassadors report daily and ensure safety of youth commutes to and from school.

Narrative
 Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the
 Program manager and supervisor are full time employees and eligible for fringe benefits. Fringe benefits include FICA, health insurance, worker's compensation, unemployment compensation, and retirement and are based on actual anticipated expenses for each employee. Safe Passage Ambassadors are part time employees also receiving fringe benefits at 3%.

| Indicate the purpose of each trip or type of trip (training, advisory group meeting) | Indicate the travel destination (If known, virtual is allowable) | Lodging, Meals, etc. | Per day, mile, trip, etc. | Cost | Quantity | # of Staff | Total Cost |
|--|--|----------------------|---------------------------|----------------|------------------------------------|--------------|---------------------|
| Mileage reimbursement | | | | \$ 0.67 | 2164 | 4 | \$5,800.00 |
| | | | | | TOTAL TRAVEL/TRAINING | | \$5,800.00 |
| Narrative | | | | | | | |
| Supervisors and Program Manager traveling from site to site to check on staff, an average of 10 miles a day for each person. | | | | | | | |
| D. CONSULTANTS/CONTRACTS | | | | | | | |
| Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service | | | | | | | |
| Consultant Name/Contract Item | Service Provided | Unit Cost/Rate | Basis | Computation | Number of Units | | Total Cost |
| | | | | | | | |
| XNE Financial Advising | Accounting services and taxes | \$18,000 | annual | | 1 | | \$18,000.00 |
| Multiple providers | Staff training | \$2,000 | annual | | 1 | | \$2,000.00 |
| | | | | | TOTAL CONSULTANTS/CONTRACTS | | \$20,000.00 |
| Narrative | | | | | | | |
| The organization will pay the accountant firm, XNE Financial Advising, LLC-P.O. Box 17357, Alexandria, VA 22302 as part of its Consultants/Contractors line item. Staff will receive training such as CPR and safety engagement and professional training. | | | | | | | |
| E. SUPPLIES | | | | | | | |
| computer hardware/software, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by | | | | | | | |
| Item | Unit Cost/Rate | Basis | Computation | Number/Percent | | Total Cost | |
| | | | | | | | |
| Office supplies/Uniforms | \$ 2,500.00 | annual | | 100% | | \$ 2,500.00 | |
| Community engagement pop-up events | \$ 10,000.00 | annual | | 100% | | \$ 10,000.00 | |
| Printed material | \$ 0.25 | 6000 units | | 100% | | \$ 1,500.00 | |
| | | | | | TOTAL SUPPLIES | | \$ 14,000.00 |
| Narrative | | | | | | | |
| Office supplies/Uniforms for the year. Office supplies are based on the program's percentage of the annual organization supply budget. Print materials include flyers, banners, and signage to promote programs and safety awareness. Uniforms-tops (sweaters for fall/winter and T-shirts for spring/summer) will be provided to all Safe Passage staff twice per year. Grantee can purchase supplies to host one event per month (up to \$1,000/month for 10 months) within their respective Safe Passage priority area during school hours. | | | | | | | |
| F. EQUIPMENT: | | | | | | | |
| These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. | | | | | | | |
| Item | Unit Cost/Rate | Basis | Computation | | Total Cost | | |
| | | | Number/Percent | | | | |

| | | | | |
|--|----------------|-----------------|-----------------------------|------------|
| Narrative | | TOTAL EQUIPMENT | | \$ 0.00 |
| G. DIRECT CLIENT ASSISTANCE (FLEX FUNDS) | | | | |
| These costs are to be used for direct client support. While the funds are intentionally flexible, eligible uses are restricted to goods and services that are directly | | | | |
| Item | Unit Cost/Rate | Basis | Computation | |
| | | | Number/Percent | Total Cost |
| TOTAL DIRECT CLIENT ASSISTANCE | | | | \$ 0.00 |
| Narrative | | | | |
| H. OPERATING COSTS | | | | |
| List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the | | | | |
| Item | Unit Cost/Rate | Basis | Computation | |
| | | | Number/Percent | Total Cost |
| Rent | \$750 | 12 months | 100% | \$9,000 |
| Insurance | \$208 | 12 months | 100% | \$2,496 |
| ADP payroll | \$300 | 12 months | 100% | \$3,600 |
| Background checks | \$5,004 | annual | 100% | \$5,004 |
| Phone bill | \$145 | 12 months | 100% | \$1,728 |
| TOTAL OPERATING | | | | \$ 21,828 |
| Narrative | | | | |
| Insurance includes general liability, D&O, and professional insurance. Grant will pay for 25% of the insurance for the grantee, a maximum of \$2,500 for the grant period which equals \$208 per month. Audit services are based on past expenses. Wired/wireless services provided for staff in office and hotspot access. ADP payroll fees for monthly payroll processing and invoice management. Background checks will be conducted on new staff employed by the Grantee's Safe Passage grant. | | | | |
| I. INDIRECT COST | | | | |
| See Budget Sheet Instructions and use MTDC calculation tab if appropriate. | | | | |
| Method of Indirect Cost Calculation | | | Total Cost | |
| "de minimis" rate 10% minus rent | | | INDIRECT COST | |
| Narrative | | | \$157,866.01 | |
| "de minimis" rate minus rent | | | | |
| BUDGET SUMMARY | | | | |
| Budget Category | | | DMPSJ Grant Funds Requested | |
| A. Personnel | | | \$1,446,710.00 | |
| B. Fringe Benefits | | | \$79,322.10 | |
| C. Staff Travel | | | \$5,800.00 | |
| D. Consultants/Contracts | | | \$20,000.00 | |
| E. Supplies | | | \$14,000.00 | |

| | |
|--|------------------------|
| F. Equipment | \$0.00 |
| G. Direct Client Assistance (Flex Funds) | \$0.00 |
| H. Operating | \$21,828.00 |
| | \$ 1,587,660.10 |
| I. Indirect Costs | \$ 157,866.01 |
| TOTAL PROJECT COST | \$ 1,745,526.11 |

ATTACHMENT II

WORKPLAN

md

APPENDIX B: THEORY OF CHANGE-WORKPLAN

Instructions: Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. **DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.**

| Project Goal 1 | Reduce incidents of violence in (ANACOSTIA SE CORRIDOR/GOOD HOPE ROAD SE/POTOMAC AVE SE) priority area(s) | | | | | | | |
|---|---|--|--|---|---|---|---|---|
| Project Objective 1 | Provide student engagement and monitoring to (ANACOSTIA SE CORRIDOR/GOOD HOPE ROAD SE/POTOMAC AVE SE) by delivering prevention and intervention supports to students traveling to and from priority schools and major metro hubs in the priority area(s). | | | | | | | |
| Project Objective 2 | Provide resources and support that redirect students from at-risk behaviors and promote student attendance. | | | | | | | |
| Inputs (Budget Items) | Activity | Outputs Q1 | Outputs Q2 | Outputs Q3 | Outputs Q4 | Short-Term Outcomes | Mid-Term Outcomes | Long-Term Outcomes |
| Personnel/Fringe: 45-50 PTE Safe Passage Ambassadors 4-5 supervisors 1 FTE Program Manager Operating: Supplies Telecommunications Materials Equipment Staff uniforms Marketing & outreach | 1) Assist internal school safety teams with arrival/dismissal safety. 2) Provide additional trained adult presence in | 1) Staff at each site with minimum of 4 safe passage staff. Staff work in pairs of 2 2) Ensure training of 45-50 community-based workers that prepares staff to de- | 1) Increase presence of Safety Workers in school zones 2) Create familiarity between Safe Passage workers and student body. | 1) Provide safety to the established routes in the school zone 2) Student body knows each Safe Passage staff by name within 6 weeks of programs inception. | 1) Reduce violent/aggressive situations/incidents by 50% per semester. 2) Safe Passage staff fully integrated into the community by November 24. | -By October 2, 2024, 100% of safe routes in the priority area will have regular staff coverage to support safe transport of youth. -NAARC Leadership and staff invited to Priority Area community meetings and ANC convenings to increase awareness and partnership for Safe Passage | -Decrease in violent incident reports within 1000 feet of schools (MPD Data) -Increase in program awareness and buy in from residential and business community in the form of partnership and communication. | -Youth, school staff, and families report increased feelings of safety traveling to and from school (VRBS Report) as well as in the general area of the Priority area. -Incidents of crime, or violence decrease dramatically with an increase in community investment and overall community health. |

| | | | | | | | |
|---|---|---|--|--|--|----------------------------------|--|
| <p>Rent</p> <p>Utilities</p> <p>Training</p> <p>Program activities</p> <p>Human resources</p> | <p>external school areas.</p> <p>3)Facilitate documentation structure that shares information regarding incidents.</p> <p>4)Researched Safe Passage routes.</p> | <p>escalate possible violent incidents between student body during commute.</p> <p>3)Incident reports are submitted by Safe passage supervisors immediately in real time, and information is shared with school officials, EOM, and OST.</p> <p>4)Walk 3-4 safety routes with internal school</p> | <p>3)Incident reports submitted clearly and timely.</p> <p>4)School Community, and general community is invigorated and bolstered by the presence and participation of Safe Passage teams in the neighborhood.</p> <p>5)Attend 6-8 school-based events</p> | <p>internally with EOM, school officials, and Safe Passage management.</p> <p>4)Community members assist and join the Safe Passage teams during arrival dismissal to ensure that the environment is supported by caring informed adults who want to see positive outcomes for all students in the DC school system</p> <p>5)sponsor community-</p> | <p>3)Incident reports used to create active healing with incident participants via conflict mediation response teams. Incident reports are used to inform ongoing safety adjustments to safety plans.</p> <p>4)Full Synergy between DC school officials, Safe Passage workers, and community</p> | <p>program and its outcomes.</p> | |
|---|---|---|--|--|--|----------------------------------|--|

| | | | | | | | | |
|---------------|---|---|----------------------------|--|--|--|--|--|
| | | <p>security and leadership adjacent to the school building.</p> | <p>before end of SY25.</p> | <p>based school event in Fall of 2024.</p> <p>6) Engage the block watch/block captains and ANC residents in each Priority Area to increase the community buy in for the program.</p> | <p>stake holders to consistently provide a safe, nurturing educational year experience.</p> <p>5) Create summer engagement activity with NAARC Safe Passage staff and summer school sites.</p> | | | |
| <p>Impact</p> | <p>Overall decrease in the number of violent incidents and crime impacting students aged 12-21 in the target community. Improved Community safety and health.</p> | | | | | | | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

September 26, 2024

Debra Gittens, Executive Director
Georgia Avenue Family Support Collaborative
1104 Allison Street, NW
Washington, DC 20011

Re: Fiscal Year 2025 Award - Safe Passage, Safe Blocks

Dear Ms. Gittens,

Congratulations on your grant award. Please review the Grant Award and Grant Agreement carefully and return signed copies via ZoomGrants™ by Monday, September 30, 2024.

This grant has been approved as follows:

Project Title: Safe Passage, Safe Blocks
Award Amount: \$1,937,601.93
Award Period: October 1, 2024 – September 30, 2025
Grant Award #: 2025-SPSB-GAFSC-1005

Please read the Grant Agreement to become familiar with all conditions of the award. This award is subject to all administrative and financial requirements including the special conditions listed. **Please initial the bottom of each page of the grant agreement and sign page 14.** Failure to comply with all requirements will result in a violation of the terms of this agreement and the award will be subject to termination or other administrative actions as appropriate.

ZoomGrants™ electronic grants management system will be used for all reporting and correspondence regarding FY25 grant awards.

DMPSJ is available for technical assistance to meet your FY25 grant requirements. Technical assistance and program administration is provided by Ciatta Savoy, Safe Passage Program Advisor. You can reach her at Ciatta.Ramble-Savoy1@dc.gov or 202.374.7825.

Sincerely,
Nicole Peckumn
Chief of Staff
The Office of the Deputy Mayor for Public Safety and Justice



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC
SAFETY AND JUSTICE**

GRANT AWARD

| | |
|--|---------------------------------------|
| ORGANIZATION: GEORGIA AVENUE FAMILY SUPPORT COLLABORATIVE (GAFSC) | |
| ADDRESS: 1104 Allison Street, NW Washington, DC 20011 | |
| PROJECT TITLE: Safe Passage, Safe Blocks | |
| FEDERAL GRANT NUMBER: N/A | EIN: 52-2349433 |
| OVSJG GRANT NUMBER: 2025-SPSB-GAFSC-1005 | ALN: N/A |
| GRANT PERIOD: October 1, 2024 – September 30, 2025 | AWARD DATE: September 26, 2024 |
| FUNDING SOURCE: Local Funds | FISCAL YEAR: 2025 |

| BUDGET DETAILS | APPROVED BUDGET | MATCH (if applicable) | OTHER FUNDING SOURCE |
|-----------------------|-----------------------|--------------------------|----------------------|
| PERSONNEL | \$1,558,070.00 | \$ | \$ |
| FRINGE BENEFITS | \$140,226.30 | \$ | \$ |
| TRAVEL/TRAINING | \$11,600.00 | \$ | \$ |
| CONTRACTS/CONSULTANTS | \$28,000.00 | \$ | \$ |
| SUPPLIES | \$2,400 | \$ | \$ |
| EQUIPMENT | \$0 | \$ | \$ |
| FLEX FUNDS | \$0 | \$ | \$ |
| OPERATING COSTS | \$21,160.00 | \$ | \$ |
| DIRECT COSTS | \$1,761,456.30 | \$ | \$ |
| INDIRECT COSTS | \$176,145.63 | \$ | \$ |
| TOTAL AMOUNT | \$1,937,601.93 | | |

| PROGRAMMATIC CONTACT | | FINANCIAL CONTACT | |
|----------------------|--|-------------------|----------------------------|
| NAME: | Tomeka Watson-Lewis | NAME: | Latoria Gaither |
| TITLE: | Executive Director, Mute the Violence DC | TITLE: | Financial Officer, GAFSC |
| PHONE: | 202-796-3117 | PHONE: | 202-374-9569 |
| EMAIL: | mutetheviolencedc@gmail.com | EMAIL: | lgs.actsservices@gmail.com |

| OVSJG FINANCIAL GRANT MANAGER | | | |
|-------------------------------|---------------------------------|---------------|-----------------------|
| NAME: | Tawana R. Stewart | PHONE: | 202-727-1305 |
| TITLE: | Deputy Director, Justice Grants | EMAIL: | tawana.stewart@dc.gov |

| DMPSJ PROGRAM GRANT MANAGER | | | |
|-----------------------------|-----------------|---------------|-----------------------------|
| NAME: | Ciatta Savoy | PHONE: | 202-374-7825 |
| TITLE: | Program Advisor | EMAIL: | ciatta.ramble-savoy1@dc.gov |

AWARD CONDITIONS
SEE TERMS AND CONDITIONS OF THE GRANT AGREEMENT

| | | |
|---------------------------------------|---|----------------------------|
| <i>Jennifer L Porter</i> Signature | Director, OVSJG | 9/30/2024 Date |
| <i>Ludney Applak</i> Signature | Deputy Mayor for Public Safety and Justice | 10/1/24 Date |
| <i>Debra Gittens</i> Signature | Authorized Official from Grantee Agency | September 30, 2024 Date |
| <i>Carolyn Smith</i> Signature | President of Board of Directors from Grantee Agency | September 30, 2024 Date |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

GRANT AGREEMENT

ORGANIZATION: Georgia Avenue Family Support Collaborative

PROJECT TITLE: Safe Passage, Safe Blocks

DMPSJ GRANT #: 2025-SPSB-GAFSC-1005

DIFS #: Local Funds

WHEREAS, a grant has been awarded from LOCAL funds by the District of Columbia Office of the Deputy Mayor for Public Safety and Justice (“DMPSJ”) to be administered by the **Georgia Avenue Family Support Collaborative**,

NOW, THEREFORE, it is hereby agreed by and between the DMPSJ and **Grantee** that:

A. FUNDING AND SERVICES TO BE PROVIDED BY Grantee:

The total amount of funds awarded to Grantee for this program is \$1,937,601.93. These funds will be used to support the expenses listed in Attachment 1 to this Agreement (“Approved Budget”), which will be used to complete the activities that achieve the goals and objectives listed in Attachment 2 (“Approved Theory of Change/Work Plan”) to this Agreement.

The Grantee shall maintain and operate in accordance with an DMPSJ approved budget and workplan throughout the grant award period. The budget and workplan shall be maintained on required DMPSJ templates.

DMPSJ reserves the right to approve or deny requests for modification of the budget and workplan. The Grantee shall not modify the budget or workplan prior to DMPSJ approval and any proposed modifications must be submitted in accordance with DMPSJ policies and procedures.

B. EXPENDITURE AND PAYMENT PROVISIONS

1. The enclosed Approved Budget is made part of the final grant proposal and Grant Award. Where this notice modifies the project budget submitted in the original grant application by this Award, it represents final approved expenses for the project and governs expenditures accordingly. ***Grant funds may not be expended for items not part of the budget approved by DMPSJ.*** Grant funds may not be expended beyond the approved budget categories without prior approval and a Grant Adjustment Notice

approved by DMPSJ. A summary of the approved budget categories are listed on the Grant Award.

2. All funds awarded to Grantee or subgrantee pursuant to this Grant Agreement will be expended for the purpose(s) and activities set out in the grantee or subgrantee's proposal/application as amended and approved by DMPSJ, which is hereby made a part of this Grant Agreement.
3. Grant funds shall be expended in accordance with the cost principles delineated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, A Rule by the Management and Budget Office, Publication date: December 26, 2013. Electronic copies can be found at:
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
4. The Grantee should, at a minimum, request cost reimbursements using the "Request for Funds" form on a quarterly basis. Reimbursements are due on the 15th of the month following the end of the reporting period or the next business day should the due date be on a weekend or holiday, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, (January 15, April 15, July 15, October 10). If more frequent reimbursements are needed, the grantee should contact their DMPSJ Grant Manager informing them of the situation and submit a written request seeking approval of a different reimbursement period.
5. Reimbursement requests that are not submitted by the established due date are subject to late review by DMPSJ and may not be reviewed by DMPSJ until the following reimbursement period. Therefore, this may result in a delay of funding for the organization.
6. Requests for reimbursements will not be processed until all required or requested financial forms, supporting documentation, and programmatic reports for the current and previous quarters have been received, and the grantee or subgrantee has met all outstanding DMPSJ information requests.
7. Grantee may request an advance payment to cover expenses for up to a 30-day period. Advance payments must be deposited and maintained in insured accounts whenever possible. Interest earned on advance payments deposited in interest bearing accounts must be remitted annually to the DC Treasury in the manner prescribed by DMPSJ. Repeated advance requests may affect Grantee's risk status assessment.

