



# 2018 Summer Strong DC Grant Competition Request for Proposals

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RFP Release Date: December 20, 2017  
Applications Due Date: January 31, 2018 by 5:00 pm EST

There are no mandatory meetings in order to apply for this grant competition. All information will be available on United Way of the National Capital Area's (United Way NCA) [website](#). The Office of Out of School Time Grants and Youth Outcomes, located in The Office of the Deputy Mayor for Education, and United Way NCA want to support successful applicants! United Way NCA will offer opportunities for support.

To submit a proposal, email the complete proposal and attachments to Abby Bonder, Director of OST Grants Administration at United Way NCA, [abonder@uwnca.org](mailto:abonder@uwnca.org). Successfully submitted proposals will receive a confirmation email. If an email is not received, contact [abonder@uwnca.org](mailto:abonder@uwnca.org).

Late, incomplete, paper or in-person proposals will not be considered.

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## SECTION A: STATEMENT OF WORK

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### A.1 Scope

The Government of the District of Columbia (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the District is seeking to build and support strong organizations that can provide children and youth with high-quality summer programming. The funds available through this Request for Proposals (RFP) will be made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME), and grant awards are contingent upon the availability of funds. United Way of the National Capital Area (United Way NCA) is the grantmaking partner that will award and administer these funds on behalf of the DME's OST Office.

United Way NCA works to help all members of the community have a better life. United Way NCA focuses on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health. United Way NCA convenes people and organizations to create solutions to the region's most pressing challenges. United Way NCA collaborates with effective partners, serves as the catalyst for community change, and brings together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

Organizations do not need to be a member of United Way NCA to apply for this grant competition.

The 2018 Summer Strong DC Grant Competition RFP invites high-performing, non-profit, youth development organizations serving children and youth between the ages of 5 – 21 years with a summer program that addresses key youth developmental outcomes to apply (Appendix 6). Organizations applying must primarily serve District children and youth and demonstrate positive youth development in the program design.

For the purposes of this RFP, summer programming is defined as a structured, supervised learning or youth development opportunity offered to a distinct group of District children and youth during the summer months for a minimum of 5 hours per day, 5 days a week for 5 consecutive weeks.

#### A.1.1 Summer Grant Period

The grant period will run from April 2, 2018 through August 31, 2018. Summer programming must take place sometime between June 4, 2018 and August 31, 2018.

#### A.1.2 Youth Development Outcomes

Youth development is a process that prepares children and youth to meet the challenges of adolescence and adulthood and achieve his or her full potential by offering activities and experiences that help youth develop social, emotional, physical, cognitive and spiritual competencies.

Positive youth development (PYD) or advancing youth development (AYD) is a service delivery approach that engages children and youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

The intent of this grant is to support high-quality summer programs that offer educational, social, emotional, and physical health opportunities and activities for children and youth throughout the District. DME's OST Office is seeking to fund youth serving organizations that provide intentional opportunities that help children and youth reach developmental outcomes and have meaningful roles in their community. Applicants must select and measure two (2) developmental outcomes (Appendix 6).

### A.1.3 Target Population

Grants will be awarded to youth development organizations serving children and youth between the ages of 5 – 21 years. Applicants must serve children and youth who are most in need or at-risk<sup>1</sup> and require access to high-quality, low- or no-cost summer opportunities. Considerations for need include family income, specific populations, neighborhood conditions, unmet needs of a population, ages served and number of programs offered in the community. Organizations must be able to describe the community need that the program addresses in the narrative. For additional information about identified needs read the D.C. Policy Center [Needs Assessment of Out-of-School Time Programs](#)

Grant funds may only be used to support children and youth residing in the District.

Organizations must serve a minimum of unduplicated 30 District children and/or youth during the grant period.

Organizations must maintain an adult to participant ratio of at least 1:15 for children and/or youth ages 5 – 17.

### A.1.4 Grant Period

The grant period is April 2, 2018 through August 31, 2018.

### A.1.5 Program Period

The program period is June 4, 2018 to August 31, 2018.

### A.1.6 Program Dosage

Programs must offer services for a minimum of 5 hours per day, 5 days per week for 5 consecutive weeks.

