

Table of Contents: Proposal Regarding a Regional 2-1-1 Database

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Note: A detailed 211-FY05 Budget Justification (Excel file) is attached as an appendix

Program Summary: Regional 2-1-1 Database

Background on the need for 2-1-1: In their 2002 report about the Washington region’s safety net after September 11, the Brookings Institution concluded that philanthropic, social service, and unemployment agencies in the National Capital Region¹ (NCR) made exceptional efforts to meet the needs of dislocated hospitality-industry workers after September 11th, but many people in need *had difficulty finding or connecting* to services.

The problem, the Brookings Institution concluded, was that “current information and referral network in the region is disjointed, complex, and haphazard.” There was a confusing array of hotlines for help – all operating within specific jurisdictions, all with ten-digit numbers starting with area codes 202, 301, 703 (and more) but with no number having enough prominence in the regional media market or within the region’s social service community for workers to be able to efficiently connect people with services. To strengthen the region’s safety net and to provide a better mechanism to connect residents with the services they need, Brookings called for the establishment of a regional human services hotline, using the 2-1-1 designation.

Brookings’ conclusion: “Local jurisdictions should collaborate to create a 2-1-1 system, a regional information and referral network” and “residents would clearly benefit from a system providing a single access point into the region’s social-services network as well as increased service coordination, both under normal circumstances as well as in a possible future emergency.” Brookings continued, “If a regional 2-1-1 information and referral system had been in place last September 11, the number could have been featured on newscasts and in other media focused on *crisis response and recovery*. Indeed, the Connecticut 2-1-1 system (the first statewide system) was a widely used resource after September 11, linking victims’ families with assistance and maintaining a database with September 11th – related services.” The Florida 2-1-1 system was deemed essential to supporting human services in the aftermath of the 2004 hurricanes and the Texas 2-1-1 system was also determined to be a critical asset in the response and recovery efforts around the Columbia Space Shuttle disaster. Additionally, the National Capital Region Case Management Cooperative² (NCR CMC) identified that a region-wide NCR 2-1-1 data repository is integral to providing appropriate information & referral (I&R) services to NCR CMC clients in the event of a regional emergency. The NCR CMC is responsible for providing long-term human service case management under Emergency Support Function-6 (Mass Care, Housing and Human Services).

Initiative to address the need: The project “***A National Capital Region Integrated 2-1-1 Data Repository – From Prototype to Production***” will be carried out through collaboration of the Nonprofit Roundtable of Greater Washington, and the lead planners for 2-1-1 in the region: the Northern Virginia Regional Commission, DC Answers Please 2-1-1 (part of the District’s Department of Human Services), and United Way of Central Maryland. A contracted partner for the regional database development will be United Way of America which has the required expertise. Progress has been made in the past two

¹ Title 10, United States Code, Section 2674 (f)(2) provides the following definition:

The term "National Capital Region" means the geographic area located within the boundaries of (A) the District of Columbia, (B) Montgomery and Prince Georges Counties in the State of Maryland, (C) Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia, and (D) all cities and other units of government within the geographic areas of such District, Counties, and City.

² As of February, 2005, The NCR CMC is comprised of the American Red Cross, Northern Virginia Family Service, Jewish Social Service Agency, Catholic Charities and Family & Child Services of DC, Inc. The CMC plans to expand to include other agencies in the future.

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years through “The Greater Washington 2-1-1 Work Group” but the initiative is starved for funds to overcome identified barriers to a usable product at this critical juncture. At this point a very rough prototype of an integrated NCR 2-1-1 data repository exists. It be found at <http://www.volunteersolutions.org/2-1-1collab/service/>. This site includes more than 9,600 programs offered by more than 3,700 agencies within the database.