Failure to submit programmatic and reimbursement requests in a timely manner may result in Grantee or subgrantee being placed on "High Risk" status and/or may result in termination of the Grant Agreement and award.

8. DMPSJ reserves the right to withhold reimbursement request approvals and disbursement of funds if the Grantee is found to be out of compliance with the terms

and conditions of this award and fails to remedy any deficiencies within a reasonable time as solely determined by DMPSJ. DMPSJ shall determine the extent of the disbursement to be withheld in its sole discretion.

9. DMPSJ shall make payment(s) on paid invoiced amounts in accordance with the approved grant budget and as cited above after all requested or required supporting documentation has been validated by the DMPSJ Grant Manager. In general, the grantee or subgrantee should expect to receive funds by no later than 30 business days, after DMPSJ approval of a complete and accurate request for reimbursement.
10. In order to receive payment, Grantee shall submit a signed "Request for Funds" form and requested or required supporting documentation of actual expenditures as described in Section D.1. Typing the name of the Grantee on the form will not be accepted as a valid signature.
11. In accordance with the Nonprofit Fair Compensation Act of 2020 ("NFCA"), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01 *et seq.*) a nonprofit organization may be compensated for indirect costs incurred in provision of goods or performance of services within the terms of any grant or contract with the District. Nonprofits are required to be compensated at the same rate, if any, the nonprofit has negotiated with the federal government for a current federal contract or grant, known as a Negotiated Indirect Cost Rate Agreement ("NICRA"). To be reimbursed its NICRA, the organization must include their agency determination letter and relevant documentation in their application for funding. If the nonprofit organization does not have a NICRA, the nonprofit may elect to be reimbursed at a ten percent de minimis rate, at a new rate negotiated with DMPSJ, at a rate negotiated with any District agency in the previous two years, or at a rate determined by a certified public accountant in accordance with the requirements of the NFCA.
12. Notwithstanding any other provisions of these Terms and Conditions, including but not limited to provisions pertaining to funding or the Grant amount, [the Terms and Conditions of this grant agreement] are and shall remain subject to the fourth sentence of section 446 of the Home Rule Act, D.C. Official Code §1-204.46, the federal Anti-Deficiency Act, 31 U.S.C. §1341 *et seq.* and the District Anti-Deficiency Act, D.C. Official Code §47-355.01 *et seq.* No provision contained in these Terms and Conditions shall be construed as a multi-year financial obligation to the Grantee on the part of the Grantor or the District.

D. FINANCIAL MANAGEMENT AND AUDIT

1. Project expenditures shall be based on actual costs incurred by the Grantee or subgrantee and supported by detailed documentation (i.e., vouchers, receipts, paid invoices, paid checks, executed timesheets, and payroll registers, etc.). This applies to petty cash, miscellaneous office expenditures and all other expenditures. Each request must include submissions of the required forms as well as submissions in electronic

form of all required or requested supporting documentation for the identified expenditures.

2. This documentation is to be submitted to the Grant Manager via the grant management system selected by DMPSJ.
3. The Grantee is prohibited from co-mingling funds with other programs or projects, and funds specifically budgeted and or received for one project may not be used to support another.
4. Grantee must have a system to track service delivery, client interactions, program activities, etc., and must ensure that activities are attributed to the appropriate source of funds.
5. Grantee is prohibited from reporting the same activity or personnel time and effort details to multiple programs or grantors.
6. **All** personnel funded in whole or in part under this grant must be identified by name. Using an DMPSJ Grant Adjustment Notice Form (“GAN”), the Authorized Official or Project Director must give written notification within fifteen (15) days of any changes in project personnel. In addition, accurate time and attendance records must be kept for all personnel hired or employed under this project. If this process is not followed, the Grantee or subgrantee may be subject to only being reimbursed for the new employee’s costs as of the date that DMPSJ was informed in writing of the hire.
7. **All** unallowable or unsupported costs, as determined by either a desk review or site visit or performed by DMPSJ or an official audit, shall be refunded to DMPSJ within ninety (90) days of notification by DMPSJ. If this period significantly impedes the ability of the Grantee or subgrantee to continue its operations, it may submit a letter to DMPSJ requesting a modification of this timeline with a proposed schedule of repayment. DMPSJ reserves the right to accept, reject, or meet with the Grantee or subgrantee to discuss this request.
8. The fiscal administration of the grant shall conform to the generally accepted accounting principles recognized by the Financial Accounting Standards Board, set forth in the most current edition of OVSJG’s Grant Management Policies and Procedures Manual. Electronic copy can be found at <http://OVSJG.dc.gov>.
9. Grantee must obtain prior written approval from DMPSJ for **all** requests for changes or modifications to **any** portion of the Grant Agreement and award. Requests must be submitted within 15 days of the change or occurrence and require the written approval of the DMPSJ to become effective. Failure to submit this request within the 15-day period may result in suspension of payment or denial of a relevant reimbursement. In addition, all requests must be submitted on the approved DMPSJ GAN provided to the Grantee or subgrantee at the start of the Fiscal Year, and available in DMPSJ’s grant management system.

Grantee may submit a Grant Adjustment Notice up to thirty (30) days prior to the end of the project. For grants with an award period of October 1 - September 30, the Grant Adjustment Notice must be submitted by August 31st of the relevant fiscal year. While there is no limit to the number of Grant Adjustment Notices that can be submitted, Grantee should be judicious in its submissions, and DMPSJ reserves the right to limit the number or scope of any Grant Adjustment Notices.

10. The Director of DMPSJ and the D.C. Inspector General, or any of their duly authorized representatives, shall have access for purposes of audit and examination of any books, documents, papers, and records of the Grantee related to this grant project at any time, including those records that are identifiable to clients if those records are necessary to validate reports that were submitted by the Grantee or subgrantee.
11. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period without advance written approval by DMPSJ.
12. All contracts relating to or deriving from the grant must be procured using an established organization approved process. Records must be maintained of the procedure used, a minimum of three (3) bids must be received (if competed), and the rationale for final decisions must be documented. This information must be delivered to DMPSJ promptly upon request. Failure to provide this information may result in denial of funds. Furthermore, in the event that grantee or subgrantee is seeking an advance of funds to enter into a contract, this information must be provided to and approved by DMPSJ before an advance can be authorized.
13. If Grantee or subgrantee expends \$750,000.00 or more in federal or District funds, Grantee is required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Requirements"), released December 26, 2013, and codified at 2 C.F.R. Part 200. A copy shall be sent to DMPSJ within thirty (30) days of receipt by the Grantee or subgrantee. Failure to do so shall be considered a significant violation of this Grant Agreement and may result in cancellation of this Award.
14. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$81.25 per hour or \$650.00 for an eight-hour day (excluding travel and subsistence costs), a written **prior approval** is required from DMPSJ. Prior approval requests require additional justification. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. This does not mean that the rate can or should be \$81.25 per hour or \$650.00 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates in excess of \$81.25 per hour or \$650.00 a day that are part of the

original application with appropriate justification and supporting data will be reviewed on a case-by-case basis.

15. If the award amount is \$25,000.00 or more, Grantee or subgrantee is required to register in the System for Award Management (SAM), <https://sam.gov>, which also requires them to have a Unique Entity Identifier (UEI) number. Grantee or subgrantee is required to maintain a current registration in the SAM and UEI number during the grant period.
16. All grantees or subgrantees will be trained by DMPSJ on the financial reporting process and its reporting system.

E. REPORTING SCHEDULE

1. Grantee or subgrantee must furnish quarterly programmatic, financial, and/or performance measure progress reports to DMPSJ within fifteen (15) days after the end of each quarter, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, as described below. The reports will reflect the progress and implementation of the project for which the funds have been granted and the funds expended to date if significant changes are indicated in the work plan, spending plan (by budget line item and by project objectives) and staffing plan which comprised the grant's implementation plan. All reports must be submitted in the format required by the DMPSJ.

Reporting Schedule for Programmatic and Financial Reports

| <u>Reporting Period</u> | <u>Report Due</u> |
|---|--------------------------|
| 1st Quarter: October 1 – December 31 | January 15 th |
| 2 nd Quarter: January 1 – March 31 | April 15 th |
| 3 rd Quarter: April 1 – June 30 | July 15 th |
| 4 th Quarter: July 1 – September 30 | October 10 th |

2. Grantee or subgrantee must submit quarterly financial reports to the Grant Manager. The financial reports will be itemized according to the approved budget and cost categories for the grant. If match funds are required, a separate expenditure report must accompany each quarterly financial report.
3. It is the responsibility of Grantee or subgrantee to submit all financial and programmatic reports in accordance with the schedule in Section (E)(1). Failure to provide programmatic and financial reports and their supporting documents (when required) in a timely manner may result in a suspension of funds or make the program ineligible for future funding.
4. Grantee and/or subgrantee agrees to promptly comply with any other reporting requirements that may be placed on the project.

5. The grantee and/or subgrantee must periodically provide criminal justice and demographic related information to DMPSJ from the project file to assist DMPSJ in fulfilling its federal and District requirements for information on justice events and activities in the District of Columbia. The schedule for the grantee or subgrantee to submit information will be determined by request from DMPSJ. DMPSJ will make these requests in writing, stating the reason for the data. DMPSJ will make its requests for information in a manner that is timely and considerate of the grantee or subgrantee's work schedule whenever possible.
6. The grantee and/or subgrantee must maintain all data applicable to the Grant Award and Grant Agreement for a period not less than three (3) years from date of the grant's closing.
7. Disbursements may not be released if reports are delinquent.

F. COMPLIANCE AND ASSURANCES

1. In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, Grantee and/or subgrantee agrees not to discriminate against any protected populations, in hiring or the provision of services. In addition, grantee and/or subgrantee agrees to notify DMPSJ within 48 hours of any and all employee or beneficiary formal complaints of discrimination against any and all employee units within 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 but are not limited to, the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01 *et seq.*; the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended (34 U.S.C. § 11182(b)); the Violence Against Women Act (VAWA) of 1994, as amended (34 U.S.C. § 12291(b)(13)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701); Title II of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12111 *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 through 1688); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107); and 28 CFR pt. 38 – Partnerships with Faith-Based and Other Neighborhood Organizations;. Furthermore, Grantee agrees to maintain DMPSJ informed on the status of any complaint filed pursuant to all applicable federal and District non-discrimination requirements. Failure to provide this information or any updates constitutes a breach of this Agreement and may result in a suspension of funds or make the program ineligible for future funding.
2. In the event a federal or District court or administrative agency makes a finding of discrimination after a due process hearing, the grantee must forward a copy of the finding to the DC Office of the Deputy Mayor for Public Safety and Justice, 1350

Pennsylvania Avenue, NW, Suite 533, Washington, DC, 20004. Grantee and/or subgrantee is also required to provide DMPSJ a summary and copy of any settlement reached in any of these cases.

3. The grantee agrees to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. The poster is available for download at <http://ohr.dc.gov/publication/equal-employment-opportunity-poster>.
4. Grantee must certify that it will provide meaningful access to its services to individuals who have limited or no English Proficiency in accordance with the Language Access Act of 2004, as amended (D.C. Official Code § 2-1931 *et seq.*) and will document in DMPSJ's grants management system on a quarterly basis the number of encounters with individuals with limited or no English proficiency.
5. In accordance with D.C. Official Code § 47-138, no funds (either federal or local) appropriated for the government of the District of Columbia may be used to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.
6. In accordance with 28 CFR Part 38, grantee will not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the funded program or services. If grantee conducts such activities, the activities must be offered separately, in time or location, from the funded program or services and participation must be voluntary for beneficiaries of the funded programs or services.
7. Grantee will have on file a current Equal Employment Opportunity Program (EEOP) plan in accordance with 28 CFR 42.301 *et seq.*
8. Grantee agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9) for all relevant personnel.
9. Grantee will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the Federal Government to maintain a drug-free workplace.
10. Grantee certifies that neither it nor its principals or its contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any District department or agency.
11. Grantee assures that grant funds will not be used to supplant District or federal funds but will be used to increase the amounts of such funds that would be made available for the purposed projects.

12. Grantee or subgrantee agrees to comply with all applicable confidentiality regulations.
13. Pursuant to the requirement of the Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*), all information, documents, correspondence, and other materials relating to the project, not to include client or employee specific information, shall be available for public dissemination or review.
14. Grantee or subgrantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
15. Grantee or subgrantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time including, but not necessarily limited to the following: the Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*); Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 *et seq.*); Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*); Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*); Clean Air Act (sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 U.S.C. § 85 *et seq.*; Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. § 651 *et seq.*); Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951); Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201); Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*); Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 *et seq.*); Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235 (20 U.S.C. § 1001); Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101); Executive Order 12459 (Debarment, Suspension and Exclusion); Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*); Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. § 1352); Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*); Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20; Title VI of the Civil Rights Act of 1964; 28 CFR Part 38 – Partnerships with Faith-Based and Other Neighborhood Organizations; District of Columbia Human Rights Act of 1977, including its prohibitions on sexual harassment, D.C. Official Code § 2-1401.01; District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 *et seq.*); Universal Paid Leave Amendment Act of 2016, effective April 7, 2017 (D.C. Law 21-264; D.C. Official Code § 32-541.01 *et seq.*).

16. Grantee will promptly refer to DMPSJ and, if applicable, DOJ's Office of the Inspector General, any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
17. Grantee agrees that information on race, sex, national origin, age and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
18. In accordance with the Office of the Deputy Mayor for Public Safety and Justice Transparency Act of 2022, effective September 21, 2022 (D.C. Law 24-167; D.C. Official Code § 4-571.01), DMPSJ will publish during the Fiscal Year a summary containing information of each grantee's funded project scope, budget, funding source, award date, duration of award, activities, timelines, performance, and appropriate financial information. All grantees will be required to promptly provide all information necessary to achieve this purpose. Failure to comply with this requirement will result in a failure to comply with the Conditions of the Grant Award.

G. RIGHTS IN DATA AND MATERIALS PRODUCED PURSUANT TO THIS AGREEMENT

1. Where activities supported by this Grant Agreement and award produce original computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings or other graphical representation, intellectual property, and works of any similar nature (the term computer programs includes executable computer programs and supporting data in any form), DMPSJ has the right to use, duplicate, and disclose, in whole or in part in any matter for any purpose whatsoever and have others, do so. If the material is copyrightable, Grantee or subgrantee may copyright such, but DMPSJ reserves a royalty-free non-exclusive and irreversible/irrevocable license to reproduce, publish, and use such materials, in whole or in part and to authorize others to do. Grantee or subgrantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts under the Grant Agreement.
2. Grantee may publish or announce the results of grant activity, e.g. computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature, provided that there is prior review and written approval by DMPSJ no less than 30 days prior to the intended announcement or publishing date, and provided that any publication (written, visual, or sound) contains an acknowledgment of DMPSJ and any applicable federal agency. Copies of any such publication must be furnished to DMPSJ not less than 45 days prior to public release, except when otherwise requested or

approved by DMPSJ. Failure to do so may result in suspension of funds or make the program ineligible for future funding.

Acknowledgement of DMPSJ shall read: *This _____ was produced by _____ under [enter grant number], awarded by the Office of the Deputy Mayor for Public Safety and Justice, Executive Office of the Mayor, District of Columbia. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the Executive Office of the Mayor.*

3. If the grant program produces patentable items, patent rights, processes, or inventions in the course of the work sponsored by grant funds, such facts must be promptly and fully reported to DMPSJ. Unless there is a prior agreement between the grantee and DMPSJ on the disposition of such items, DMPSJ will determine whether protection on the invention or discovery will be sought. DMPSJ will also determine how its rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839).
4. Grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with grant money, it will clearly state: (1) the percentage of the total cost of the program or project that will be financed with grant money, (2) the dollar amount of grant funds for the project of program, and (3) an acknowledgment of DMPSJ grant support.
5. In the event that DMPSJ terminates this Grant Agreement or Grantee decides to unilaterally terminate the Grant Agreement, DMPSJ retains the right to, at its sole discretion, request Grantee to immediately return to DMPSJ any patentable items, rights, processes, inventions, computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature technological equipment or supplies partially or fully acquired with funds provided by this grant. Failure to do so may result in the commencement of legal actions against Grantee and may make the program ineligible for future funding.

H. RECORDS

1. Appropriate grant records and accounts will be maintained and made available for review and audit as prescribed by federal and District laws and regulations.
2. All grant records shall be maintained for at least three (3) years after the close of the award, or parent federal award if applicable, or until an audit is completed and/or any litigation is resolved and all questions rising there from are resolved, whichever is later.

These records and supporting documentation must be sufficient for the D.C. Inspector General's auditors or a certified independent auditor (one who is not an employee grantee or subgrantee or a member of the grantee or subgrantee's board of directors) to audit the project records and determine whether the costs incurred and billed are reasonable, allowable and necessary under the terms of the grant.

3. DMPSJ has the sole right to, at any time, request reports that contain data generated from a project partially or fully funded by the agency. Grantee or subgrantee will immediately provide this data upon request. Failure of Grantee or subgrantee to maintain a programmatic reporting system, deliver the requested information to DMPSJ, or otherwise maintain and make available grant records and accounts pursuant to this agreement may result in suspension of payment, termination of the agreement, or make the organization ineligible to receive future funds.