### A.1.7 Program Location and Preferences

Organizations may apply to offer one summer program at multiple sites (only one application per program is required regardless of the number of sites). Summer grants are programmatic and site specific.

Children and youth programs may be offered at any qualified location, including but not limited to the following sites:

- Community-based Sites
- Cultural Institutions
- Department of Parks and Recreation (DPR) Sites\*
- District of Columbia Housing Authority (DCHA) Sites\*
- District of Columbia Public Charter School (DCPCS) Sites\*
- District of Columbia Public Library (DCPL) Sites
- District of Columbia Public Schools (DCPS) Sites\*
- Outdoor Camps

\* limitations apply and are described below

#### a) DC Public School (DCPS) Summer School Sites - Afternoon Enrichment

Preference will be given to applicants that provide quality afternoon enrichment to DCPS K to 8<sup>th</sup> grade students from 1:00 pm to 6:00 pm at a DCPS summer school site. Programs are not required to cover all

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<sup>1</sup> Fair Student Funding and School – Based Budgeting Amendment Act of 2013

Section 4 (a) (2A) "At-risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

- (A) Homeless;
- (B) In the District's foster care system;
- (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or
- (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

grade levels, and proposals for organizations serving summer school students in one or more grade levels will be considered. Organizations running afternoon programs for DCPS summer school students at DCPS summer school sites will not be charged fees for rent, custodial services or security. Lunch will be provided for students. DCPS will determine which summer school site the programs will serve.

Applicants located in DCPS summer school sites must provide services beginning June 25, 2018 and ending July 27, 2018 and operate from 1:00 pm to 6:00 pm (families may pick-up starting at 5:30 pm).

Programs that apply to work at DCPS summer school sites must submit a letter of support from Thomasin Franken, Manager, Out of School Time Partnerships at DCPS. To acquire a letter of support, please contact Ms. Franken at [Thomasin.franken@dc.gov](mailto:Thomasin.franken@dc.gov) no less than two weeks in advance of the application deadline with the number and ages of students proposed to serve and recognition that your program is ready to serve at any DCPS summer school site. DCPS aims to finalize the 2018 DCPS summer school sites by early January.

**b) DC Public School (DCPS) Non-Summer School Sites**

The following types of programs are eligible to apply:

- Programs serving K to 5<sup>th</sup> grade—the program must have a pre-existing program at a specific DCPS school. Programs serving K to 5<sup>th</sup> grade at a DCPS site where there is not a pre-existing programming are not eligible to apply.
- Any programs for 6<sup>th</sup> through 12<sup>th</sup> grade at DCPS Sites

Applicants must submit a letter of support signed by the school principal and DCPS Manager, Out of School Time Partnerships, Thomasin Franken. This letter should include the name of the school, the number and ages of students to be served, and the dates and times of the program. Applicants must have the letter signed by the principal prior to sending to Ms. Franken at [thomasin.franken@dc.gov](mailto:thomasin.franken@dc.gov) for approval. All letter requests must be submitted to Ms. Franken at least two weeks before the submission date for final approval. The letter will be signed and returned to the applicant for submission with their application.

**c) DC Public Charter School Summer School Sites**

Applicants applying for a DCPCS site, who are not the DCPCS local education agency (LEA) itself, must provide a current letter of support from the LEA's central office.

**d) Department of Parks and Recreation (DPR) Sites**

Preference will be given to applicants who fill programming gaps described below:

- Any enrichment programming at Bald Eagle Recreation Center, Pop Up Opportunity Center at Malcolm X, Hillcrest Recreation Center and Ridge Road Recreation Center
- Outdoor and environmental programming utilizing any DPR open and outdoor spaces
- Afternoon enrichment programming for high school students
- STEM, robotics and/or coding programming at DPR sites in Ward 7 or 8
- Arts programs such as visual arts or performing arts programming at DPR sites in Ward 7 or 8
- Language or cultural immersion such as Spanish, French, Chinese or Arabic programming at DPR sites in Ward 7 or 8
- Cooking or culinary programming for youth grades 5-8 at Kenilworth/Parkside Recreation Center

**e) District of Columbia Housing Authority (DCHA) Sites**

Applicants may apply to serve children and youth at DCHA communities if there is an existing agreement with DCHA.