While this prototype does prove the project concept is fully achievable, much needs to be done to turn this into a product useable for regional live information & referral (I&R) for both 2-1-1 and NCR CMC clients. The specifics for making this a usable product include:

- Establish formal and professional database management.
- Identify duplicates in records imported from DC, MD & VA databases.
- Establish procedures for removing duplicates.
- Identify gaps in current records (e.g. potential referral organizations not included).
- Identify additional application requirements and integrate such requirements into the final product.
- Develop sustainable quality control procedures and protocols for combined database.
- Establish agreements between the 2-1-1 partners for 3rd party usage (e.g. NCR CMC) of the integrated database on the web.
- Integrate the NCR 2-1-1 data repository programs and agencies into the proposed Coordinated Assistance Network (CAN) project with the NCR CMC.
- Outreach to potential partners regarding the 2-1-1 Solutions website.

By achieving these steps the integrated 2-1-1 repository will facilitate:

- An easily searchable website of all regional health and human service programs that will assist with information & referral throughout the NCR.
- An assurance of data integrity throughout the repository.
- A data management structure that will support, maintain and update the data repository.
- A central location for information distribution for persons requiring emergency services.

The request for \$100,000 has the following costs:

Budget Category	Amount
A. Personnel	\$ 7,480.00
B. Fringe Benefits	\$ 1,496.00
C. Travel	\$ 250.00
D. Equipment	\$ -
E. Supplies	\$ 800.00
F. Consultants/Contracts	\$ 87,300.00
G. Other	\$ 174.00
Total Direct Costs	\$ 97,500.00
H. Indirect Costs	\$ 2,500.00
TOTAL PROJECT COSTS	\$ 100,000.00

Program Goals and Objectives and Timeline

Program goals and objectives provide organizational direction as well as a basis for evaluating progress. ...[instructions continue]...

This grant will allow the NCR 2-1-1 Work Group (The Nonprofit Roundtable, United Way of America Northern Virginia Regional Commission, DC Answers Please 2-1-1, United Way of Central Maryland, and others), to turn the integrated 2-1-1 database prototype into a product useable for live Information & Referral (I&R) for both 2-1-1 and NCR CMC clients.

The objectives below indicate the types of work that will likely be ordered under this contract and the anticipated deliverables. All objectives are planned to be completed by February 28, 2007. The objectives focus on the **three goals**:

3. Develop an easily searchable website of regional health and human service programs throughout the NCR by 1q06.
4. Develop and execute a plan for assurance of data integrity throughout the repository by 2q06.
5. Develop and maintain a data management structure that will support, maintain and update the data repository by 2q06.

Goals, Objectives, Implementation Steps, and Timeline

3. Goal - Develop an easily searchable website of all regional health and human service programs throughout the NCR by 1q06.

3.1 Objective - Identify additional application requirements and integrate such requirements into the final product by 2q06.

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- 3.1.1 Implementation Step – Hold Focus Groups/ Joint Application Design (JAD) Sessions to identify the additional requirements. These meetings could include potential 3rd parties such as the NCR CMC, other social service providers and Emergency Managers by 2q05.
 - 3.1.2 Implementation Step – Compile the results of the JAD sessions to prioritize, scope and plan the development effort by 2q05.
 - 3.1.3 Implementation Step – Develop the updates by 4q05.
 - 3.1.4 Implementation Step – Test the updates by 4q05.
 - 3.1.5 Implementation Step – Update application with bug fixes and minor changes, based on testing by 1q06.
 - 3.1.6 Implementation Step – Document and release the application by 1q06.
- 3.2 Objective - Establish agreements between the 2-1-1 partners for 3rd party usage (e.g. NCR CMC) of the integrated database on the web, the final product by 4q05.
- 3.2.1 Implementation Step – Hold meetings with potential 3rd parties including the NCR CMC, other social service providers and Emergency Management re: data sharing requirements by 2q05.
 - 3.2.2 Implementation Step – Draft agreement based on these requirements by 3q05.
 - 3.2.3 Implementation Step – Circulate draft for review among partners by 3q05.
 - 3.2.4 Implementation Step – Compile review comments from partners by 4q05.
 - 3.2.5 Implementation Step - Prepare final draft for signature of partners by 4q05.
 - 3.2.6 Implementation Step – Partners sign document by 4q05 – space left for future partners to sign at a later date.