I. MONITORING

1. The Grant Manager, or his or her designee, will monitor the financial and programmatic management systems used by grantee or subgrantee in the execution of the terms and conditions of the grant agreement.
2. The Grant Manager, or his or her designee, may make at least one site visit to the service facilities of the grantee or subgrantee. Failure of Grantee or subgrantee to maintain a financial, programmatic, and data management system that will assure the terms of the grant are met may result in suspension of payment or termination of the grant and debarment of future funds.
3. Grantee or subgrantee will be evaluated during the grant period in order to assess program and organization performance. Grantee agrees to comply with any additional requirements that may be imposed by DMPSJ based on this evaluation.

J. GRANT PERIOD

The period of this Grant Agreement shall be from October 1, 2024 to September 30, 2025.

K. GRANT START UP AND TERMINATION

1. Grantee is required to register in the System for Award Management and maintain a current registration during the grant period.
2. Within 30 days after receipt of the grant award, Grantee shall implement a protocol to ensure Grantee's or subgrantee's funds are not commingled with funds from other District or federal agencies. Each award must be accounted for separately.
3. Grantee is responsible for notifying DMPSJ in writing in a timely manner if either all the grant funds will not be utilized per the grant award and grant agreement, or the project will be terminated at an earlier date than indicated on the grant award and grant

agreement. If the project has not commenced within 60 days of the starting date or if project personnel have not been hired within 30 days of the project start date, an explanation of the steps taken to initiate the project, the reason(s) for delay, and the expected commencement date must be submitted in writing to DMPSJ.

4. If 90 days after Grantee's receipt of grant funds adequate project funds have not been expended, DMPSJ reserves the right to terminate the award. At such time, DMPSJ staff will determine whether the delays are excessive or unwarranted. If appropriate, DMPSJ may terminate the grant agreement and reallocate funds to other projects.
5. This Grant Agreement and award may be terminated in whole or in part by DMPSJ at any time that DMPSJ finds a substantial failure to comply with the provisions of District of Columbia law and regulations or this agreement, including grant award and grant agreement conditions, approved work plan and outlined goals and objectives or other activities projected in grantee's grant application or award.
6. DMPSJ may terminate this Agreement in whole or in part if DMPSJ and the grantee mutually determine that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds.
7. Where DMPSJ intends to terminate a grant agreement, DMPSJ shall notify the grantee in writing of the intent to terminate the grant agreement and the reasons therefor. The notice shall be delivered by hand, certified mail, courier, delivery service, or electronic mail and shall request the grantee to show cause in writing why the grant should not be terminated in accordance with the provisions under 1096a of DC Official Code § 1-328.11.
8. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.

L. OTHER CONDITIONS

1. Grantee agrees to participate fully in the performance management and evaluation initiatives administered by the DMPSJ during the period of this Grant Agreement. Grantee understands that evaluation may consist of an evaluation of administrative structure, as well as programmatic services that are both funded and unfunded by the DMPSJ. Grantee understands that performance measure reports are due no later than the 15th day after the end of the quarterly reporting period. Failure to deliver timely performance measures or participate fully in the evaluation process may result in a delay in reimbursement funding and may lead to a reduction in funding or debarment of future funds.
2. Grantee must participate in DMPSJ-sponsored training events, technical assistance events, or conferences held by DMPSJ or its designees, upon DMPSJ's request.

3. Grantee understands Safe Passage Ambassador personnel hours not allocated to a regular school day coverage will be *deobligated* or used to support DMPSJ Go-Team initiatives held throughout the year, *wherein Ambassadors will provide community engagement and monitoring services to select communities during select hours for select holidays* DMPSJ will provide grantee guidance and information regarding staffing needs at least 21 days before the event.
4. Key grantee personnel shall not engage in any outside employment, private business activity, or other interest that is reasonably likely to interfere with the employee's ability to perform their job, constitute as a conflict of interest, or which may impair the efficient operation of the grant and grant-related activities.
5. Safe Passage Ambassadors are allowed to have outside employment/compensation activities; however, the non-Safe Passage employment/compensation activity schedule may not overlap or otherwise impede upon the Safe Passage Ambassador Tour of Duty.
6. Grantee understands and agrees to abide by the [DMPSJ Safe Passage Standard Operating Procedures Manual](#) and any future iterations of the manual provided by DMPSJ.

M. GRANT MANAGER

The Grant Administrator for this grant agreement will be **Ciatta Savoy, 202-374-7824, Ciatta.Ramble-Savoy1@dc.gov**, Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, NW, Suite 533, Washington D.C. 20004.

N. AUTHORIZATION OF TERMS AND CONDITIONS OF GRANT

I understand and agree to all of the terms and conditions stated above.

Jennifer L. Porter 9/30/2024
 Jennifer Porter, Director Date
 Office of Victim Services and Justice Grants

Lindsey Appiah 10/1/24
 Lindsey Appiah, Deputy Mayor Date
 Office of the Deputy Mayor for Public Safety and Justice

Debra Gittens September 30, 2024
 Signature of Authorized Official, Grantee Organization Date

Debra Gittens, Chief Executive Officer (CEO)
 Printed Name and Title of Authorized Official from Grantee Organization

Carolyn Smith

September 30, 2024

Signature of President of Board of Directors

Date

Carolyn Smith, Board Chair

Printed Name of President of Board of Directors from Grantee Organization

ATTACHMENT I

APPROVED BUDGET

| GENERAL INFORMATION | | PROJECT INFORMATION | | FINANCIAL INFORMATION | | OPERATIONAL INFORMATION | | ENVIRONMENTAL INFORMATION | |
|---------------------|--|---------------------|----------|-----------------------|-------------|-------------------------|------------|---------------------------|--------------------------------------|
| NO. | DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | TOTAL PRICE | START DATE | END DATE | STATUS | REMARKS |
| 1 | CONSTRUCTION OF ROAD | Sq. Meter | 1000 | 1000 | 1000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 2 | INSTALLATION OF FENCING | Meter | 5000 | 200 | 1000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 3 | LAND ACQUISITION | Acres | 50 | 2000000 | 100000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 4 | CONSTRUCTION OF BRIDGE | Bridge | 1 | 100000000 | 100000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 5 | INSTALLATION OF SIGNAGE | Signage | 100 | 10000 | 1000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 6 | CONSTRUCTION OF CANALS | Canals | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 7 | INSTALLATION OF IRRIGATION SYSTEM | System | 1 | 1000000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 8 | CONSTRUCTION OF DAM | Dam | 1 | 10000000000 | 10000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 9 | INSTALLATION OF POWER LINES | Power Lines | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 10 | CONSTRUCTION OF HOUSING | Housing | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 11 | INSTALLATION OF WATER SUPPLY SYSTEM | Water Supply | 1 | 1000000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 12 | CONSTRUCTION OF SCHOOLS | Schools | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 13 | INSTALLATION OF HEALTH CENTERS | Health Centers | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 14 | CONSTRUCTION OF MARKET SQUARES | Market Squares | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 15 | INSTALLATION OF STREET LIGHTS | Street Lights | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 16 | CONSTRUCTION OF PARKS | Parks | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 17 | INSTALLATION OF WASTE MANAGEMENT SYSTEMS | Waste Management | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 18 | CONSTRUCTION OF COMMUNITY CENTERS | Community Centers | 100 | 10000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 19 | INSTALLATION OF PUBLIC UTILITIES | Public Utilities | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |
| 20 | CONSTRUCTION OF INFRASTRUCTURE | Infrastructure | 1000 | 1000000 | 1000000000 | 2023-01-01 | 2023-12-31 | Completed | Completed on time and within budget. |

ATTACHMENT II

WORKPLAN

APPENDIX C: Project Work Plan

Instructions: Applicants must use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome rows. Do not add or make changes to section headings.

Strategic Action For Everyone's Safety (SAFES) Project Work Plan

| | | | | |
|--|--|---|--|---|
| <p>Project Goal:</p> <p>To provide a safe and supportive environment for students in the Minnesota Avenue corridor and priority areas, ensuring safe travel to and from schools while reducing incidents of violence, improving community engagement, and promoting conflict resolution/mediation.</p> | | | | |
| <p>Objective:</p> <p>Increase the safety of students commuting along the Minnesota Avenue and Benning Road school corridors by 30% within 12 months.</p> | | | | |
| Activities: | 1 st Qtr. | 2 nd Qtr. | 3 rd Qtr. | 4 th Qtr. |
| | Hire and train 50% of Safe As and SPAs. Full deployment of SPOAs and SPAs; Conduct initial safety data collected. Initial outreach and stakeholder engagement. | Train all SPOAs and SPAs in restorative conflict resolution. Conduct monthly workshops Mid-year evaluation and adjustment. | Evaluate safety improvement; develop sustainability plans and formalize partnerships. Analyze mid-year data report findings. | Adjust program strategies. Final data analyzation and performance review, Final report presented to DMPSJ |
| <p>Outcomes:</p> <p>Quarterly programmatic reports will reflect consistent progress toward safety goals, ensuring that the program is being implemented as intended and demonstrating an ongoing commitment to adjusting strategies based on real-time data and stakeholder feedback.</p> | | | | |

| |
|---|
| <p>Project Goal:</p> <p>To provide a safe and supportive environment for students in the Minnesota Avenue Priority Areas. Kimball Elementary School @ Davis Sousa Middle School</p> |
|---|

Cesar Chavez PCS for Public Policy - Parkside High School
Cesar Chavez PCS for Public Policy - Parkside Middle School
Friendship PCS - Collegiate Academy
IDEA PCS
Ron Brown College Preparatory High School
Maya Angelou PCS High School
Kelly Miller Middle School
Two Rivers PCS
HD Woodson High School
Phelps High School

To ensure safe travel to and from schools while reducing incidents of violence, improving community engagement, and promoting conflict resolution.

Objective:

Monitor and evaluate the impact of safety measures on student safety and community engagement.

| Activities: | 1 st Qtr. | 2 nd Qtr. | 3 rd Qtr. | 4 th Qtr. |
|--------------------|---|---|--|---|
| | Implement Safe Passage services in identified schools and hot spot areas. Start monitoring key safety measures (student safety, incidents reported, community participation) using the agreed-upon data collection tools. Evaluate and adjust Safe Passage routes and protocols based on emerging trends and community input. | Analyze safety data collected from previous quarters, including student incidents, engagement levels, and responsiveness of stakeholders. Identify any emerging patterns (e.g., increased safety in particular areas or times, engagement trends in specific schools) and areas of concern. | Conduct a comprehensive evaluation of the impact of Safe Passage services on student safety and community engagement over the year. Compare the year-end data to baseline figures collected in Quarter 1 to measure improvements, successes, and challenges. | Prepare and submit programmatic and financial reports to stakeholders, highlighting program successes, challenges, and recommendations for improvement. Present findings to schools, community members, and local authorities to discuss the future of Safe Passage services. |

Outcomes:

By the end of the program year, it is projected that there will be a **15-20% reduction** in safety incidents

(e.g., bullying, violence, or harassment) reported along designated Safe Passage routes. Schools involved in the program will report a **measurable improvement in student safety**, particularly during high-traffic periods such as arrivals and dismissals.

Please use additional pages as necessary.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

October 4, 2024

Penelope Griffith, LICSW
Executive Director
Collaborative Solutions for Communities
3333 14th St. NW, Suite 200
Washington, DC 20010

RE: FISCAL YEAR 2025 AWARD - SAFE PASSAGE, SAFE BLOCKS

Dear Ms. Griffith,

Congratulations on your grant award. Please review the Grant Award and Grant Agreement carefully and return signed copies via ZoomGrants™ by **Monday, October 7, 2024, at 10:00 a.m.**

This grant has been approved as follows:

Project Title: Safe Passage, Safe Blocks
Award Amount: **\$4,704,081.38**
Award Period: October 1, 2024 – September 30, 2025
Grant Award #: 2025-SPSB-CSC-1002

Please read the Grant Agreement to become familiar with all conditions of the award. This award is subject to all administrative and financial requirements including the special conditions listed. **Please initial the bottom of each page of the grant agreement and sign page 14.** Failure to comply with all requirements will result in a violation of the terms of this agreement and the award will be subject to termination or other administrative actions as appropriate.

ZoomGrants™ electronic grants management system will be used for all reporting and correspondence regarding FY25 grant awards.

DMPSJ is available for technical assistance to meet your FY25 grant requirements. Technical assistance and program administration is provided by Ciatta Savoy, Safe Passage Program Advisor. You can reach her at Ciatta.Ramble-Savoy1@dc.gov or 202.374.7825.

Sincerely,
Nicole Peckumn
Chief of Staff
The Office of the Deputy Mayor for Public Safety and Justice



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC
SAFETY AND JUSTICE**

GRANT AWARD

| | |
|---|---------------------------------------|
| ORGANIZATION: Collaborative Solutions for Communities | |
| ADDRESS: 3333 14 th Street, NW, Suite 200, Washington, DC 20010 | |
| PROJECT TITLE: Safe Passage, Safe Blocks | |
| FEDERAL GRANT NUMBER: N/A | EIN: 52-2328876 |
| OVSJG GRANT NUMBER: 2025-SPSB-CSC-1002 | ALN: N/A |
| GRANT PERIOD: October 1, 2024 – September 30, 2025 | AWARD DATE: September 27, 2024 |
| FUNDING SOURCE: Local Funds | FISCAL YEAR: 2025 |

| BUDGET DETAILS | APPROVED BUDGET | MATCH (if applicable) | OTHER FUNDING SOURCE |
|-----------------------|-----------------------|--------------------------|----------------------|
| PERSONNEL | \$3,645,200.00 | \$ | \$ |
| FRINGE BENEFITS | \$371,051.71 | \$ | \$ |
| TRAVEL/TRAINING | \$22,844.00 | \$ | \$ |
| CONTRACTS/CONSULTANTS | \$0 | \$ | \$ |
| SUPPLIES | \$7,680.00 | \$ | \$ |
| EQUIPMENT | \$0 | \$ | \$ |
| FLEX FUNDS | \$0 | \$ | \$ |
| OPERATING COSTS | \$246,174.72 | \$ | \$ |
| DIRECT COSTS | \$4,292,950.43 | \$ | \$ |
| INDIRECT COSTS | \$411,130.95 | \$ | \$ |
| TOTAL AMOUNT | \$4,704,081.38 | | |

| PROGRAMMATIC CONTACT | | FINANCIAL CONTACT | |
|----------------------|----------------------|-------------------|---------------------|
| NAME: | Antionette Murphy | NAME: | TBD |
| TITLE: | Chief of Operation | TITLE: | Director of Finance |
| PHONE: | 202-518-6737 | PHONE: | |
| EMAIL: | amurphy@wearecsc.org | EMAIL: | |

| OVSJG FINANCIAL GRANT MANAGER | | | |
|-------------------------------|---------------------------------|---------------|-----------------------|
| NAME: | Tawana R. Stewart | PHONE: | 202-727-1305 |
| TITLE: | Deputy Director, Justice Grants | EMAIL: | tawana.stewart@dc.gov |

| DMPSJ PROGRAM GRANT MANAGER | | | |
|-----------------------------|-----------------------|---------------|-----------------------------|
| NAME: | Ciatta Savoy | PHONE: | 202-227-1850 |
| TITLE: | Senior Policy Advisor | EMAIL: | ciatta.ramble-savoy1@dc.gov |

AWARD CONDITIONS
SEE TERMS AND CONDITIONS OF THE GRANT AGREEMENT

| | | | |
|-----------|---|------------|------|
| Signature | <i>Jennifer L. Porter</i> Director, OVSJG | 10/15/2024 | Date |
| Signature | <i>Lindsey Applak</i> Deputy Mayor for Public Safety and Justice | 10/16/24 | Date |
| Signature | <i>Penelope Griffith</i> Authorized Official from Grantee Agency | 10/8/2024 | Date |
| Signature | <i>[Signature]</i> President of Board of Directors from Grantee Agency | 10/8/2024 | Date |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

GRANT AGREEMENT

ORGANIZATION: Collaborative Solutions for Communities
PROJECT TITLE: Safe Passage, Safe Blocks
DMPSJ GRANT #: 2025-SPSB-CSC-1002
DIFS #: Local Funds

WHEREAS, a grant has been awarded from LOCAL funds by the District of Columbia Office of the Deputy Mayor for Public Safety and Justice (“DMPSJ”) to be administered by **Collaborative Solutions for Communities**,

NOW, THEREFORE, it is hereby agreed by and between the DMPSJ and **Grantee** that:

A. FUNDING AND SERVICES TO BE PROVIDED BY Grantee:

The total amount of funds awarded to Grantee for this program is **\$4,704,081.38**. These funds will be used to support the expenses listed in Attachment 1 to this Agreement (“Approved Budget”), which will be used to complete the activities that achieve the goals and objectives listed in Attachment 2 (“Approved Theory of Change/Work Plan”) to this Agreement.

The Grantee shall maintain and operate in accordance with an DMPSJ approved budget and workplan throughout the grant award period. The budget and workplan shall be maintained on required DMPSJ templates.

DMPSJ reserves the right to approve or deny requests for modification of the budget and workplan. The Grantee shall not modify the budget or workplan prior to DMPSJ approval and any proposed modifications must be submitted in accordance with DMPSJ policies and procedures.

B. EXPENDITURE AND PAYMENT PROVISIONS

1. The enclosed Approved Budget is made part of the final grant proposal and Grant Award. Where this notice modifies the project budget submitted in the original grant application by this Award, it represents final approved expenses for the project and governs expenditures accordingly. ***Grant funds may not be expended for items not part of the budget approved by DMPSJ.*** Grant funds may not be expended beyond the approved budget categories without prior approval and a Grant Adjustment Notice

approved by DMPSJ. A summary of the approved budget categories are listed on the Grant Award.