### **A.1.8 Total Amount of Funding to be Awarded**

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding up to \$2,000,000 in total awards.

United Way NCA anticipates making awards of up to \$125,000 per grantee. Applicants should only apply for the amount they deem reasonable to cover their summer programming costs. United Way NCA and OST Office maintain the right to adjust the number of grant awards and award amounts based on availability of funding.

## **A.2 Eligibility**

### **A.2.1 Programmatic Focus and Experience**

Organizations' primary vision and program focus must be on serving District children and youth. Additionally, organizations must have demonstrated success in measuring and achieving youth development outcomes.

### **A.2.2 Organizational Structure and Status Requirements**

Organizations must be a 501(c)(3) non-profit organization operating for a minimum of two years at the time of submission. Organizations designated 501(c)(3) who partner with another 501(c)(3) as a fiscal sponsor are eligible to apply. Applicants and fiscal sponsors must submit 501(c)(3) designation letters from the Internal Revenue Service (Appendix 8).

Organizations must have been incorporated and registered to operate in the District of Columbia. Organizations must submit a copy of the DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation (Appendix 9).

### **A.2.3 Operations and Finance**

Organizations may not have an overall overhead expense of more than 20% of the total annual organizational budget to qualify.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, United Way NCA or the District may request the organization's invoices, vouchers, receipts, statements and/or audits. Any payment may be reduced by amounts found by United Way NCA or the District not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization by United Way NCA and an overpayment is identified, the organization shall reimburse United Way NCA or the District for said overpayment within 30 days of receipt of written notification.

Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by United Way NCA.

As part of the proposal, the applicant and/or fiscal sponsor must include copies of:

- The organization's FY16 and FY17 financial statements and accompanying independent audit or review report for each year performed by an independent Certified Public Accountant (CPA) as described in more detail below:
  - Organizations with revenues of \$250,000 or greater are required to submit financial statements and audits for FY16 and FY17 conducted by an independent CPA. Each audit report must clearly show the name and contact information of the CPA firm. If the audit for FY17 is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform an audit of the organization's FY17 financial statements.
  - Organizations with revenues of less than \$250,000 may choose to have an audit and submit the audit with financial statements. Otherwise, financial statements and financial review reports for FY16 and FY17 completed by an independent CPA must be submitted. Each report must clearly

show the name and contact information of the CPA firm. If the financial review for FY17 is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the financial review of the organization's FY17 financial statements.

- Pages 1-6 of FY16 and FY17 (if available) signed IRS Form-990
- DC Office of Tax and Revenue Clean Hands Certificate (Appendix 10)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing (Appendix 11)
- DCRA Basic Business License Charitable Solicitation (Appendix 12)

No more than 10% of grant funds may be used for general operating costs such as audit, organizational rent, management salary, and grant-writing.

Grant funds may not be used for any of the following activities: serving children and youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; vehicles; entertainment or social activities; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff or board incentives; youth cash incentives; and payment or fees to other government agencies.

Grant funds may not be used in conjunction with other District of Columbia government grants, such as Department of Employment Services, Summer Youth Employment Program (DOES SYEP) and Safer Stronger Grants/City Funds, to serve the same program and/or youth.

## SECTION B: PROPOSAL SUBMISSION

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### B.1 Application Format

Proposals that do not meet the following format guidelines will not be accepted or reviewed:

- The proposal must contain all of the listed documents (Appendix 1)
- Proposal must use standard margins (1-inch), 11-point Times New Roman font, single-spaced with appropriate paragraph spacing, and have page numbers. Charts and graphs are permitted.
- Cover page (Appendix 2), required attachments, program location list, logic model, summer program schedule (Appendix 3) and letters of support do not count towards the page limit.
- Do not attach any additional documents not requested; they will not be reviewed.