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3.3 Objective - Develop Application Program Interfaces (APIs) to integrate the NCR 2-1-1 data repository programs and agencies into the proposed Coordinated Assistance Network (CAN) project with the NCR CMC by 4q05.

3.3.1 Implementation Step – Hold meetings with CAN team to identify API requirements by 3q05.

3.3.2 Implementation Step – Compile requirements to prioritize, scope and plan the development effort by 3q05.

3.3.3 Implementation Step – Develop, test and document the API by 4q05.

3.4 Objective - Outreach to potential partners regarding the 2-1-1 Solutions website by 1q06.

3.4.1 Implementation Step – Identify new potential partners by 4q05.

3.4.2 Implementation Step – Reach out to these partners by 4q05.

3.4.3 Implementation Step – Encourage partners to sign sharing agreement by 1q06.

4 Develop and execute a plan for assurance of data integrity throughout the repository by 2q06.

3.1 Objective – Identify & remove duplicates in records imported from DC, MD & VA databases by 2q06.

3.1.1 Implementation Step – Identify duplicates and review for causality of duplicates by 3q05.

3.1.2 Implementation Step - Develop procedures for removing duplicates on a regular, repeatable basis by 4q05.

3.1.3 Implementation Step – Test and refine these procedures by 2q06.

3.1.4 Implementation Step – Implement these procedures by 2q06.

3.2 Objective - Identify and correct gaps in current records by 1q06.

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- 3.2.1 Implementation Step – Review records, identify gaps from across the three providers, Northern Virginia Regional Commission, DC Answers Please 2-1-1 and United Way of Central Maryland, and review for causality of gaps by 3q05.
 - 3.2.2 Implementation Step - Develop procedures for addressing these and future gaps, on a regular, repeatable basis by 4q05.
 - 3.2.3 Implementation Step – Test and refine these procedures by 1q06.
 - 3.2.4 Implementation Step – Implement these procedures by 1q06.
- 4 Develop and maintain a data management structure that will support, maintain and update the data repository by 2q06.
- 4.1 Develop a formal MOU defining the roles and responsibilities for the long term data sharing and maintenance of the NCR 2-1-1 data across the three regional 2-1-1 providers by 3q05.
 - 4.1.1 Implementation Step – Hold meetings with leaders from the three providers by 2q05.
 - 4.1.2 Implementation Step – Draft agreement based on these requirements by 2q05.
 - 4.1.3 Implementation Step – Circulate draft for review among partners by 3q05.
 - 4.1.4 Implementation Step – Compile review comments from partners by 3q05.
 - 4.1.5 Implementation Step - Prepare final daft for signature of partners by 3q05.
 - 4.1.6 Implementation Step – Partners sign MOU by 3q05.
 - 4.2 Establish formal and professional database management by 2q06.

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4.2.1 Implementation Step – Meet with partners and data management experts to identify requirements and best practices in data management by 4q05.

4.2.2 Implementation Step - Develop procedures for implementing the data management by 1q06.

4.2.3 Implementation Step – Test and refine these procedures by 2q06.

4.2.4 Implementation Step – Implement these procedures by 2q06.

4.3 Develop sustainable quality control procedures and protocols for combined database.

4.3.1 Implementation Step – Meet with partners and IT Quality Control (ITQC) experts to identify requirements and best practices in IT quality control by 4q05.

4.3.2 Implementation Step - Develop procedures for implementing the ITQC by 1q06.

4.3.3 Implementation Step – Test and refine these procedures by 2q06.

4.3.4 Implementation Step – Implement these procedures by 2q06.

Project Description

As stated above, the problem, the Brookings Institution concluded, was that the “current information and referral network in the region is disjointed, complex, and haphazard.” This initiative, “*A National Capital Region Integrated 2-1-1 Data Repository – From Prototype to Production*”, in collaboration with the United Way of America through its partnership with Northern Virginia Regional Coalition, DC Answers Please 2-1-1 and United Way of Central Maryland, to achieve a usable 2-1-1 system the project will address the following major areas:

- Improve the user interface.

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- Expand integration with other platforms.
- Improve the de-duplication process and identify gaps in data.
- Establish formal and sustainable database management and quality control procedures.