2. All funds awarded to Grantee or subgrantee pursuant to this Grant Agreement will be expended for the purpose(s) and activities set out in the grantee or subgrantee's proposal/application as amended and approved by DMPSJ, which is hereby made a part of this Grant Agreement.
3. Grant funds shall be expended in accordance with the cost principles delineated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, A Rule by the Management and Budget Office, Publication date: December 26, 2013. Electronic copies can be found at:
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
4. The Grantee should, at a minimum, request cost reimbursements using the "Request for Funds" form on a quarterly basis. Reimbursements are due on the 15th of the month following the end of the reporting period or the next business day should the due date be on a weekend or holiday, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, (January 15, April 15, July 15, October 10). If more frequent reimbursements are needed, the grantee should contact their DMPSJ Grant Manager informing them of the situation and submit a written request seeking approval of a different reimbursement period.
5. Reimbursement requests that are not submitted by the established due date are subject to late review by DMPSJ and may not be reviewed by DMPSJ until the following reimbursement period. Therefore, this may result in a delay of funding for the organization.
6. Requests for reimbursements will not be processed until all required or requested financial forms, supporting documentation, and programmatic reports for the current and previous quarters have been received, and the grantee or subgrantee has met all outstanding DMPSJ information requests.
7. Grantee may request an advance payment to cover expenses for up to a 30-day period. Advance payments must be deposited and maintained in insured accounts whenever possible. Interest earned on advance payments deposited in interest bearing accounts must be remitted annually to the DC Treasury in the manner prescribed by DMPSJ. Repeated advance requests may affect Grantee's risk status assessment.

Failure to submit programmatic and reimbursement requests in a timely manner may result in Grantee or subgrantee being placed on "High Risk" status and/or may result in termination of the Grant Agreement and award.

8. DMPSJ reserves the right to withhold reimbursement request approvals and disbursement of funds if the Grantee is found to be out of compliance with the terms

and conditions of this award and fails to remedy any deficiencies within a reasonable time as solely determined by DMPSJ. DMPSJ shall determine the extent of the disbursement to be withheld in its sole discretion.

9. DMPSJ shall make payment(s) on paid invoiced amounts in accordance with the approved grant budget and as cited above after all requested or required supporting documentation has been validated by the DMPSJ Grant Manager. In general, the grantee or subgrantee should expect to receive funds by no later than 30 business days, after DMPSJ approval of a complete and accurate request for reimbursement.
10. In order to receive payment, Grantee shall submit a signed "Request for Funds" form and requested or required supporting documentation of actual expenditures as described in Section D.1. Typing the name of the Grantee on the form will not be accepted as a valid signature.
11. In accordance with the Nonprofit Fair Compensation Act of 2020 ("NFCA"), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01 *et seq.*) a nonprofit organization may be compensated for indirect costs incurred in provision of goods or performance of services within the terms of any grant or contract with the District. Nonprofits are required to be compensated at the same rate, if any, the nonprofit has negotiated with the federal government for a current federal contract or grant, known as a Negotiated Indirect Cost Rate Agreement ("NICRA"). To be reimbursed its NICRA, the organization must include their agency determination letter and relevant documentation in their application for funding. If the nonprofit organization does not have a NICRA, the nonprofit may elect to be reimbursed at a ten percent de minimis rate, at a new rate negotiated with DMPSJ, at a rate negotiated with any District agency in the previous two years, or at a rate determined by a certified public accountant in accordance with the requirements of the NFCA.
12. Notwithstanding any other provisions of these Terms and Conditions, including but not limited to provisions pertaining to funding or the Grant amount, [the Terms and Conditions of this grant agreement] are and shall remain subject to the fourth sentence of section 446 of the Home Rule Act, D.C. Official Code §1-204.46, the federal Anti-Deficiency Act, 31 U.S.C. §1341 *et seq.* and the District Anti-Deficiency Act, D.C. Official Code §47-355.01 *et seq.* No provision contained in these Terms and Conditions shall be construed as a multi-year financial obligation to the Grantee on the part of the Grantor or the District.

D. FINANCIAL MANAGEMENT AND AUDIT

1. Project expenditures shall be based on actual costs incurred by the Grantee or subgrantee and supported by detailed documentation (i.e., vouchers, receipts, paid invoices, paid checks, executed timesheets, and payroll registers, etc.). This applies to petty cash, miscellaneous office expenditures and all other expenditures. Each request must include submissions of the required forms as well as submissions in electronic

form of all required or requested supporting documentation for the identified expenditures.

2. This documentation is to be submitted to the Grant Manager via the grant management system selected by DMPSJ.
3. The Grantee is prohibited from co-mingling funds with other programs or projects, and funds specifically budgeted and or received for one project may not be used to support another.
4. Grantee must have a system to track service delivery, client interactions, program activities, etc., and must ensure that activities are attributed to the appropriate source of funds.
5. Grantee is prohibited from reporting the same activity or personnel time and effort details to multiple programs or grantors.
6. **All** personnel funded in whole or in part under this grant must be identified by name. Using an DMPSJ Grant Adjustment Notice Form (“GAN”), the Authorized Official or Project Director must give written notification within fifteen (15) days of any changes in project personnel. In addition, accurate time and attendance records must be kept for all personnel hired or employed under this project. If this process is not followed, the Grantee or subgrantee may be subject to only being reimbursed for the new employee’s costs as of the date that DMPSJ was informed in writing of the hire.
7. **All** unallowable or unsupported costs, as determined by either a desk review or site visit or performed by DMPSJ or an official audit, shall be refunded to DMPSJ within ninety (90) days of notification by DMPSJ. If this period significantly impedes the ability of the Grantee or subgrantee to continue its operations, it may submit a letter to DMPSJ requesting a modification of this timeline with a proposed schedule of repayment. DMPSJ reserves the right to accept, reject, or meet with the Grantee or subgrantee to discuss this request.
8. The fiscal administration of the grant shall conform to the generally accepted accounting principles recognized by the Financial Accounting Standards Board, set forth in the most current edition of OVSJG’s Grant Management Policies and Procedures Manual. Electronic copy can be found at <http://OVSJG.dc.gov>.
9. Grantee must obtain prior written approval from DMPSJ for **all** requests for changes or modifications to **any** portion of the Grant Agreement and award. Requests must be submitted within 15 days of the change or occurrence and require the written approval of the DMPSJ to become effective. Failure to submit this request within the 15-day period may result in suspension of payment or denial of a relevant reimbursement. In addition, all requests must be submitted on the approved DMPSJ GAN provided to the Grantee or subgrantee at the start of the Fiscal Year, and available in DMPSJ’s grant management system.

Grantee may submit a Grant Adjustment Notice up to thirty (30) days prior to the end of the project. For grants with an award period of October 1 - September 30, the Grant Adjustment Notice must be submitted by August 31st of the relevant fiscal year. While there is no limit to the number of Grant Adjustment Notices that can be submitted, Grantee should be judicious in its submissions, and DMPSJ reserves the right to limit the number or scope of any Grant Adjustment Notices.

10. The Director of DMPSJ and the D.C. Inspector General, or any of their duly authorized representatives, shall have access for purposes of audit and examination of any books, documents, papers, and records of the Grantee related to this grant project at any time, including those records that are identifiable to clients if those records are necessary to validate reports that were submitted by the Grantee or subgrantee.
11. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period without advance written approval by DMPSJ.
12. All contracts relating to or deriving from the grant must be procured using an established organization approved process. Records must be maintained of the procedure used, a minimum of three (3) bids must be received (if competed), and the rationale for final decisions must be documented. This information must be delivered to DMPSJ promptly upon request. Failure to provide this information may result in denial of funds. Furthermore, in the event that grantee or subgrantee is seeking an advance of funds to enter into a contract, this information must be provided to and approved by DMPSJ before an advance can be authorized.
13. If Grantee or subgrantee expends \$750,000.00 or more in federal or District funds, Grantee is required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Requirements”), released December 26, 2013, and codified at 2 C.F.R. Part 200. A copy shall be sent to DMPSJ within thirty (30) days of receipt by the Grantee or subgrantee. Failure to do so shall be considered a significant violation of this Grant Agreement and may result in cancellation of this Award.
14. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$81.25 per hour or \$650.00 for an eight-hour day (excluding travel and subsistence costs), a written **prior approval** is required from DMPSJ. Prior approval requests require additional justification. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. This does not mean that the rate can or should be \$81.25 per hour or \$650.00 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates in excess of \$81.25 per hour or \$650.00 a day that are part of the

original application with appropriate justification and supporting data will be reviewed on a case-by-case basis.

15. If the award amount is \$25,000.00 or more, Grantee or subgrantee is required to register in the System for Award Management (SAM), <https://sam.gov>, which also requires them to have a Unique Entity Identifier (UEI) number. Grantee or subgrantee is required to maintain a current registration in the SAM and UEI number during the grant period.
16. All grantees or subgrantees will be trained by DMPSJ on the financial reporting process and its reporting system.

E. REPORTING SCHEDULE

1. Grantee or subgrantee must furnish quarterly programmatic, financial, and/or performance measure progress reports to DMPSJ within fifteen (15) days after the end of each quarter, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, as described below. The reports will reflect the progress and implementation of the project for which the funds have been granted and the funds expended to date if significant changes are indicated in the work plan, spending plan (by budget line item and by project objectives) and staffing plan which comprised the grant's implementation plan. All reports must be submitted in the format required by the DMPSJ.

Reporting Schedule for Programmatic and Financial Reports

| <u>Reporting Period</u> | <u>Report Due</u> |
|---|--------------------------|
| 1st Quarter: October 1 – December 31 | January 15 th |
| 2 nd Quarter: January 1 – March 31 | April 15 th |
| 3 rd Quarter: April 1 – June 30 | July 15 th |
| 4 th Quarter: July 1 – September 30 | October 10 th |

2. Grantee or subgrantee must submit quarterly financial reports to the Grant Manager. The financial reports will be itemized according to the approved budget and cost categories for the grant. If match funds are required, a separate expenditure report must accompany each quarterly financial report.
3. It is the responsibility of Grantee or subgrantee to submit all financial and programmatic reports in accordance with the schedule in Section (E)(1). Failure to provide programmatic and financial reports and their supporting documents (when required) in a timely manner may result in a suspension of funds or make the program ineligible for future funding.
4. Grantee and/or subgrantee agrees to promptly comply with any other reporting requirements that may be placed on the project.

5. The grantee and/or subgrantee must periodically provide criminal justice and demographic related information to DMPSJ from the project file to assist DMPSJ in fulfilling its federal and District requirements for information on justice events and activities in the District of Columbia. The schedule for the grantee or subgrantee to submit information will be determined by request from DMPSJ. DMPSJ will make these requests in writing, stating the reason for the data. DMPSJ will make its requests for information in a manner that is timely and considerate of the grantee or subgrantee's work schedule whenever possible.
6. The grantee and/or subgrantee must maintain all data applicable to the Grant Award and Grant Agreement for a period not less than three (3) years from date of the grant's closing.
7. Disbursements may not be released if reports are delinquent.

F. COMPLIANCE AND ASSURANCES

1. In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, Grantee and/or subgrantee agrees not to discriminate against any protected populations, in hiring or the provision of services. In addition, grantee and/or subgrantee agrees to notify DMPSJ within 48 hours of any and all employee or beneficiary formal complaints of discrimination against any and all employee units within 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 but are not limited to, the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01 *et seq.*; the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended (34 U.S.C. § 11182(b)); the Violence Against Women Act (VAWA) of 1994, as amended (34 U.S.C. § 12291(b)(13)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701); Title II of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12111 *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 through 1688); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107); and 28 CFR pt. 38 – Partnerships with Faith-Based and Other Neighborhood Organizations;. Furthermore, Grantee agrees to maintain DMPSJ informed on the status of any complaint filed pursuant to all applicable federal and District non-discrimination requirements. Failure to provide this information or any updates constitutes a breach of this Agreement and may result in a suspension of funds or make the program ineligible for future funding.
2. In the event a federal or District court or administrative agency makes a finding of discrimination after a due process hearing, the grantee must forward a copy of the finding to the DC Office of the Deputy Mayor for Public Safety and Justice, 1350

Pennsylvania Avenue, NW, Suite 533, Washington, DC, 20004. Grantee and/or subgrantee is also required to provide DMPSJ a summary and copy of any settlement reached in any of these cases.

3. The grantee agrees to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. The poster is available for download at <http://ohr.dc.gov/publication/equal-employment-opportunity-poster>.
4. Grantee must certify that it will provide meaningful access to its services to individuals who have limited or no English Proficiency in accordance with the Language Access Act of 2004, as amended (D.C. Official Code § 2-1931 *et seq.*) and will document in DMPSJ's grants management system on a quarterly basis the number of encounters with individuals with limited or no English proficiency.
5. In accordance with D.C. Official Code § 47-138, no funds (either federal or local) appropriated for the government of the District of Columbia may be used to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.
6. In accordance with 28 CFR Part 38, grantee will not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the funded program or services. If grantee conducts such activities, the activities must be offered separately, in time or location, from the funded program or services and participation must be voluntary for beneficiaries of the funded programs or services.
7. Grantee will have on file a current Equal Employment Opportunity Program (EEOP) plan in accordance with 28 CFR 42.301 *et seq.*
8. Grantee agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9) for all relevant personnel.
9. Grantee will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the Federal Government to maintain a drug-free workplace.
10. Grantee certifies that neither it nor its principals or its contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any District department or agency.
11. Grantee assures that grant funds will not be used to supplant District or federal funds but will be used to increase the amounts of such funds that would be made available for the purposed projects.

12. Grantee or subgrantee agrees to comply with all applicable confidentiality regulations.
13. Pursuant to the requirement of the Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*), all information, documents, correspondence, and other materials relating to the project, not to include client or employee specific information, shall be available for public dissemination or review.
14. Grantee or subgrantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
15. Grantee or subgrantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time including, but not necessarily limited to the following: the Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*); Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 *et seq.*); Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*); Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*); Clean Air Act (sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 U.S.C. § 85 *et seq.*; Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. § 651 *et seq.*); Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951); Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201); Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*); Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 *et seq.*); Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235 (20 U.S.C. § 1001); Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101); Executive Order 12459 (Debarment, Suspension and Exclusion); Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*); Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. § 1352); Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*); Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20; Title VI of the Civil Rights Act of 1964; 28 CFR Part 38 – Partnerships with Faith-Based and Other Neighborhood Organizations; District of Columbia Human Rights Act of 1977, including its prohibitions on sexual harassment, D.C. Official Code § 2-1401.01; District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 *et seq.*; Universal Paid Leave Amendment Act of 2016, effective April 7, 2017 (D.C. Law 21-264; D.C. Official Code § 32-541.01 *et seq.*).

16. Grantee will promptly refer to DMPSJ and, if applicable, DOJ's Office of the Inspector General, any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
17. Grantee agrees that information on race, sex, national origin, age and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
18. In accordance with the Office of the Deputy Mayor for Public Safety and Justice Transparency Act of 2022, effective September 21, 2022 (D.C. Law 24-167; D.C. Official Code § 4-571.01), DMPSJ will publish during the Fiscal Year a summary containing information of each grantee's funded project scope, budget, funding source, award date, duration of award, activities, timelines, performance, and appropriate financial information. All grantees will be required to promptly provide all information necessary to achieve this purpose. Failure to comply with this requirement will result in a failure to comply with the Conditions of the Grant Award.

G. RIGHTS IN DATA AND MATERIALS PRODUCED PURSUANT TO THIS AGREEMENT

1. Where activities supported by this Grant Agreement and award produce original computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings or other graphical representation, intellectual property, and works of any similar nature (the term computer programs includes executable computer programs and supporting data in any form), DMPSJ has the right to use, duplicate, and disclose, in whole or in part in any matter for any purpose whatsoever and have others, do so. If the material is copyrightable, Grantee or subgrantee may copyright such, but DMPSJ reserves a royalty-free non-exclusive and irreversible/irrevocable license to reproduce, publish, and use such materials, in whole or in part and to authorize others to do. Grantee or subgrantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts under the Grant Agreement.
2. Grantee may publish or announce the results of grant activity, e.g. computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature, provided that there is prior review and written approval by DMPSJ no less than 30 days prior to the intended announcement or publishing date, and provided that any publication (written, visual, or sound) contains an acknowledgment of DMPSJ and any applicable federal agency. Copies of any such publication must be furnished to DMPSJ not less than 45 days prior to public release, except when otherwise requested or

approved by DMPSJ. Failure to do so may result in suspension of funds or make the program ineligible for future funding.

Acknowledgement of DMPSJ shall read: *This _____ was produced by _____ under [enter grant number], awarded by the Office of the Deputy Mayor for Public Safety and Justice, Executive Office of the Mayor, District of Columbia. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the Executive Office of the Mayor.*

3. If the grant program produces patentable items, patent rights, processes, or inventions in the course of the work sponsored by grant funds, such facts must be promptly and fully reported to DMPSJ. Unless there is a prior agreement between the grantee and DMPSJ on the disposition of such items, DMPSJ will determine whether protection on the invention or discovery will be sought. DMPSJ will also determine how its rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839).
4. Grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with grant money, it will clearly state: (1) the percentage of the total cost of the program or project that will be financed with grant money, (2) the dollar amount of grant funds for the project of program, and (3) an acknowledgment of DMPSJ grant support.
5. In the event that DMPSJ terminates this Grant Agreement or Grantee decides to unilaterally terminate the Grant Agreement, DMPSJ retains the right to, at its sole discretion, request Grantee to immediately return to DMPSJ any patentable items, rights, processes, inventions, computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature technological equipment or supplies partially or fully acquired with funds provided by this grant. Failure to do so may result in the commencement of legal actions against Grantee and may make the program ineligible for future funding.

H. RECORDS

1. Appropriate grant records and accounts will be maintained and made available for review and audit as prescribed by federal and District laws and regulations.
2. All grant records shall be maintained for at least three (3) years after the close of the award, or parent federal award if applicable, or until an audit is completed and/or any litigation is resolved and all questions rising there from are resolved, whichever is later.

These records and supporting documentation must be sufficient for the D.C. Inspector General's auditors or a certified independent auditor (one who is not an employee grantee or subgrantee or a member of the grantee or subgrantee's board of directors) to audit the project records and determine whether the costs incurred and billed are reasonable, allowable and necessary under the terms of the grant.