### B.2 Narrative (10 pages maximum)

#### B.2.1 Organization Capacity and Relevant Experience (16 points)

- Describe the organization's history and mission.
- Describe the organization's expertise in youth development and the organization's history of success in delivering youth program, including measures of success in achieving youth outcomes.
- Describe the organizational leadership structure and expertise in leading and managing a youth focused nonprofit.
- Describe the organization's internal capacity and/or experience to manage, monitor and comply with programmatic, operational and financial grant reporting requirements.
- If applicant is a prior Summer Strong 2017 grantee, describe compliance with grant requirements.



### **B.2.2 Need and Justification of Program (20 points)**

- Describe the target population and youth needs the program proposes to address. Describe why the population needs the service and how the program meets the need.
- Describe the history of the program in the proposed community, if any. If the program will serve at either a proposed DPR site, DCPS summer school site or at an independent location in Wards 1, 5, 7 or 8, please specify.
- Describe how the program complements and coordinates with other resources and other youth programs in the proposed community available to the target population.
- Describe specific strategies the program uses to recruit and retain youth. If these techniques have been used previously, describe both the successes and challenges. If the strategies are new, describe the rationale that suggests success.
- Describe the gap that would exist for the youth if the program was not funded and strategies the program plans to implement to continue programming regardless of funding.

### **B.2.3 Description of Children and Youth Program Offered (24 Points)**

Please ensure the description is clear on the program, objectives and outcomes and provides adequate information on the following core components:

- Program Design:
  - Attach a copy of the organization's logic model and/or theory of change, if available. This will not count against total pages and will be a requirement in future applications.
  - Attach a copy of a syllabus or proposed summer program overview, including objectives and activities, for the minimum of 5 hours, 5 days per week for 5 weeks of summer programming. Syllabus will not count against total pages (Appendix 3).
  - Describe the activities, opportunities, services, supports and projects that youth will experience and be engaged with during the program period. Describe practices, program design or strategies implemented that promote positive youth development.
  - Describe youth's involvement in the development and/or implementation of the program. Describe the role(s) youth have in contributing to the design and content of the program or opportunities for youth leadership within the program.
- Staff and Volunteer Qualification:
  - Describe the professional qualifications, expertise and experience of key program staff and/or volunteers. Describe previous experience working with youth or other relevant area of expertise.
  - Describe the training, resources, or other supports the program has in place to support summer staff and volunteers. Describe how the organization plans to budget and schedule summer frontline staff members in order for them to attend the two mandated trainings discussed in Section D.1.3.
- Quality Improvement
  - Describe any changes made to the program design based on data received in previous years.
  - Describe any evidence based practices applied and how they support the program design.

### **B.2.4 Program Outputs and Outcomes (12 Points)**

- Describe and define the goals for the types of outputs the program hopes to achieve (the tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. Examples include number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events and guest speakers).
- Describe two short-term outcome(s) the program hopes to achieve within the minimum five weeks. Describe how the two short term outcomes align to the Youth Developmental Outcomes (Appendix 6).
- Define the anticipated number of youth served per site and prior achievement of reaching the number of youth served per site.



#### **B.2.5 Program Collaboration (12 Points)**

- Describe specific partnerships that the program has established and how the partnerships benefit the youth. If no partnerships exist, please explain why.
- Provide a description of how the program helps youth engage with the neighborhood and community (community members, institutions, and/or businesses). Describe how community engagement benefits the youth, and if none exist, please explain why.
- Provide a description of how the program plans to incorporate family or caregiver engagement. If family engagement is not a component, please explain why.
- Optional, provide up to five (5) letters of support for the program. These will not be counted against the total narrative pages.

### **B.3 Budget and Budget Narrative Instructions** (maximum 2 pages)

Grant funds may only be used for a specific program and site. Additional District funds may not be used to serve the same group of youth at the same grant funded site. Grant funds must only be used for District children and youth.

Please describe the following in the budget narrative (12 points):

- Describe how the grant funds will be used.
- Describe how the program will accommodate all child(ren) whose families cannot afford a nominal fee, if one is collected.
- Describe in detail how the organization plans to raise money for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Please include, aside from United Way NCA grants, details on other funding the organization is applying for or has secured for the program.