Improve the User Interface

The project “*A National Capital Region Integrated 2-1-1 Data Repository – From Prototype to Production*”, through the United Way of America and its partnership with Northern Virginia Regional Coalition, DC Answers Please 2-1-1 and United Way of Central Maryland will work to identify improvements and modifications to the user interface. Specific areas to be targeted are:

- **Search methods.** Users access information in different ways. Some are conceptually oriented while others are more literal. The application must support multiple search paradigms in order to ensure that every user can access needed information with a minimum of difficulty.
- **Multiple audiences.** The integrated data repository will be used by three primary audiences: the general public, human services personnel and the I&R providers . The application must support the needs and capabilities of each audience.
- **Geographic focus.** Residents of the National Capital Region commonly live and work in different areas of the region. As a result, access to assistance cannot be based simply on a single data item (e.g. area code, zip code). Users must have the capability to focus a search as narrowly or as broadly as needed, so that they can determine the most convenient source of assistance.

Expand Integration with Other Platforms and Partners

The project “*A National Capital Region Integrated 2-1-1 Data Repository – From Prototype to Production*”, through the United Way of America and its partnership with Northern Virginia Regional Coalition, DC Answers Please 2-1-1 and United Way of Central Maryland will work to establish

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agreement on using the integrated database, and for what purposes. Specific objectives to be achieved include:

- **Establish a new Memorandum of Understanding (MOU)** that defines how the 2-1-1 partners will use and interface with the integrated database. The MOU should specifically identify how, and for what purpose, the integrated database may be used.
- **Define interface protocols** for external information sharing platforms (e.g. the Coordinated Assistance Network (CAN)). This will make the integrated database available to a broader audience during time of disaster or other catastrophic need.
- **Identify potential new partners** for the 2-1-1 program, so that the program can reach an ever widening audience.

Improve the De-duplication Process and Identify Gaps in Data

The three 2-1-1 service providers, Northern Virginia Regional Coalition, DC Answers Please 2-1-1 and United Way of Central Maryland, along with United Way of America will work to establish procedures for assuring data integrity. Specifically, they will address:

- **Duplication of records imported from the three regional databases.** This process must account for variation in naming conventions between regional databases. Furthermore, it must also focus primarily on “program-level” de-duplication, rather than “agency-level”, since it is only at the program level that both location and service area can be compared.
- **Procedure for removing duplicates.** The process will need to include the ability to indicate which region holds the “source” set of information for a particular program, so that duplication is not an issue for future imports.
- **Gaps in current records.** Data analysis will determine if and where areas or organizations exists that are not contained within any of the three regional databases.

Establish Formal and Sustainable Database Management and Quality Control Procedures

The three 2-1-1 service providers, Northern Virginia Regional Coalition, DC Answers Please 2-1-1 and United Way of Central Maryland, along with United Way of America will work to establish procedures and protocols for maintaining the integrated database. This includes:

- **Database management.** Formal database management procedures must be developed that cover issues including backup and recovery, disaster recovery, redundancy, and capacity planning.
- **Quality Control.** Procedures for ensuring data quality are required in order to recognize when some part of the data integration and de-duplication process has gone awry. These procedures must include not only how to prevent such an occurrence, but also how to recognize when such an event has occurred.

By achieving these objectives the integrated 2-1-1 repository will facilitate an easily searchable website of all regional health and human service programs that will assist with Information & Referral throughout the National Capital Region on an day-to-day basis, as well as in time of disaster.

Furthermore, the data management and data integrity procedures put in place will ensure that accurate information is communicated regardless of the audience, timing, or need.

Organization, Experience, and Qualifications of Applicant

This section shall describe the capability of the prospective grantee to fulfill the requirements of the Scope of Services.