3. DMPSJ has the sole right to, at any time, request reports that contain data generated from a project partially or fully funded by the agency. Grantee or subgrantee will immediately provide this data upon request. Failure of Grantee or subgrantee to maintain a programmatic reporting system, deliver the requested information to DMPSJ, or otherwise maintain and make available grant records and accounts pursuant to this agreement may result in suspension of payment, termination of the agreement, or make the organization ineligible to receive future funds.

I. MONITORING

1. The Grant Manager, or his or her designee, will monitor the financial and programmatic management systems used by grantee or subgrantee in the execution of the terms and conditions of the grant agreement.
2. The Grant Manager, or his or her designee, may make at least one site visit to the service facilities of the grantee or subgrantee. Failure of Grantee or subgrantee to maintain a financial, programmatic, and data management system that will assure the terms of the grant are met may result in suspension of payment or termination of the grant and debarment of future funds.
3. Grantee or subgrantee will be evaluated during the grant period in order to assess program and organization performance. Grantee agrees to comply with any additional requirements that may be imposed by DMPSJ based on this evaluation.

J. GRANT PERIOD

The period of this Grant Agreement shall be from October 1, 2024 to September 30, 2025.

K. GRANT START UP AND TERMINATION

1. Grantee is required to register in the System for Award Management and maintain a current registration during the grant period.
2. Within 30 days after receipt of the grant award, Grantee shall implement a protocol to ensure Grantee's or subgrantee's funds are not commingled with funds from other District or federal agencies. Each award must be accounted for separately.
3. Grantee is responsible for notifying DMPSJ in writing in a timely manner if either all the grant funds will not be utilized per the grant award and grant agreement, or the project will be terminated at an earlier date than indicated on the grant award and grant

agreement. If the project has not commenced within 60 days of the starting date or if project personnel have not been hired within 30 days of the project start date, an explanation of the steps taken to initiate the project, the reason(s) for delay, and the expected commencement date must be submitted in writing to DMPSJ.

4. If 90 days after Grantee's receipt of grant funds adequate project funds have not been expended, DMPSJ reserves the right to terminate the award. At such time, DMPSJ staff will determine whether the delays are excessive or unwarranted. If appropriate, DMPSJ may terminate the grant agreement and reallocate funds to other projects.
5. This Grant Agreement and award may be terminated in whole or in part by DMPSJ at any time that DMPSJ finds a substantial failure to comply with the provisions of District of Columbia law and regulations or this agreement, including grant award and grant agreement conditions, approved work plan and outlined goals and objectives or other activities projected in grantee's grant application or award.
6. DMPSJ may terminate this Agreement in whole or in part if DMPSJ and the grantee mutually determine that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds.
7. Where DMPSJ intends to terminate a grant agreement, DMPSJ shall notify the grantee in writing of the intent to terminate the grant agreement and the reasons therefor. The notice shall be delivered by hand, certified mail, courier, delivery service, or electronic mail and shall request the grantee to show cause in writing why the grant should not be terminated in accordance with the provisions under 1096a of DC Official Code § 1-328.11.
8. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.

L. OTHER CONDITIONS

1. Grantee agrees to participate fully in the performance management and evaluation initiatives administered by the DMPSJ during the period of this Grant Agreement. Grantee understands that evaluation may consist of an evaluation of administrative structure, as well as programmatic services that are both funded and unfunded by the DMPSJ. Grantee understands that performance measure reports are due no later than the 15th day after the end of the quarterly reporting period. Failure to deliver timely performance measures or participate fully in the evaluation process may result in a delay in reimbursement funding and may lead to a reduction in funding or debarment of future funds.
2. Grantee must participate in DMPSJ-sponsored training events, technical assistance events, or conferences held by DMPSJ or its designees, upon DMPSJ's request.

3. Grantee understands Safe Passage Ambassador personnel hours not allocated to a regular school day coverage will be *deobligated or* used to support DMPSJ Go-Team initiatives held throughout the year, *wherein Ambassadors will provide community engagement and monitoring services to select communities during select hours for select holidays* DMPSJ will provide grantee guidance and information regarding staffing needs at least 21 days before the event.
4. Key grantee personnel shall not engage in any outside employment, private business activity, or other interest that is reasonably likely to interfere with the employee's ability to perform their job, constitute as a conflict of interest, or which may impair the efficient operation of the grant and grant-related activities.
5. Safe Passage Ambassadors are allowed to have outside employment/compensation activities; however, the non-Safe Passage employment/compensation activity schedule may not overlap or otherwise impede upon the Safe Passage Ambassador Tour of Duty.
6. Grantee understands and agrees to abide by the [DMPSJ Safe Passage Standard Operating Procedures Manual](#) and any future iterations of the manual provided by DMPSJ.
7. Upon delivery of a signed lease agreement provided to DMSPJ for the FY25 Safe Passage office space in Southeast Washington, DC, DMPSJ will amend the grantee's FY25 Safe Passage budget agreement to reflect a maximum expenditure of the SE space of \$48,000 (or \$4,000 per month) for a FY25 annual lease term.

M. GRANT ADMINISTRATOR

The Grant Administrator for this grant agreement will be **Ciatta Savoy, 202-374-7824, Ciatta.Ramble-Savoy1@dc.gov**, Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, NW, Suite 533, Washington D.C. 20004.

N. AUTHORIZATION OF TERMS AND CONDITIONS OF GRANT

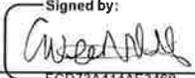
I understand and agree to all of the terms and conditions stated above.

Jennifer L. Porter 10/15/24
 Jennifer Porter, Director Date
 Office of Victim Services and Justice Grants

Lindsey Appiah 10/16/24
 Lindsey Appiah, Deputy Mayor Date
 Office of the Deputy Mayor for Public Safety and Justice

DocuSigned by:
Penelope Griffith 10/8/2024
 Signature of Authorized Official Date

Penelope Griffith, Executive Director
Printed Name and Title of Authorized Official from Grantee Organization

Signed by:  10/8/2024
Signature of President of Board of Directors **Date**

Charmaine weatherly
Printed Name of President of Board of Directors from Grantee Organization

ATTACHMENT I

APPROVED BUDGET

| BUDGET | | | | | | | |
|-------------------------------|---|---------------|--------|--------|-----------------------------------|--------------------|-----------------|
| A. PERSONNEL | | | | | | | |
| Employee Name | Employee Position | Salary | Rate | FTE | Time Worked (# of hours, days) | Percentage of Time | Total Cost |
| Penelope Griffith | Executive Director | \$ 250,000.00 | Annual | 0.05 | 40 | 5% | \$ 12,500.00 |
| Annoinette Murphy | Chief Operation Officer | \$ 165,000.00 | Annual | 0.05 | 40 | 5% | \$ 8,250.00 |
| TBD | Chief Financial Officer | \$ 175,000.00 | Annual | 0.05 | 40 | 5% | \$ 8,750.00 |
| Brenda Chandler | Human Resources Director | \$ 148,000.00 | Annual | 0.20 | 40 | 20% | \$ 29,600.00 |
| Rachel Carter | Human Resources Assistant | \$ 75,000.00 | Annual | 1.00 | 40 | 100% | \$ 75,000.00 |
| Racquel Russ | Senior Accountant | \$ 90,000.00 | Annual | 1.00 | 40 | 100% | \$ 90,000.00 |
| Carlton Sauls | Director of Community Services - Travel Allowed | \$ 130,000.00 | Annual | 0.50 | 40 | 50% | \$ 65,000.00 |
| Lolita Griffin | Senior Program Manager-Travel Allowed | \$ 85,000.00 | Annual | 1.00 | 40 | 100% | \$ 85,000.00 |
| Eric Morris | Program Manager - Travel Allowed | \$ 80,000.00 | Annual | 1 | 40 | 100% | \$ 80,000.00 |
| Latoya Smith | Program Assistant - Travel Allowed | \$ 65,000.00 | Annual | 1 | 40 | 100% | \$ 65,000.00 |
| Rubio Gomez | Supervisor-1 - Bilingual- travel Allowed | \$ 65,000.00 | Annual | 1 | 40 | 100% | \$ 65,000.00 |
| Marion Randall | Supervisor-2 - Travel Allowed | \$ 60,000.00 | Annual | 1 | 40 | 100% | \$ 60,000.00 |
| Beatrice Jackson | Supervisor-3 - Travel Allowed | \$ 60,000.00 | Annual | 1 | 40 | 100% | \$ 60,000.00 |
| Norman Edwards | Supervisor-4 - Travel Allowed | \$ 60,000.00 | Annual | 1 | 40 | 100% | \$ 60,000.00 |
| Victor Battle | Program Manager - Travel Allowed | \$ 80,000.00 | Annual | 1 | 40 | 100% | \$ 80,000.00 |
| Charles Smith | Program Assistant - Travel Allowed | \$ 65,000.00 | Annual | 1 | 40 | 100% | \$ 65,000.00 |
| Tanisha Murden | Supervisor 5- Travel Allowed | \$ 60,000.00 | Annual | 1 | 40 | 100% | \$ 60,000.00 |
| Ikea Smith | Supervisor 6- Travel Allowed | \$ 60,000.00 | Annual | 1 | 40 | 100% | \$ 60,000.00 |
| Jermaine Clark | Supervisor 7- Travel Allowed | \$ 70,000.00 | Annual | 1 | 40 | 100% | \$ 70,000.00 |
| Total Admin | | | | 14.85 | | | \$ 1,095,100.00 |
| Columbia Heights - Team of 18 | Ambassadors | \$ 27,675.00 | Annual | 18 | 25 | 100% | \$ 498,150.00 |
| Petworth - Team of 26 | Ambassadors | \$ 27,675.00 | Annual | 26 | 25 | 100% | \$ 719,550.00 |
| Congress Heights Team of 30 | Ambassadors | \$ 27,675.00 | Annual | 30 | 25 | 100% | \$ 830,250.00 |
| Tenleytown - Team of 10 | Ambassadors | \$ 27,675.00 | Annual | 10 | 25 | 100% | \$ 276,750.00 |
| Fort Totten - Team of 8 | Ambassadors | \$ 27,675.00 | Annual | 8 | 25 | 100% | \$ 214,400.00 |
| Total Ambassadors | | | | 92 | | | \$ 2,546,100.00 |
| Total Salaries | | | | 106.85 | | | \$ 3,645,200.00 |

| Narrative | |
|---|--|
| <p>Pendolpe Griffith, Executive Director will provide leadership of this project and primarily be responsible for helping to shape the vision, and provide ongoing training to staff and partners on critical incident responses, safety planning, community engagement, Solution Focused Brief Therapy (SFBT), and Trauma Informed Care. (Annual Salary \$250,000 x 5% for 12 months)= \$12,500</p> <p>Antonnette Murphy, Chief Operations Officer, will provide program oversight and consultation; provide problem-solving support; work with the Executive Director to develop long-term strategic goals to integrate the continuum of services. (Annual Salary \$165,000 x 5% for 12 months)= 8,250</p> <p>TBH, Chief Financial Officer, will provide fiscal oversight to ensure budget compliance and timely completion of financial reports (Annual Salary \$175,000 x 5% for 12 months)= \$8,750</p> <p>Brenda Chandler, Director of HR, This position will recruit, interview, and facilitate the hiring of qualified job applicants for Safe Passage open positions; collaborates with departmental managers to understand skills and competencies required for openings. He/She will also review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications. In addition, conduct or acquire background checks and employee eligibility verifications. (Annual Salary \$148,000 x 20% for 12 months)= \$29,600</p> <p>Rachel Carter HR Assistant, This position will assist the Human Resource manager by arranging schedules for interviews, posting positions, and generating reports to ensure compliance with HR policies and trainings. (Annual Salary \$75,000 x 100% for 12 months)</p> <p>Senior Accountant under the supervision of the Controller will spend time processing all program related invoices, Flex funds, staff payroll, and preparation of all supporting documentation for submission of the financial report. (Annual Salary \$90,000 x 100% for 12 months)</p> <p>Carlton Sauls, Director of Community Services under the supervision of the Executive Director and Chief Operations Officer: will provide leadership, plan the implementation process and develop long term strategic goals of the program, as well as, engaging partner agencies and organizations to adhere to the funders requirements. (Annual Salary \$130,000 x 50% for 12 months)=65,000</p> <p>The Sr. Program Manager will assist the Community Service Director in overseeing the coordination and administration of all aspects of the program including planning, organizing, leading, and controlling program activities. Managing the Program Managers to ensure the outcomes of the program objectives and reporting monthly outcomes to data management. (Annual Salary \$85,000 x 40.00% for 12 months)</p> <p>Eric Morris and Victor Battle: Program Managers under the supervision of the Senior Program Manager, the Program Managers will provide oversight of the safety of children to and from school, guiding direction to partner schools, neighborhood businesses and recreation centers to support the safe passage of students as described in the program narrative, ongoing community development, and supervision of staff. Work with Program Monitor to complete program reporting and facilitate meeting. Triage emergency situations and managing the daily schedule of the team. (Annual Salary \$80,000 x 100% for 12 months) times 2</p> | |
| <p>Lateya and Charles Smith: Program Assistants will assist the Program Manager with scheduling Outreach Ambassadors, payroll documentation, and client tracking to ensure the supporting documentation, data and file Audit are done in a timely fashion. (Annual Salary \$65,000 x 100% for 12 months) times 2</p> | |
| <p>Noel Rubio-Bi Lingular, Supervisor/Community Liaison Safe Passage Ambassadors, meet with designated partners, as well as work with the program monitor evaluator to complete program reporting. (Annual Salary \$65,000 x 100% for 12 months)</p> | |
| <p>Marion Randal - Supervisor/Community Liaison will oversee the designated Safe Passage Ambassadors, meet with designated partners, as well as work with the program monitor evaluator to complete program reporting. (Annual Salary \$60,000 x 100% for 12 months) -----Beatrice Jackson, Supervisor/Community Liaison will oversee the designated site for Safe Passage Ambassadors, meet with designated partners, as well as work with the program monitor evaluator to complete program reporting. (Annual Salary \$60,000 x 100% for 12 months)-----Tanisha Murden - Supervisor/Community Liaison will oversee the (designated site) Safe Passage Ambassadors, meet with designated partners, as well as work with the program monitor evaluator to complete program reporting. (Annual Salary \$60,000 x 100% for 12 months)</p> | |
| <p>Jermaine Clark-designated site, Supervisor/Community Liaison will oversee Safe Passage Ambassadors, meet with designated partners, as well as work with the program monitor evaluator to complete program reporting. (Annual Salary \$60,000 x 100% for 12 months)</p> <p>Sr Safe Passage Ambassadors at their designated sites will meet with the target school in designated area to identify, recruit, and enroll students/families into the program, meet individually with families and conduct Group sessions and Community engagements events, build and maintain trust and rapport with participants, will develop a network of safe places, safe partners, and safe neighborhoods for youth. Safe Passage Ambassadors are posted on Safe Passage routes to support children traveling to and from school during arrival and dismissal bell times. They can be identified by their neon-colored Safe Passage vests. (Hourly rate \$22.14/hour for 50 weeks @25 hrs per week. The total of 14 days of holidays is already deducted from the regular 52 work weeks in a year) -----Team Lead Timothy Taylor and Jerome Abbott are paid at the rate of \$24 per hour or \$1.86 above the regular ambassador rate of \$22.14 earning them an extra pay amount of 2325 each @ 4,650 both (1.86 times 50 times 25)*2</p> | |

B. FRINGE BENEFITS

| Name | Position | Computation | | Rate | Total Cost |
|---|-------------------------------|-------------------------------------|--|------------------------------|----------------------|
| | | Show the basis for the computation. | | | |
| List each grant-supported position receiving fringe benefits. | | | | | |
| | | Base | | | |
| Penelope Griffith | Executive Director | \$ 12,500.00 | | 26.81% | \$ 3,351.25 |
| Antoinette Murphy | Chief Operating Officer | \$ 8,250.00 | | 26.81% | \$ 2,211.83 |
| TBD | CEO | \$ 8,750.00 | | 26.81% | \$ 2,345.88 |
| Brenda Chandler | HR Director | \$ 29,600.00 | | 26.81% | \$ 7,935.76 |
| Rachel Carter | Human Resources Assistant | \$ 75,000.00 | | 26.81% | \$ 20,107.50 |
| Racquel Rues | Accountant | \$ 90,000.00 | | 26.81% | \$ 24,129.00 |
| Cariton Sauls | Director of Community Service | \$ 65,000.00 | | 26.81% | \$ 17,426.50 |
| Loletta Griffin | Senior Program Manager | \$ 85,000.00 | | 26.81% | \$ 22,788.50 |
| Victor Battle | Program Manager | \$ 80,000.00 | | 26.81% | \$ 21,448.00 |
| Eric Morris | Program Manager | \$ 80,000.00 | | 26.81% | \$ 21,448.00 |
| Latoya Smith | Program Assistant | \$ 65,000.00 | | 26.81% | \$ 17,426.50 |
| Charles Smith | Program Assistant | \$ 65,000.00 | | 26.81% | \$ 17,426.50 |
| Nose Rubio | Supervisor 1 | \$ 65,000.00 | | 26.81% | \$ 17,426.50 |
| Marion Randall | Supervisor 2 | \$ 65,000.00 | | 26.81% | \$ 17,426.50 |
| Beatrice Jackson | Supervisor 3 | \$ 60,000.00 | | 26.81% | \$ 16,086.00 |
| Norman Edwards | Supervisor 4 | \$ 60,000.00 | | 26.81% | \$ 16,086.00 |
| Tamisha Wurdan | Supervisor 5 | \$ 60,000.00 | | 26.81% | \$ 16,086.00 |
| Ikeia Smith | Supervisor 6 | \$ 60,000.00 | | 26.81% | \$ 16,086.00 |
| Jermaine Clark | Supervisor 7 | \$ 70,000.00 | | 26.81% | \$ 18,767.00 |
| Columbia Heights - Team of 18 | Ambassadors | \$ 498,150.00 | | 3.00% | \$ 14,944.50 |
| Perworth - Team of 26 | Ambassadors | \$ 719,550.00 | | 3.00% | \$ 21,586.50 |
| Congress Heights Team of 30 | Ambassadors | \$ 830,250.00 | | 3.00% | \$ 24,907.50 |
| Tenleytown - Team of 10 | Ambassadors | \$ 276,750.00 | | 3.00% | \$ 8,302.50 |
| Fort Totten - Team of 8 | Ambassadors | \$ 221,400.00 | | 3.00% | \$ 6,642.00 |
| Total | | \$ 3,643,200.00 | | | \$ 371,051.71 |
| | | | | TOTAL FRINGE BENEFITS | \$ 371,051.71 |

Narrative

Fringe benefit rate 26.81% of the total salaries for the salaried staff, which includes employer portion of FICA, Medicare/Social Security, Unemployment Insurance, health insurance, workers comp, STD and LTD, retirement plan and life insurance. For Safe Passage Ambassadors, the fringe rate is 3%.

| Purpose of Travel | Location | Type of Expense | Basis | Computation | Quantity | # of Staff | Total Cost |
|--|--|---------------------------|---------------------------|-------------|----------|------------|---------------------|
| Indicate the purpose of each trip or type of trip (training, advisory group meeting) | Indicate the travel destination (if known, virtual is allowable) | Lodging, Meals, etc. | Per day, mile, trip, etc. | Cost | | | |
| Mileage for supervisors, Managers, and program assistant staff (13 staff) | Sites Served- See Identification of Staff Under Travel Costs Allowed in the Person | Gas (Mileage) | Miles | \$ 0.67 | 1148.1 | 13 | \$ 10,000.00 |
| Parking Fees for 1 Van used in transportation of Materials | Sites served | Transportation (Uber/Cab) | Parking Fees | \$ 237.00 | 12 | | \$ 2,844.00 |
| Community Engagement /Pop Up Social Events | Community engagement per priority area | Airfare | Events and Related Costs | \$ 1,000.00 | 10 | | \$ 10,000.00 |
| TOTAL TRAVEL/TRAINING | | | | | | | \$ 22,844.00 |

Narrative
 Mileage for Supervisors, Managers, and Administrative Staff (13) for an average of 4.59 miles per day, five days per week 50 weeks a year @ \$0.67 per mile.