#### **B.3.1 Financial Attachment**

Attach the program budget and indicate all revenue and expenses (Appendix 7).

Attach the organizational budget and how the program fits into the organization's overall budget.

#### **B.3.2 Revenue**

Please list all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required.

#### **B.3.3 Expenses**

For the program and organization's annual budget please describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. We suggest program expenses be separated from overall operating expenses (Appendix 7).

## **SECTION C: PROPOSAL PROCESS AND SCORING**

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### **C.1 Important Dates**

- Wednesday, December 20, 2017: RFP released on United Way NCA's website
- Wednesday, January 3, 2018: Grant Technical Assistance
- Friday, January 12, 2018: Questions submitted to [abonder@uwnca.org](mailto:abonder@uwnca.org)
- Friday, January 19, 2018: Frequently Asked Questions available on United Way NCA website
- Wednesday, January 31, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m. Please email completed proposals to [abonder@uwnca.org](mailto:abonder@uwnca.org) Applicant must receive an email confirmation of submission.
- March 2018: Awards announced via email

### **C.1.1 Grant Technical Assistance Sessions (GTA)**

United Way NCA will hold a GTA session for organizations interested in applying for FY 18 Summer Strong DC Grant. It is strongly encouraged that applicants participate in the GTA session. Other assistance will be available on the United Way NCA website.

### **C.1.2 Questions**

Questions regarding the RFP must be submitted by January 12, 2018 at 5:00 pm to be included in the published Frequently Asked Questions (FAQ) and responses will be posted on the United Way NCA [website](#) by Friday, January 19, 2018 at 5:00 pm. Questions may be sent to [abonder@uwnca.org](mailto:abonder@uwnca.org) at any time related to this RFP.

### **C.1.3 Proposal Submission and Deadline**

All proposals, including attachments must be submitted via email to [abonder@uwnca.org](mailto:abonder@uwnca.org) by Wednesday, January 31, 2018 at 5:00 pm. Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late or incomplete proposals will not be reviewed. No extensions will be granted for the submission of missing proposal components.

## **C.2 Review Process**

### **C.2.1 Scoring**

Each proposal will be reviewed by three (3) reviewers utilizing the scoring rubric (Appendix 14).

Applicants will be reviewed on a 96 point scale as follows:

- Organization Capacity and Relevant Experience (16 points)
- Need and Justification of Program (20 points)
- Description of Children and Youth Program Offered (24 points)
- Program Outputs and Outcomes (12 points)
- Program Collaboration (12 points)
- Budget and Budget Narrative (12 points)

In the event that panel reviewer scores differ by 10 points or more, United Way NCA Staff and/or the OST Office will score the proposal and discard any outliers.

The three reviewer scores will be used to calculate an average score and to rank applications. These scores and ranks will be used to make final awards.

### **C.2.2 Reviewers**

United Way NCA will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school time. All reviewers will be screened for conflicts of interest and must be impartial. Each reviewer will receive training on using the rubric that allows them to be tested for reliability.

### **C.2.3 Notification Process**

All applicants will be notified via email about the status of award by late March 2018. Applicants will receive reviewer scores sheets by mid-April 2018.

### **C.2.4 Awards**

All funding decisions are final and are not subject to review, appeal or protest.

# SECTION D: SUCCESSFUL GRANT APPLICANTS

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## D.1 Requirements If Awarded

### D.1.1 Grantee Meetings and Activities

The grantee must complete the activities as described in the proposal for which the grantee was funded. Any deviations should be raised with United Way NCA for review and approval.

Grantees are required to attend a mandatory meeting during the grant cycle. This meeting will be held April 26, 2018 from 10:00 am to 1:00 pm at a location to be determined. The date is subject to change with 30 days advanced notice to grantees. This meeting will provide important information about compliance, reporting and accountability. In addition, the meeting will provide Cityspan technical training, assistance, dialogue with city agencies and offices and the opportunity to learn from peers and colleagues.

Grantees are required to participate in research and evaluation activities commissioned by DME/OST Office and United Way NCA. These activities include, but are not limited to, youth/family consent forms, collection and submission of youth/family information, and survey distribution and collection activities.