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The Nonprofit Roundtable will serve as the lead administrator of the grant. The Nonprofit Roundtable has served as the chair of “The Greater Washington 2-1-1 Work Group” for the past two years. The mission of the Nonprofit Roundtable is to build the strength, influence, and visibility of the nonprofit sector in Greater Washington by advocating on behalf of the sector, developing sector leadership, and conducting sector-wide research. The Roundtable’s Members include the executive directors of some of the leading nonprofit organizations in the region including direct service providers (American Red Cross of the National Capital Area, Capital Area Food Bank, Northern Virginia Family Service), advocacy organizations, and grantmakers. After September 11, 2001 the Nonprofit Roundtable of Greater Washington, The Community Foundation for the National Capital Region, along with and other leading regional nonprofit organizations involved in disaster preparedness and response convened the Greater Washington Task Force on Nonprofit Emergency Preparedness. The goals of the Task Force were:

3. To benefit from the lessons learned from 9/11.
4. To help build the capacity of the nonprofit sector to respond to regional disasters.
5. To foster coordination with the business and government sectors around emergency preparedness.

The other partners in this project are the designated lead planners for the District (Answers Please/2-1-1), Maryland (United Way of Central Maryland), and Virginia (Northern Virginia Regional Commission). The United Way of America is the national leader for 2-1-1 and has the requisite expertise for the database development objectives identified in this proposal.

Staffing Plan

Proposed staffing patterns should reflect the number and type of personnel required for the delivery of all services,

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The following employees of the Nonprofit Roundtable of Greater Washington will provide management support to the project: management support to the project:

3. Chuck Bean, Executive Director - 4% of the time to provide oversight & guidance to the project.
4. Elise Ashby, Office Manager - 4% of the time to manage the technical aspects of the grant, and coordinate meetings, communications, review and compile monthly financial and quarterly programmatic reports and other activities as necessary.

Resumes and Position Descriptions for Mr. Bean and Ms. Ashby are attached to this document.

As a general policy the Nonprofit Roundtable keeps accurate personnel records for each employee, including name, address, social security number, a resume of education, training, previous employment, letter of employment and salary. When hiring staff, written work experience and personal references are obtained and documented.

Program Budget and Budget Justification

The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Budget Category	Amount
A. Personnel	\$ 7,480.00
B. Fringe Benefits	\$ 1,496.00
C. Travel	\$ 250.00
D. Equipment	\$ -
E. Supplies	\$ 800.00
F. Consultants/Contracts	\$ 87,300.00
G. Other	\$ 174.00
Total Direct Costs	\$ 97,500.00
H. Indirect Costs	\$ 2,500.00
TOTAL PROJECT COSTS	\$ 100,000.00

Officials from the Justice Grants Administration have confirmed that the Roundtable may submit monthly reimbursement requests, an important commitment because such a large proportion of the entire plan is built on partnerships with many other nonprofit organizations who have little or no reserves to cover cash flow.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section³ of the grant application. If staff members are being paid from another source of funds, their time on the

³ The level of effort is based on the annual salary, per the form and instructions supplied by the grantor. If the grant period is shorter than 12 months, the level of effort will be accelerated accordingly.

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project should be referred to as donated services (i.e., in-kind, local share, and applicant share). Fringe should not exceed 20%.

The personnel costs for this include the following:

The Executive Director at 4% time to provide oversight & guidance to the project.

The Office Manager's at 4% time to provide administrative support to the grant team.

A 20% fringe benefit ratio was allocated against the salaries of these positions.

Non-Personnel

These costs generally include expenditures for space rented or donated, and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility. Cost for supplies such as paper, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated in detail.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

Travel and training includes:

\$250 in miscellaneous local travel to cover travel to local meeting throughout the National Capital region for staff performing work directly related to this project.

Operating and Supplies cost include:

- Supplies - \$800:

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The following supplies will be purchased over the life of this grant

- Paper Assume four (4) cases throughout the year @ \$35/case \$140
- Flip Charts Assume six (6) pads at \$36 per 2 pack at staples \$110
- Laser Printer Toner Assume 3 cartridges at \$100 per \$300
- Copier toner Estimated cost \$100
- Misc (Staples, paperclips, cd-r, etc) Estimated cost \$150
- Meetings - \$174:

Allocate \$43.50 per meeting of the working group with the working group meeting 4times over the life of the grant. This number is based on the cost of the most recent meeting of the group.