Parking fee for 1 leased van @ \$237/months for 12 months. The Van is required to transport supplies and materials including heavy equipment, tents, coolers and other items required for pop up and outreach events from one location to another. Additionally, the van is also used as a safety measure to ensure youth can safely move around the city.

Outreach supplies are essential to hosting pop up socials, tabling, providing information and engaging with the community. Grantee can seek reimbursement for services needed to host at least one event per month (up to \$1,000/month for 10 months) within their respective Site Passage priority area during school hours.

| Consultant Name/Contract Item | Service Provided | Computation | Basis | Number of Units | Total Cost |
|------------------------------------|------------------|----------------|-------|-----------------|------------|
| | | Unit Cost/Rate | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| | | | | | \$0 |
| TOTAL CONSULTANTS/CONTRACTS | | | | | \$0 |

Narrative
D. CONSULTANTS/CONTRACTS
 Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A copy of

| Item | Computation | Basis | Number/Percent | Total Cost |
|-----------------------|----------------|-------|----------------|--------------------|
| General Supplies | Unit Cost/Rate | | | |
| | \$ 640.00 | | 12 | \$ 7,680.00 |
| TOTAL SUPPLIES | | | | \$ 7,680.00 |

Narrative
 General office supplies and supplies for meetings and outreach purpose. Materials and supplies costs will average \$640/month for 12 months, includes items such as pens, notepads, business cards, binders, and janitorial supplies.

Additional supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors. These costs cover such items as office supplies, computer hardware/software, and other items

| F. EQUIPMENT: | | | | |
|--|----------------------------|-----------------------------|----------------|---------------|
| These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-rependable items that are to be purchased. (NOTE: Organization's own capitalization policy may be used for items) | | | | |
| Item | Computation Unit Cost/Rate | Basis | Number/Percent | Total Cost |
| TOTAL EQUIPMENT | | | | |
| Narrative | | | 0 | \$ 50.00 |
| | | | | |
| G. DIRECT CLIENT ASSISTANCE | | | | |
| Item | Computation Unit Cost/Rate | Basis | Number/Percent | Total Cost |
| TOTAL DIRECT CLIENT ASSISTANCE | | | | |
| Narrative | | | | \$ 50.00 |
| | | | | |
| H. OPERATING COSTS | | | | |
| Item | Computation Unit Cost/Rate | Basis | Number/Percent | Total Cost |
| Printing-Copier Lease | \$ 240.00 | 2 copiers at 1.20 per month | 12.00 | \$ 2,880.00 |
| Lease Van | \$ 916.64 | 833.31 per month +\$1,000 | 12.00 | \$ 10,999.72 |
| Rent 1: Main office | \$ 14,220.10 | 3,435.50 SQF times \$49.67 | 12.00 | \$ 170,641.20 |
| Rent 2: TBD | \$ - | To be determined | 0.00 | \$ - |
| Compliance Fee | \$ 110.00 | 100 FTE times \$1.10 | 100.00 | \$ 11,000.00 |
| Cell Phone | \$ 2,897.70 | 193.18 times 15 times 12 | 12.00 | \$ 34,772.40 |
| IT Service | \$ 1,323.45 | 882.3 times 15 *12 | 12.00 | \$ 15,881.40 |
| TOTAL OPERATING | | | | |
| Narrative | | | | \$ 246,174.72 |
| Copier lease and usage for two copiers, one for each location for the project to print and copy program and financial documents. \$120/month for 12 months per copier. Van lease \$933.31 per month for 1 van for a 2-year lease with 12,000 miles allowance (\$833.31 * 12 plus \$1,000 down payment to provide transportation of materials) | | | | |
| Rent 1: Headquarters, the total rent for current and additional staff includes (3,435.50 square ft * \$49.67 rental cost per sq ft) = \$170,641.29 | | | | |
| Rent 2: CSC is looking for a replacement for the MLW SE location. Upon delivery of a signed lease agreement provided to DMSP for the FY25 Safe Passage office space in Southeast Washington, DC, DMPSI will amend the grantee's FY25 Safe Passage budget agreement to reflect a maximum expenditure of the SE space of \$48,000 (or \$4,000 per month) for a FY25 annual lease term. | | | | |
| Compliance Fee: FBI clearance, CPR Training, drug and alcohol screening (\$110 times 100 staff for all program staff) given a 33% turnover rate. | | | | |
| Cell Phones monthly service plan for 15 staff (\$193.18 * 15 staffs * 12 months) | | | | |
| IT Support maintenance (\$882.3 per month * 15 FTEs * 12 months) | | | | |

| I. INDIRECT COST | |
|---|-----------------|
| Total Program Costs Before Application of Indirect Costs | \$ 4,292,950.43 |
| Less) DMPIS Disallowed Items for Indirect Costs (Tivoli Rent and Leased Van) | \$ 181,640.92 |
| Total Costs Subject to Indirect Costs | \$ 4,111,309.51 |
| Method of Indirect Cost Calculation | Total Cost |
| | \$ 411,131 |
| | \$ 411,131 |
| Narrative | |
| (Not to exceed 10% (de-minimis rate) of the direct cost for cost types are not directly identified such as the Executive team, Director of Finance, HR Director, Administration Support Staff, General Liability Insurance, audit fee and other program related cost. | |

| BUDGET SUMMARY | | DMPIS Grant Funds Requested |
|---|--|-----------------------------|
| BUDGET CATEGORY | | |
| A. Personnel | | \$ 3,645,200.00 |
| B. Fringe Benefits | | \$ 371,051.71 |
| C. Staff Travel/Training/Community Engagement | | \$ 21,844.00 |
| D. Consultants/Contracts | | \$ - |
| E. Supplies | | \$ 7,680.00 |
| F. Equipment | | \$ - |
| G. Direct Client Assistance (Flex Funds) | | \$ 245,174.72 |
| H. Operating | | \$ 4,292,950.43 |
| TOTAL DIRECT COST | | \$ 4,111,309.51 |
| I. Indirect Costs | | \$ 411,130.95 |
| TOTAL PROJECT COST | | \$ 4,704,081.38 |

ATTACHMENT II

WORKPLAN

APPENDIX B: CSC SAFE PASSAGE THEORY OF CHANGE-WORKPLAN

Instructions: Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. **DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.**

| Activity | | Outputs Q1 | Outputs Q2 | Outputs Q3 | Outputs Q4 | Short-Term Outcomes | Mid-Term Outcomes | Long-Term Outcomes |
|---|--|---|---|---|---|---|--|---|
| Project Goal 1 | Reduce incidents of violence in the Congress Heights, NoMa-Gallaudet University, Columbia Heights, Tenleytown, Brookland, Fort Totten and Petworth/Brightwood priority areas | | | | | | | |
| Project Objective 1 | Provide student engagement and monitoring to the Congress Heights, NoMa-Gallaudet University, Columbia Heights, Tenleytown, Brookland, Fort Totten and Petworth/Brightwood priority areas by delivering prevention and intervention supports to students traveling to and from priority schools in the priority area(s). | | | | | | | |
| Project Objective 2 | Provide resources and supports that redirect students from at-risk behaviors and promote student attendance | | | | | | | |
| Inputs (Budget Items) | | | | | | | | |
| Personnel/Fringe: | | | | | | | | |
| 3 FTE Program Managers | Hire 162 SPA within 45 days of contract award. | Staff routes for all designated schools in CSC priority area(s) | Staff routes for all designated schools in CSC priority area(s) | Staff routes for all designated schools in CSC priority area(s) | Staff routes for all designated schools in CSC priority area(s) | Within 45 days of contract award, 100% of safe routes in the priority area will have regular staff coverage to support safe transport of youth. | Decrease in violent incident reports within 1000 feet of schools (MPD Data) | Reduction of acts of violence |
| 3 FTE Program Assistants | | | | | | | | |
| 7 FTE Supervisors | | | | | | | | |
| 1 FTE Team Lead | | | | | | | | |
| 137 PTE Safe Passage Ambassadors | Partner with local business & community entities to create safe spots. | Provide "safe spots" in case of emergency for students and community members in priority areas. | Provide "safe spots" in case of emergency for students and community members in priority areas. | Provide "safe spots" in case of emergency for students and community members in priority areas. | Provide "safe spots" in case of emergency for students and community members in priority areas. | 80% of students will report feeling safer | On at least 85% of daily safe passage routes, the students will engage in or be exposed to no alterations of violence. | Reduction in exposure to acts of violence. |
| 1 FTE Outreach Ambassadors | | | | | | | | |
| 1.5 Program Monitor and Evaluator | | | | | | | | |
| 2 FTE Case Managers | | | | | | | | |
| Operating | | | | | | | | |
| General Supplies/Materials | | | | | | | | |
| Communication (Cell phones/WT/etc.) | | | | | | | | |
| Lease Van | | | | | | | | |
| Printing | | | | | | | | |
| Contractors | | | | | | | | |
| Eccovia Solutions- Client Track License | | | | | | | | |
| Travel | | | | | | | | |
| Mileage/Parking | Conduct quarterly staff training (TIC, RJ, SFBT, etc.) | Conduct staff training (TIC, RJ, SFBT, etc.) | Conduct staff training (TIC, RJ, SFBT, etc.) | Conduct staff training (TIC, RJ, SFBT, etc.) | Conduct staff training (TIC, RJ, SFBT, etc.) | 85% of students will report positive interactions with staff. | Student behavior will improve | Increase in positive community bonds with "safe space" locations. |
| | Participate in school/community events with Safe Passage Partners | Ongoing student engagement via school/community events | Students will be aware of positive school/community activities | Students will increase attendance in school/community events. | Increase in pro-social behavior. |
| Impact | Overall decrease in the number of violent incidents and crimes impacting students aged 12-21 in the target community. | | | | | | | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

September 9, 2024

Mr. Glen O’Gilvie, CEO
Center for Nonprofit Advancement
1717 K Street, NW
Suite 900
Washington, DC 20006

Re: Fiscal Year 2025 Award - Safe Passage, Safe Blocks

Dear Mr. O’Gilvie,

Congratulations on your grant award. Please review the Grant Award and Grant Agreement carefully and return signed copies via ZoomGrants™ by Monday, September 16, 2024.

This grant has been approved as follows:

| | |
|-----------------------|--------------------------------------|
| Project Title: | Safe Passage, Safe Blocks |
| Award Amount: | \$630,990.53 |
| Award Period: | October 1, 2024 – September 30, 2025 |
| Grant Award #: | 2025-SPSB-CNA-1001 |

Please read the Grant Agreement to become familiar with all conditions of the award. This award is subject to all administrative and financial requirements including the special conditions listed. **Please initial the bottom of each page of the grant agreement and sign page 14.** Failure to comply with all requirements will result in a violation of the terms of this agreement and the award will be subject to termination or other administrative actions as appropriate.

ZoomGrants™ electronic grants management system will be used for all reporting and correspondence regarding FY25 grant awards.

DMPSJ is available for technical assistance to meet your FY25 grant requirements. Technical assistance and program administration is provided by Ciatta Savoy, Safe Passage Program Advisor. You can reach her at Ciatta.Ramble-Savoy1@dc.gov or 202.374.7825.

Sincerely,
Nicole Peckumn
Chief of Staff
The Office of the Deputy Mayor for Public Safety and Justice

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY
AND JUSTICE**



GRANT AWARD

| | |
|--|---------------------------------------|
| ORGANIZATION: Center for Nonprofit Advancement | |
| ADDRESS: 1717 K Street, Suite 900, Washington, DC 20006 | |
| PROJECT TITLE: Safe Passage, Safe Blocks | |
| FEDERAL GRANT NUMBER: N/A | EIN: 52-1139669 |
| DMPSJ GRANT NUMBER: 2025-SPSB-CNA-1001 | ALN: N/A |
| GRANT PERIOD: October 1, 2024 – September 30, 2025 | AWARD DATE: September 13, 2024 |
| FUNDING SOURCE: Local | FISCAL YEAR: 2025 |

| BUDGET DETAILS | APPROVED BUDGET | MATCH (if applicable) | OTHER FUNDING SOURCE |
|-----------------------|---------------------|--------------------------|----------------------|
| PERSONNEL | \$489,475.00 | \$ | \$ |
| FRINGE BENEFITS | \$44,052.75 | \$ | \$ |
| TRAVEL/TRAINING | \$0 | \$ | \$ |
| CONTRACTS/CONSULTANTS | \$29,800 | \$ | \$ |
| SUPPLIES/ | \$0 | \$ | \$ |
| EQUIPMENT | \$0 | \$ | \$ |
| FLEX FUNDS | \$0 | \$ | \$ |
| OPERATING COSTS | \$10,300 | \$ | \$ |
| DIRECT COSTS | \$573,627.75 | \$ | \$ |
| INDIRECT COSTS | \$57,362.78 | \$ | \$ |
| TOTAL AMOUNT | \$630,990.53 | | |

| PROGRAMMATIC CONTACT | | FINANCIAL CONTACT | |
|----------------------|--|-------------------|--|
| NAME: | Philesconio Canty | NAME: | Erica Waller |
| TITLE: | Program Manager | TITLE: | Chief Financial Officer |
| PHONE: | 202-409-7406 | PHONE: | 202-457-0540 |
| EMAIL: | EZAStreetdmv@gmail.com | EMAIL: | Ericaw@non12rofitadvancement.org |

| OVSJG FINANCIAL GRANT MANAGER | | | |
|-------------------------------|---------------------------------|---------------|--|
| NAME: | Tawana R. Stewart | PHONE: | 202-727-1305 |
| TITLE: | Deputy Director, Justice Grants | EMAIL: | Tawana.stewart@dc.gov |

| DMPSJ PROGRAM GRANT MANAGER | | | |
|-----------------------------|-----------------|---------------|--|
| NAME: | Ciatta Savoy | PHONE: | 202-374-7825 |
| TITLE: | Program Advisor | EMAIL: | Ciatta.Ramble-Savoy1@dc.gov |

AWARD CONDITIONS
SEE TERMS AND CONDITIONS OF THE GRANT AGREEMENT

| | | | |
|-----------|---|------|-----------|
| Signature | <i>Jennifer L. Porter</i> | Date | 10/1/2024 |
| | Director, OVSJG | | |
| Signature | <i>Judrey Appiah</i> | Date | 10/1/24 |
| | Deputy Mayor for Public Safety and Justice | Date | 9/16/2024 |
| Signature | Signed by: <i>Darryl Maxwell</i> | Date | 9/21/2024 |
| | Authorized Official from Grantee Agency | | |
| Signature | President of Board of Directors from Grantee Agency | Date | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the Deputy Mayor for Public Safety and Justice

GRANT AGREEMENT

ORGANIZATION: Center for Non-Profit Advancement

PROJECT TITLE: Safe Passage, Safe Blocks

DMPSJ GRANT #: 2025-SPSB-CNA-1001

DIFS #: Local Funds

WHEREAS, a grant has been awarded from LOCAL funds by the District of Columbia Office of the Deputy Mayor for Public Safety and Justice (“DMPSJ”) to be administered by the **Center for Non-Profit Advancement**,

NOW, THEREFORE, it is hereby agreed by and between the DMPSJ and **Grantee** that:

A. FUNDING AND SERVICES TO BE PROVIDED BY Grantee:

The total amount of funds awarded to Grantee for this program is \$630,990.53. These funds will be used to support the expenses listed in Attachment 1 to this Agreement (“Approved Budget”), which will be used to complete the activities that achieve the goals and objectives listed in Attachment 2 (“Approved Theory of Change/Work Plan”) to this Agreement.

The Grantee shall maintain and operate in accordance with an DMPSJ approved budget and workplan throughout the grant award period. The budget and workplan shall be maintained on required DMPSJ templates.

DMPSJ reserves the right to approve or deny requests for modification of the budget and workplan. The Grantee shall not modify the budget or workplan prior to DMPSJ approval and any proposed modifications must be submitted in accordance with DMPSJ policies and procedures.

B. EXPENDITURE AND PAYMENT PROVISIONS

1. The enclosed Approved Budget is made part of the final grant proposal and Grant Award. Where this notice modifies the project budget submitted in the original grant application by this Award, it represents final approved expenses for the project and governs expenditures accordingly. ***Grant funds may not be expended for items not part of the budget approved by DMPSJ.*** Grant funds may not be expended beyond the approved budget categories without prior approval and a Grant Adjustment Notice

approved by DMPSJ. A summary of the approved budget categories are listed on the Grant Award.

2. All funds awarded to Grantee or subgrantee pursuant to this Grant Agreement will be expended for the purpose(s) and activities set out in the grantee or subgrantee's proposal/application as amended and approved by DMPSJ, which is hereby made a part of this Grant Agreement.
3. Grant funds shall be expended in accordance with the cost principles delineated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, A Rule by the Management and Budget Office, Publication date: December 26, 2013. Electronic copies can be found at:
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
4. The Grantee should, at a minimum, request cost reimbursements using the "Request for Funds" form on a quarterly basis. Reimbursements are due on the 15th of the month following the end of the reporting period or the next business day should the due date be on a weekend or holiday, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, (January 15, April 15, July 15, October 10). If more frequent reimbursements are needed, the grantee should contact their DMPSJ Grant Manager informing them of the situation and submit a written request seeking approval of a different reimbursement period.
5. Reimbursement requests that are not submitted by the established due date are subject to late review by DMPSJ and may not be reviewed by DMPSJ until the following reimbursement period. Therefore, this may result in a delay of funding for the organization.
6. Requests for reimbursements will not be processed until all required or requested financial forms, supporting documentation, and programmatic reports for the current and previous quarters have been received, and the grantee or subgrantee has met all outstanding DMPSJ information requests.
7. Grantee may request an advance payment to cover expenses for up to a 30-day period. Advance payments must be deposited and maintained in insured accounts whenever possible. Interest earned on advance payments deposited in interest bearing accounts must be remitted annually to the DC Treasury in the manner prescribed by DMPSJ. Repeated advance requests may affect Grantee's risk status assessment.

Failure to submit programmatic and reimbursement requests in a timely manner may result in Grantee or subgrantee being placed on "High Risk" status and/or may result in termination of the Grant Agreement and award.
8. DMPSJ reserves the right to withhold reimbursement request approvals and disbursement of funds if the Grantee is found to be out of compliance with the terms

and conditions of this award and fails to remedy any deficiencies within a reasonable time as solely determined by DMPSJ. DMPSJ shall determine the extent of the disbursement to be withheld in its sole discretion.

9. DMPSJ shall make payment(s) on paid invoiced amounts in accordance with the approved grant budget and as cited above after all requested or required supporting documentation has been validated by the DMPSJ Grant Manager. In general, the grantee or subgrantee should expect to receive funds by no later than 30 business days, after DMPSJ approval of a complete and accurate request for reimbursement.
10. In order to receive payment, Grantee shall submit a signed "Request for Funds" form and requested or required supporting documentation of actual expenditures as described in Section D.1. Typing the name of the Grantee on the form will not be accepted as a valid signature.
11. In accordance with the Nonprofit Fair Compensation Act of 2020 ("NFCA"), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01 *et seq.*) a nonprofit organization may be compensated for indirect costs incurred in provision of goods or performance of services within the terms of any grant or contract with the District. Nonprofits are required to be compensated at the same rate, if any, the nonprofit has negotiated with the federal government for a current federal contract or grant, known as a Negotiated Indirect Cost Rate Agreement ("NICRA"). To be reimbursed its NICRA, the organization must include their agency determination letter and relevant documentation in their application for funding. If the nonprofit organization does not have a NICRA, the nonprofit may elect to be reimbursed at a ten percent de minimis rate, at a new rate negotiated with DMPSJ, at a rate negotiated with any District agency in the previous two years, or at a rate determined by a certified public accountant in accordance with the requirements of the NFCA.
12. Notwithstanding any other provisions of these Terms and Conditions, including but not limited to provisions pertaining to funding or the Grant amount, [the Terms and Conditions of this grant agreement] are and shall remain subject to the fourth sentence of section 446 of the Home Rule Act, D.C. Official Code §1-204.46, the federal Anti-Deficiency Act, 31 U.S.C. §1341 *et seq.* and the District Anti-Deficiency Act, D.C. Official Code §47-355.01 *et seq.* No provision contained in these Terms and Conditions shall be construed as a multi-year financial obligation to the Grantee on the part of the Grantor or the District.

D. FINANCIAL MANAGEMENT AND AUDIT

1. Project expenditures shall be based on actual costs incurred by the Grantee or subgrantee and supported by detailed documentation (i.e., vouchers, receipts, paid invoices, paid checks, executed timesheets, and payroll registers, etc.). This applies to petty cash, miscellaneous office expenditures and all other expenditures. Each request must include submissions of the required forms as well as submissions in electronic

form of all required or requested supporting documentation for the identified expenditures.

2. This documentation is to be submitted to the Grant Manager via the grant management system selected by DMPSJ.
3. The Grantee is prohibited from co-mingling funds with other programs or projects, and funds specifically budgeted and or received for one project may not be used to support another.
4. Grantee must have a system to track service delivery, client interactions, program activities, etc., and must ensure that activities are attributed to the appropriate source of funds.
5. Grantee is prohibited from reporting the same activity or personnel time and effort details to multiple programs or grantors.
6. **All** personnel funded in whole or in part under this grant must be identified by name. Using an DMPSJ Grant Adjustment Notice Form (“GAN”), the Authorized Official or Project Director must give written notification within fifteen (15) days of any changes in project personnel. In addition, accurate time and attendance records must be kept for all personnel hired or employed under this project. If this process is not followed, the Grantee or subgrantee may be subject to only being reimbursed for the new employee’s costs as of the date that DMPSJ was informed in writing of the hire.
7. **All** unallowable or unsupported costs, as determined by either a desk review or site visit or performed by DMPSJ or an official audit, shall be refunded to DMPSJ within ninety (90) days of notification by DMPSJ. If this period significantly impedes the ability of the Grantee or subgrantee to continue its operations, it may submit a letter to DMPSJ requesting a modification of this timeline with a proposed schedule of repayment. DMPSJ reserves the right to accept, reject, or meet with the Grantee or subgrantee to discuss this request.
8. The fiscal administration of the grant shall conform to the generally accepted accounting principles recognized by the Financial Accounting Standards Board, set forth in the most current edition of OVSJG’s Grant Management Policies and Procedures Manual. Electronic copy can be found at <http://OVSJG.dc.gov>.
9. Grantee must obtain prior written approval from DMPSJ for **all** requests for changes or modifications to **any** portion of the Grant Agreement and award. Requests must be submitted within 15 days of the change or occurrence and require the written approval of the DMPSJ to become effective. Failure to submit this request within the 15-day period may result in suspension of payment or denial of a relevant reimbursement. In addition, all requests must be submitted on the approved DMPSJ GAN provided to the Grantee or subgrantee at the start of the Fiscal Year, and available in DMPSJ’s grant management system.

Grantee may submit a Grant Adjustment Notice up to thirty (30) days prior to the end of the project. For grants with an award period of October 1 - September 30, the Grant Adjustment Notice must be submitted by August 31st of the relevant fiscal year. While there is no limit to the number of Grant Adjustment Notices that can be submitted, Grantee should be judicious in its submissions, and DMPSJ reserves the right to limit the number or scope of any Grant Adjustment Notices.

10. The Director of DMPSJ and the D.C. Inspector General, or any of their duly authorized representatives, shall have access for purposes of audit and examination of any books, documents, papers, and records of the Grantee related to this grant project at any time, including those records that are identifiable to clients if those records are necessary to validate reports that were submitted by the Grantee or subgrantee.
11. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period without advance written approval by DMPSJ.
12. All contracts relating to or deriving from the grant must be procured using an established organization approved process. Records must be maintained of the procedure used, a minimum of three (3) bids must be received (if competed), and the rationale for final decisions must be documented. This information must be delivered to DMPSJ promptly upon request. Failure to provide this information may result in denial of funds. Furthermore, in the event that grantee or subgrantee is seeking an advance of funds to enter into a contract, this information must be provided to and approved by DMPSJ before an advance can be authorized.
13. If Grantee or subgrantee expends \$750,000.00 or more in federal or District funds, Grantee is required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Requirements"), released December 26, 2013, and codified at 2 C.F.R. Part 200. A copy shall be sent to DMPSJ within thirty (30) days of receipt by the Grantee or subgrantee. Failure to do so shall be considered a significant violation of this Grant Agreement and may result in cancellation of this Award.
14. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$81.25 per hour or \$650.00 for an eight-hour day (excluding travel and subsistence costs), a written **prior approval** is required from DMPSJ. Prior approval requests require additional justification. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. This does not mean that the rate can or should be \$81.25 per hour or \$650.00 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates in excess of \$81.25 per hour or \$650.00 a day that are part of the

original application with appropriate justification and supporting data will be reviewed on a case-by-case basis.

15. If the award amount is \$25,000.00 or more, Grantee or subgrantee is required to register in the System for Award Management (SAM), <https://sam.gov>, which also requires them to have a Unique Entity Identifier (UEI) number. Grantee or subgrantee is required to maintain a current registration in the SAM and UEI number during the grant period.
16. All grantees or subgrantees will be trained by DMPSJ on the financial reporting process and its reporting system.

E. REPORTING SCHEDULE

1. Grantee or subgrantee must furnish quarterly programmatic, financial, and/or performance measure progress reports to DMPSJ within fifteen (15) days after the end of each quarter, except for the last quarter of the fiscal year which will need to be submitted within ten (10) days after the end of the quarter, as described below. The reports will reflect the progress and implementation of the project for which the funds have been granted and the funds expended to date if significant changes are indicated in the work plan, spending plan (by budget line item and by project objectives) and staffing plan which comprised the grant's implementation plan. All reports must be submitted in the format required by the DMPSJ.

Reporting Schedule for Programmatic and Financial Reports

| <u>Reporting Period</u> | | <u>Report Due</u> |
|--------------------------|-------------------------|--------------------------|
| 1st Quarter: | October 1 – December 31 | January 15 th |
| 2 nd Quarter: | January 1 – March 31 | April 15 th |
| 3 rd Quarter: | April 1 – June 30 | July 15 th |
| 4 th Quarter: | July 1 – September 30 | October 10 th |

2. Grantee or subgrantee must submit quarterly financial reports to the Grant Manager. The financial reports will be itemized according to the approved budget and cost categories for the grant. If match funds are required, a separate expenditure report must accompany each quarterly financial report.
3. It is the responsibility of Grantee or subgrantee to submit all financial and programmatic reports in accordance with the schedule in Section (E)(1). Failure to provide programmatic and financial reports and their supporting documents (when required) in a timely manner may result in a suspension of funds or make the program ineligible for future funding.
4. Grantee and/or subgrantee agrees to promptly comply with any other reporting requirements that may be placed on the project.

5. The grantee and/or subgrantee must periodically provide criminal justice and demographic related information to DMPSJ from the project file to assist DMPSJ in fulfilling its federal and District requirements for information on justice events and activities in the District of Columbia. The schedule for the grantee or subgrantee to submit information will be determined by request from DMPSJ. DMPSJ will make these requests in writing, stating the reason for the data. DMPSJ will make its requests for information in a manner that is timely and considerate of the grantee or subgrantee's work schedule whenever possible.
6. The grantee and/or subgrantee must maintain all data applicable to the Grant Award and Grant Agreement for a period not less than three (3) years from date of the grant's closing.
7. Disbursements may not be released if reports are delinquent.

F. COMPLIANCE AND ASSURANCES

1. In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, Grantee and/or subgrantee agrees not to discriminate against any protected populations, in hiring or the provision of services. In addition, grantee and/or subgrantee agrees to notify DMPSJ within 48 hours of any and all employee or beneficiary formal complaints of discrimination against any and all employee units within 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 but are not limited to, the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01 *et seq.*; the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended (34 U.S.C. § 11182(b)); the Violence Against Women Act (VAWA) of 1994, as amended (34 U.S.C. § 12291(b)(13)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701); Title II of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12111 *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 through 1688); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107); and 28 CFR pt. 38 – Partnerships with Faith-Based and Other Neighborhood Organizations;. Furthermore, Grantee agrees to maintain DMPSJ informed on the status of any complaint filed pursuant to all applicable federal and District non-discrimination requirements. Failure to provide this information or any updates constitutes a breach of this Agreement and may result in a suspension of funds or make the program ineligible for future funding.
2. In the event a federal or District court or administrative agency makes a finding of discrimination after a due process hearing, the grantee must forward a copy of the finding to the DC Office of the Deputy Mayor for Public Safety and Justice, 1350

Pennsylvania Avenue, NW, Suite 533, Washington, DC, 20004. Grantee and/or subgrantee is also required to provide DMPSJ a summary and copy of any settlement reached in any of these cases.

3. The grantee agrees to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. The poster is available for download at <http://ohr.dc.gov/publication/equal-employment-opportunity-poster>.
4. Grantee must certify that it will provide meaningful access to its services to individuals who have limited or no English Proficiency in accordance with the Language Access Act of 2004, as amended (D.C. Official Code § 2-1931 *et seq.*) and will document in DMPSJ's grants management system on a quarterly basis the number of encounters with individuals with limited or no English proficiency.
5. In accordance with D.C. Official Code § 47-138, no funds (either federal or local) appropriated for the government of the District of Columbia may be used to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.
6. In accordance with 28 CFR Part 38, grantee will not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the funded program or services. If grantee conducts such activities, the activities must be offered separately, in time or location, from the funded program or services and participation must be voluntary for beneficiaries of the funded programs or services.
7. Grantee will have on file a current Equal Employment Opportunity Program (EEOP) plan in accordance with 28 CFR 42.301 *et seq.*
8. Grantee agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9) for all relevant personnel.
9. Grantee will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the Federal Government to maintain a drug-free workplace.
10. Grantee certifies that neither it nor its principals or its contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any District department or agency.
11. Grantee assures that grant funds will not be used to supplant District or federal funds but will be used to increase the amounts of such funds that would be made available for the purposed projects.

12. Grantee or subgrantee agrees to comply with all applicable confidentiality regulations.
13. Pursuant to the requirement of the Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*), all information, documents, correspondence, and other materials relating to the project, not to include client or employee specific information, shall be available for public dissemination or review.
14. Grantee or subgrantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
15. Grantee or subgrantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time including, but not necessarily limited to the following: the Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*); Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 *et seq.*); Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*); Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*); Clean Air Act (sub-grants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 U.S.C. § 85 *et seq.*; Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. § 651 *et seq.*); Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951); Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201); Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*); Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 *et seq.*); Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235 (20 U.S.C. § 1001); Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101); Executive Order 12459 (Debarment, Suspension and Exclusion); Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*); Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. § 1352); Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*); Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20; Title VI of the Civil Rights Act of 1964; 28 CFR Part 38 – Partnerships with Faith-Based and Other Neighborhood Organizations; District of Columbia Human Rights Act of 1977, including its prohibitions on sexual harassment, D.C. Official Code § 2-1401.01; District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 *et seq.*); Universal Paid Leave Amendment Act of 2016, effective April 7, 2017 (D.C. Law 21-264; D.C. Official Code § 32-541.01 *et seq.*).

16. Grantee will promptly refer to DMPSJ and, if applicable, DOJ's Office of the Inspector General, any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
17. Grantee agrees that information on race, sex, national origin, age and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
18. In accordance with the Office of the Deputy Mayor for Public Safety and Justice Transparency Act of 2022, effective September 21, 2022 (D.C. Law 24-167; D.C. Official Code § 4-571.01), DMPSJ will publish during the Fiscal Year a summary containing information of each grantee's funded project scope, budget, funding source, award date, duration of award, activities, timelines, performance, and appropriate financial information. All grantees will be required to promptly provide all information necessary to achieve this purpose. Failure to comply with this requirement will result in a failure to comply with the Conditions of the Grant Award.

G. RIGHTS IN DATA AND MATERIALS PRODUCED PURSUANT TO THIS AGREEMENT

1. Where activities supported by this Grant Agreement and award produce original computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings or other graphical representation, intellectual property, and works of any similar nature (the term computer programs includes executable computer programs and supporting data in any form), DMPSJ has the right to use, duplicate, and disclose, in whole or in part in any matter for any purpose whatsoever and have others, do so. If the material is copyrightable, Grantee or subgrantee may copyright such, but DMPSJ reserves a royalty-free non-exclusive and irreversible/irrevocable license to reproduce, publish, and use such materials, in whole or in part and to authorize others to do. Grantee or subgrantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts under the Grant Agreement.
2. Grantee may publish or announce the results of grant activity, e.g. computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature, provided that there is prior review and written approval by DMPSJ no less than 30 days prior to the intended announcement or publishing date, and provided that any publication (written, visual, or sound) contains an acknowledgment of DMPSJ and any applicable federal agency. Copies of any such publication must be furnished to DMPSJ not less than 45 days prior to public release, except when otherwise requested or

approved by DMPSJ. Failure to do so may result in suspension of funds or make the program ineligible for future funding.

Acknowledgement of DMPSJ shall read: *This _____ was produced by _____ under [enter grant number], awarded by the Office of the Deputy Mayor for Public Safety and Justice, Executive Office of the Mayor, District of Columbia. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the Executive Office of the Mayor.*

3. If the grant program produces patentable items, patent rights, processes, or inventions in the course of the work sponsored by grant funds, such facts must be promptly and fully reported to DMPSJ. Unless there is a prior agreement between the grantee and DMPSJ on the disposition of such items, DMPSJ will determine whether protection on the invention or discovery will be sought. DMPSJ will also determine how its rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy (President's Memorandum for Heads of Executive Departments and Agencies, dated August 23, 1971, and statement of Government Patent Policy, as printed in 36 FR 16839).
4. Grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with grant money, it will clearly state: (1) the percentage of the total cost of the program or project that will be financed with grant money, (2) the dollar amount of grant funds for the project of program, and (3) an acknowledgment of DMPSJ grant support.
5. In the event that DMPSJ terminates this Grant Agreement or Grantee decides to unilaterally terminate the Grant Agreement, DMPSJ retains the right to, at its sole discretion, request Grantee to immediately return to DMPSJ any patentable items, rights, processes, inventions, computer programs, writings, reports, training materials, articles, technical assistance materials, policies and procedures, policy statements, sound recordings, webpages, pictorial reproductions, drawings, or other graphical representation, intellectual property, and works of any similar nature technological equipment or supplies partially or fully acquired with funds provided by this grant. Failure to do so may result in the commencement of legal actions against Grantee and may make the program ineligible for future funding.