- Management and Administration - \$2,500

The Nonprofit Roundtable will be recovering related operating costs (rent, insurance, utilities, etc) from the allowed 2.5% allocation for Management and Administration. 2.5% of \$100,000 = \$2,500

Contractors/Consultants

There are two primary consulting roles for this project:

3. 2-1-1 Planning Coordinator –This consultant has been identified as EGH & Associates as they have a proven track record of being:
 - Familiar with the 2-1-1 and the CMC projects.
 - Familiar with both the nonprofit and emergency management communities of the NCR, including the interaction between the communities.
 - Capable of supporting and facilitating working group meetings.
 - Capable of providing insight/guidance to the working groups.
 - Capable of assisting the working groups in drafting viable documents.

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- Capable of coordinating all key activities under this grant.
- Able to facilitate and coordinate administrative and financial reporting for this grant.
- Able to ensure completion of the objectives in this proposal.

The budget allocation (\$10,800) for this role is based on a projection of \$900/month over a 12-month period.

4. Accounting and Audit Support – The \$9,000 budgeted for this project is based on the \$750 an estimate from Walker and Company, LLP to provide appropriate financial management, report preparation and budget oversight to this, as referenced in our Evaluation Strategy above.

Contracts

The majority of the funds from this grant (\$67,500) will be allocated as contracts from the Nonprofit Roundtable of Greater Washington to other nonprofit organizations, based on their specific capacity to fulfill one or more of the objectives of this grant.

The following contracts have been identified for the potential recipients:

- | | |
|---|----------|
| 3. United Way of America | \$45,000 |
| (c) To provide the IT expertise, development support and maintenance of the database. | |
| 4. Northern Virginia Regional Coalition | \$7,500 |
| (d) To provide input and data from the Northern VA 2-1-1 Initiative. | |
| (e) To enhance, maintain and provide duplicate record removal support. | |
| 5. DC Answers Please 2-1-1 | \$7,500 |
| (f) To provide input and data from the DC 2-1-1 Initiative. | |
| (g) To enhance, maintain and provide duplicate record removal support. | |
| 6. United Way of Central Maryland | \$7,500 |

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(h) To provide input and data from the MD 2-1-1 Initiative.

(i) To enhance, maintain and provide duplicate record removal support.

All of these partners have provided preliminary estimates to the Nonprofit Roundtable validating their roles, responsibilities and pricing for the items above.

Funding from Other Sources

If the applicant is requesting funds from this program to support an existing project, the applicant must state with specificity, the amount of funding that will be used from other sources, and must identify those sources.

Up until now, this project has been funded by a United Way of the National Capital Area “Breaking the Barriers” grant with in kind support from the three 2-1-1 partners (Northern VA Regional Coalition, DC Answers Please 2-1-1 and United Way of Central MD). The Nonprofit Roundtable of Greater Washington has provided additional support.

The Breaking the Barriers Grant has run out. The United Way of America has agreed that if this funding falls slightly short of the needs to complete this project, they will pick up a small remainder to ensure completion.

Certifications And Assurances

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Deputy Mayor for Public Safety and Justice

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

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any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (c) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in

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connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(c) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

C. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(d) Establishing an on-going drug-free awareness program to inform employees about—

(3) The dangers of drug abuse in the workplace;

(4) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

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- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (3) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (4) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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(5) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)

D. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Washington, DC

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

3. Grantee Name and Address:

The Nonprofit Roundtable of Greater Washington .

1201 15th Street, NW, Suite 420 .

Washington, DC 20005 .

2. Application Number and/or Project Name: _____

3. Grantee IRS/Vendor Number: _____

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Chuck Bean, Executive Director,

The Nonprofit Roundtable of Greater Washington

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Deputy Mayor for Public Safety and Justice

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

3. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
5. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
6. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
10. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
11. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
12. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible

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for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

13. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
14. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood Plain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
15. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
16. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
17. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
18. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Chuck Bean

Print Name

Executive Director

Print Title

Signature

Date