H. RECORDS

1. Appropriate grant records and accounts will be maintained and made available for review and audit as prescribed by federal and District laws and regulations.
2. All grant records shall be maintained for at least three (3) years after the close of the award, or parent federal award if applicable, or until an audit is completed and/or any litigation is resolved and all questions rising there from are resolved, whichever is later.

These records and supporting documentation must be sufficient for the D.C. Inspector General's auditors or a certified independent auditor (one who is not an employee grantee or subgrantee or a member of the grantee or subgrantee's board of directors) to audit the project records and determine whether the costs incurred and billed are reasonable, allowable and necessary under the terms of the grant.

3. DMPSJ has the sole right to, at any time, request reports that contain data generated from a project partially or fully funded by the agency. Grantee or subgrantee will immediately provide this data upon request. Failure of Grantee or subgrantee to maintain a programmatic reporting system, deliver the requested information to DMPSJ, or otherwise maintain and make available grant records and accounts pursuant to this agreement may result in suspension of payment, termination of the agreement, or make the organization ineligible to receive future funds.

I. MONITORING

1. The Grant Manager, or his or her designee, will monitor the financial and programmatic management systems used by grantee or subgrantee in the execution of the terms and conditions of the grant agreement.
2. The Grant Manager, or his or her designee, may make at least one site visit to the service facilities of the grantee or subgrantee. Failure of Grantee or subgrantee to maintain a financial, programmatic, and data management system that will assure the terms of the grant are met may result in suspension of payment or termination of the grant and debarment of future funds.
3. Grantee or subgrantee will be evaluated during the grant period in order to assess program and organization performance. Grantee agrees to comply with any additional requirements that may be imposed by DMPSJ based on this evaluation.

J. GRANT PERIOD

The period of this Grant Agreement shall be from October 1, 2024 to September 30, 2025.

K. GRANT START UP AND TERMINATION

1. Grantee is required to register in the System for Award Management and maintain a current registration during the grant period.
2. Within 30 days after receipt of the grant award, Grantee shall implement a protocol to ensure Grantee's or subgrantee's funds are not commingled with funds from other District or federal agencies. Each award must be accounted for separately.
3. Grantee is responsible for notifying DMPSJ in writing in a timely manner if either all the grant funds will not be utilized per the grant award and grant agreement, or the project will be terminated at an earlier date than indicated on the grant award and grant

agreement. If the project has not commenced within 60 days of the starting date or if project personnel have not been hired within 30 days of the project start date, an explanation of the steps taken to initiate the project, the reason(s) for delay, and the expected commencement date must be submitted in writing to DMPSJ.

4. If 90 days after Grantee's receipt of grant funds adequate project funds have not been expended, DMPSJ reserves the right to terminate the award. At such time, DMPSJ staff will determine whether the delays are excessive or unwarranted. If appropriate, DMPSJ may terminate the grant agreement and reallocate funds to other projects.
5. This Grant Agreement and award may be terminated in whole or in part by DMPSJ at any time that DMPSJ finds a substantial failure to comply with the provisions of District of Columbia law and regulations or this agreement, including grant award and grant agreement conditions, approved work plan and outlined goals and objectives or other activities projected in grantee's grant application or award.
6. DMPSJ may terminate this Agreement in whole or in part if DMPSJ and the grantee mutually determine that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds.
7. Where DMPSJ intends to terminate a grant agreement, DMPSJ shall notify the grantee in writing of the intent to terminate the grant agreement and the reasons therefor. The notice shall be delivered by hand, certified mail, courier, delivery service, or electronic mail and shall request the grantee to show cause in writing why the grant should not be terminated in accordance with the provisions under 1096a of DC Official Code § 1-328.11.
8. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.

L. OTHER CONDITIONS

1. Grantee agrees to participate fully in the performance management and evaluation initiatives administered by the DMPSJ during the period of this Grant Agreement. Grantee understands that evaluation may consist of an evaluation of administrative structure, as well as programmatic services that are both funded and unfunded by the DMPSJ. Grantee understands that performance measure reports are due no later than the 15th day after the end of the quarterly reporting period. Failure to deliver timely performance measures or participate fully in the evaluation process may result in a delay in reimbursement funding and may lead to a reduction in funding or debarment of future funds.
2. Grantee must participate in DMPSJ-sponsored training events, technical assistance events, or conferences held by DMPSJ or its designees, upon DMPSJ's request.

- 3. Grantee understands Safe Passage Ambassador personnel hours not allocated to a regular school day coverage will be *deobligated* or used to support DMPSJ Go-Team initiatives held throughout the year, *wherein Ambassadors will provide community engagement and monitoring services to select communities during select hours for select holidays* DMPSJ will provide grantee guidance and information regarding staffing needs at least 21 days before the event.
- 4. Key grantee personnel shall not engage in any outside employment, private business activity, or other interest that is reasonably likely to interfere with the employee's ability to perform their job, constitute as a conflict of interest, or which may impair the efficient operation of the grant and grant-related activities.
- 5. Safe Passage Ambassadors are allowed to have outside employment/compensation activities; however, the non-Safe Passage employment/compensation activity schedule may not overlap or otherwise impede upon the Safe Passage Ambassador Tour of Duty.
- 6. Grantee understands and agrees to abide by the [DMPSJ Safe Passage Standard Operating Procedures Manual](#) and any future iterations of the manual provided by DMPSJ.

M. GRANT MANAGER

The Grant Administrator for this grant agreement will be **Ciatta Savoy, 202-374-7824, Ciatta.Ramble-Savoy1@dc.gov**, Office of the Deputy Mayor for Public Safety and Justice, 1350 Pennsylvania Ave, NW, Suite 533, Washington D.C. 20004.

N. AUTHORIZATION OF TERMS AND CONDITIONS OF GRANT

I understand and agree to all of the terms and conditions stated above.

Jennifer L. Porter 9/30/2024
 Jennifer Porter, Director Date Office of
 Victim Services and Justice Grants

Lindsey Appiah 10/1/24
 Lindsey Appiah, Deputy Mayor Date
 Office of the Deputy Mayor for Public Safety and Justice

 9/16/2024
 Signature of Authorized Official Date

Glen O'Gilvie, Chief Executive Officer
 Printed Name and Title of Authorized Official from Grantee Organization

g.o.

Signed by:

Darryl Maxwell
3053E02B08BE496

9/21/2024

Signature of President of Board of Directors

Date

Darryl Maxwell

Printed Name of President of Board of Directors from Grantee Organization

ATTACHMENT I

GRANT TERMS AND CONDITIONS PAGE 15

g.o.

APPROVED BUDGET

ATTACHMENT II

BUDGET

| A. PERSONNEL | Name | Position | Salary | Rate | FTE | Time Worked (# of hours, days, weeks, months) | Percentage of Time | Total Cost | Narrative | |
|--|--|--|----------------|----------------------------|-----------------|---|--------------------|--------------|---|---------------|
| | Program Director | Safe Passage Program | \$273,141.75 | Annually | 1.00 | Approx. 480 hours per year | 23% | \$273,141.75 | The Program Director will provide administrative leadership and facilitate partnership development, ensuring seamless coordination among program staff and sponsors at each site. Responsibilities include managing government and media relations, program development and innovation and ensuring youth engagement during and beyond substance use and mental health services. | |
| | Chief Executive Officer | | \$237,500.00 | Annually | 0.50 | Approx. 108 hours per year | 5% | \$12,875.00 | The CEO will oversee the entire grant, providing strategic leadership among stakeholders and collaboration partners. Additionally, the CEO will manage operations throughout the 12-month period. | |
| | Chief Financial Officer | | \$150,000.00 | Annually | 0.50 | Approx. 108 hours per year | 3% | \$7,500.00 | The CFO will act as the administrative liaison between the Center for Nonprofit Advancement and the Office of Victim Services Justice Grants. Responsibilities include monitoring the timely submission of all fiscal reports, ensuring compliance with protocols, budgeting, and managing the timely submission of invoices and payments over a 12-month period. | |
| | Safe Passage Supervisor (Easton/Chatham) | | \$69,000.00 | Hourly | 1.00 | Approx. 2,160 hours per year | 100% | \$69,000.00 | The Safe Passage Supervisor will be responsible for the daily coordination and management of Safe Passage Ambassadors and Safe Passage Outreach Ambassadors in the Upland Plaza & Waterfront Priority Area. This role is compensated at \$32 per hour, equating to \$2,160 per week for 40 hours per week over a 12-month period. | |
| | Safe Passage Ambassador (12) - TB | Safe Passage Outreach Ambassadors | \$22.50 | Hourly | 12.50 | Approx. 13,500 hours per year | 100% | \$332,100.00 | Safe Passage Outreach Ambassadors (SPOAs) are full-time community leaders who will actively engage with youth in the Upland Plaza & Waterfront Priority Area. SPOAs will coordinate and facilitate substance use and mental health services, including general information and referrals to community resources. SPOAs will also collect valuable data to inform ongoing safety initiatives. Their dedication to fostering a secure and supportive environment will make a lasting impact on the well-being of students and the community. The requested funding of \$300 per week per SPOA for 11 months will cover wages for these essential positions. The position is not paid for 14 holidays. | |
| TOTAL PERSONNEL | | | | | | | | | \$489,475.00 | |
| B. FRINGE BENEFITS | | | | | | | | | \$5,540.00 | |
| | Program Director | Safe Passage Program | \$273,141.75 | Annually | 1.00 | | | \$4,463.25 | The fringe benefits will cover dental, health, and vision insurance at a rate of 9% per staff member. | |
| | Chief Executive Officer | | \$237,500.00 | Annually | 0.50 | | | \$3,562.50 | The fringe benefits will cover dental, health, and vision insurance at a rate of 9% per staff member. | |
| | Chief Financial Officer | | \$150,000.00 | Annually | 0.50 | | | \$2,250.00 | The fringe benefits will cover dental, health, and vision insurance at a rate of 9% per staff member. | |
| | Safe Passage Supervisor (Easton/Chatham) | | \$69,000.00 | Hourly | 1.00 | | | \$1,035.00 | The fringe benefits will cover dental, health, and vision insurance at a rate of 9% per staff member. | |
| | Safe Passage Ambassadors (12) - TB | Safe Passage Outreach Ambassadors, Upland Plaza & Easton | \$333,000.00 | Hourly | 15.50 | | | \$22,845.00 | The fringe benefits will cover dental, health, and vision insurance at a rate of 9% per staff member. | |
| TOTAL FRINGE BENEFITS | | | | | | | | | \$44,645.75 | |
| C. TRAVEL | | | | | | | | | \$0.00 | |
| | Purpose of Travel | Location | Rate | Per day, night, trip, etc. | Quantity | | | Total Cost | | |
| Indicate the purpose of each trip or type of the traveling, advisory ground meeting | | | | | | | | | TOTAL TRAVEL | \$0.00 |
| D. CONSULTANTS/CONTRACTS | | | | | | | | | \$29,400.00 | |
| | Consultant Name/Contract Item | Service Provided | Unit Cost/Rate | Hours | Number of Units | | | Total Cost | Narrative | |
| | Program Manager | | \$35.00 hourly | 120 hours | 120 | | | \$6,600.00 | Services at the database administrator. Oversee the comprehensive implementation and evaluation of Safe Passage initiatives, ensuring alignment with strategic goals and objectives. | |
| | Administrative Assistant | | \$55.00 hourly | 120 hours | 120 | | | \$6,600.00 | Administrative and operational support to the Safe Passage team, including scheduling, data management, and communication. Also provide quarterly reporting for staff members, timekeeping and payroll for staff and contractors at all sites. | |
| | Program and Compliance Manager | | \$55.00 hourly | 120 hours | 120 | | | \$6,600.00 | Ensure adherence to program guidelines and compliance requirements, maintaining accurate records and reports, and supporting grant/revenue program improvement. | |
| | Grant Administration Support through Community Pop-Ups | | \$14.00 hourly | 10 months | 10 | | | \$140.00 | Provide on-site grant administration and reporting support in the priority zones, facilitating potential interactions among youth and community members. Grants can seek reimbursement for supplies needed for at least one event per month (up to \$1,000/month for 10 months) within their respective Safe Passage priority areas during the grant period. | |
| TOTAL CONSULTANTS/CONTRACTS | | | | | | | | | \$29,400.00 | |
| E. SUPPLIES | | | | | | | | | \$0.00 | |
| | Item | Unit Cost/Rate | Quantity | | | | | Total Cost | Narrative | |
| TOTAL SUPPLIES | | | | | | | | | \$0.00 | |
| F. EQUIPMENT | | | | | | | | | \$0.00 | |
| | Item | Unit Cost/Rate | Quantity | | | | | Total Cost | Narrative | |
| TOTAL EQUIPMENT | | | | | | | | | \$0.00 | |
| G. DIRECT CLIENT ASSISTANCE FEES/INNOVS | | | | | | | | | \$0.00 | |
| | Item | Unit Cost/Rate | Quantity | | | | | Total Cost | Narrative | |
| TOTAL DIRECT CLIENT ASSISTANCE | | | | | | | | | \$0.00 | |
| H. OPERATING COSTS | | | | | | | | | \$20.00 | |
| | Item | Unit Cost/Rate | Quantity | | | | | Total Cost | Narrative | |
| | Supplies | \$50.00 | 12 | | | | | \$7,200.00 | Program for operation and its supplies, ensuring compliance with legal and regulatory requirements. Budget includes general liability, auto, professional liability (covering transport, social conduct and social services), directors & officers, and an umbrella policy for comprehensive coverage. | |
| | Printing | \$2,000.00 | 1000 | | | | | \$2,000.00 | Costs represent for background checks and statements for new Safe Passage staff. | |
| TOTAL OPERATING COSTS | | | | | | | | | \$20.00 | |
| I. INDIRECT COST | | | | | | | | | \$52,382.78 | |
| TOTAL INDIRECT COST | | | | | | | | | \$52,382.78 | |
| TOTAL PROJECT COST | | | | | | | | | \$630,990.51 | |
| 77% BUDGET SUMMARY | | | | | | | | | \$506,990.51 | |
| 8. PERSONNEL | | | | | | | | | \$489,475.00 | |
| 9. FRINGE BENEFITS | | | | | | | | | \$5,540.00 | |
| 10. TRAVEL | | | | | | | | | \$0.00 | |
| 11. CONSULTANTS/CONTRACTS | | | | | | | | | \$29,400.00 | |
| 12. SUPPLIES | | | | | | | | | \$0.00 | |
| 13. EQUIPMENT | | | | | | | | | \$0.00 | |
| 14. DIRECT CLIENT ASSISTANCE (EITR FUNDS) | | | | | | | | | \$0.00 | |
| 15. OPERATING COSTS | | | | | | | | | \$20.00 | |
| 16. INDIRECT COSTS | | | | | | | | | \$52,382.78 | |
| TOTAL PROJECT COST | | | | | | | | | \$630,990.51 | |

10% of the total cost of personnel, fringe benefits, travel, supplies, consultants/contractors, and indirect.

WORKPLAN

APPENDIX B: THEORY OF CHANGE WORKPLAN

Instructions: Applicants *must* use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns. Do not add or make changes to section headings. Budget inputs must be grouped by funding category. **DO NOT INCLUDE BUDGET INDIRECT ITEMS. DO NOT INCLUDE INPUTS THAT ARE NOT REQUESTED IN THIS APPLICATION.**

| Project Goal 1 | Reduce incidents of violence in (Eastern, L'Enfant Plaza and NoMa) priority area(s) | | | | | | | |
|---|---|---|---|--|---|---|---|--|
| Project Objective 1 | Provide student engagement and monitoring to (Eastern, L'Enfant Plaza and NoMa priority areas) by delivering prevention and intervention supports to students traveling to and from priority schools in the priority area(s). | | | | | | | |
| Project Objective 2 | Provide resources and supports that redirect students from at-risk behaviors and promote student attendance | | | | | | | |
| Inputs (Budget Items) | Activity | Outputs Q1 | Outputs Q2 | Outputs Q3 | Outputs Q4 | Short-Term Outcomes | Mid-Term Outcomes | Long-Term Outcomes |
| Personnel/Fringe: 21 PTE Safe Passage Ambassadors & Outreach Ambassadors/Roving Team 2 Safe Passage Supervisors 1 FTE Program Manager Operating: Consultants Equipment Operating Costs | 1. Provide engagement and monitoring along school routes 2. Mediate and de-escalate potential conflicts 3. Host events and resource fairs | Staff routes for 5 schools 5 mediations 3 monthly reports 1 back to school event | Staff routes for 5 schools 5 mediations 3 monthly reports | Staff routes for 5 schools 5 mediations 3 monthly reports 42 community events | Staff routes for 5 schools 5 mediations 3 monthly reports 1 summer event | By September 15, 2024, 100% of safe routes in the priority area will have regular staff coverage to support safe transport of youth. Youth feel that they have care and support from safe passage personnel Youth feel a stronger sense of school community support | Decrease in violent incident reports within 1000 feet of schools (MPD Data) Students share/alert safe passage staff of potential violent altercations Safe passage team members reach out to communities and schools when they are aware of potential altercations Safe passage personnel implement verbal | Youth report increased feelings of safety traveling to and from school (YRBS Report) Fewer altercations in the school community (on school property, the local metro stops and other safe blocks) |

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