### D.1.2 Quality Improvement

Grantees are required to take part in a city-wide effort to build a quality system by participating in a Quality Improvement Process. Participation in this process may include organizing external assessors to observe summer programming, attending professional development workshops and trainings, refining program logic models or theories of change, piloting assessment tools and/or responding to surveys and requests for information to define the quality system and its corresponding supports. The quality system will support organizations to achieve program outcomes and will be organized by the District's Institute for Youth Development (The Institute). Grantees will be given the opportunity to discuss time commitments and expectations for participation in the Quality Improvement Process during the grant agreement period with United Way NCA to assure that the commitment is realistic, achievable and not overly burdensome. The intent of the Quality Improvement Process is to support organizations in accessing and aligning resources to work towards youth development outcomes.

### D.1.3 Training and Certification

Summer grantees are expected to have a majority of frontline staff participate in the following two 2-hour trainings:

- Providing a Meaningful Summer Experience: Integrating a Youth Development Approach
- Structure and Clear Limits

Training will be provided by The Institute in June 2018. Both trainings are offered at no cost and must be completed by June 22, 2018.

Program supervisor or director must have a certificate of completion for the one-day supervisory AYD course. The course will be offered for new grantees in May 2018. Exemptions to the AYD supervisor course will be granted, but are not limited to, DCPS and/or DCPCS staff members that have received similar trainings.

Grantees must identify the organization's mandated reporter and ensure the certificate of completion of the mandated reporter training is on file. Certificates will be verified during monitoring visits.

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR)/First Aid training. Certificate of completion will be verified during site visits.

#### **D.1.4 Operations**

Grantees will be required to add United Way NCA and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Grantees will also need to provide evidence of automobile (if appropriate) and worker's compensation coverage.

## **D.2 Monitoring and Compliance**

Specific monitoring and progress report schedules will be established and included in the grant agreement. United Way NCA staff will make one scheduled monitoring visit. During such visit, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary by United Way NCA (Appendix 13).

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to identify specifically whether the organization's operational, financial and management systems and practices are adequate to account for grant funds. Monitoring visits differ from the Quality Improvement Process and program observations.

United Way NCA will make at least one unscheduled program site visit during the program period.

#### **D.2.1 Staff and Volunteer Clearance Requirements**

Grantees will be required to have the following background checks on all of the organization's staff and volunteers who have regular (at least weekly interaction) and direct contact with children and youth:

- FBI background check
- Results from National Sex Offender Registry
- DC Criminal Background Check
- DC Child Protection Register (CPR Check)

Clearances must be valid through August 31, 2018. One-day visitors and guests shall at all times be under the direct supervision of a staff member with appropriate clearances.

All clearances must be valid for the duration of the grant period and align with the program site requirements (DCPS, DCPCS, etc.). Employees, volunteers or contractors who are newly hired or under contract by the organization and have direct and unsupervised contact with children and youth, must have background checks and clearances submitted to the appropriate agencies within the first two weeks of employment and the organization must maintain proof of submission within the personnel file.

United Way NCA staff will request to review random personnel files during monitoring visits (Appendix 13).

#### **D.2.2 Attendance**

Grantees will be required to submit daily attendance at the end of the program via a template provided by United Way NCA or directly enter the attendance utilizing the District-wide database, Cityspan.

#### **D.2.3 Safety**

If awarded, United Way NCA may request access to the following:

- Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- CPR/First Aid, one certified person at each program site
- Youth safety information (emergency contacts, health information to be updated as needed)
- Bullying Policy
- Sign-in or attendance procedures
- Exit and pick-up procedures
- Code of Conduct

- Field trip procedures
- Incident Reports
- Conflict Resolution Plan

#### **D.2.4 Program Reporting**

At the program start, grantees must provide the following information:

- Confirmed list of all program site(s)
- Hours of programming
- Anticipated number of children and youth per site
- General program schedule

No later than the second week of programming, grantee must provide the following information:

- Number of youth enrolled in program
- Number of youth attending program
- Number of program slots still available

Following the completion of all programming, but no later than September 28, 2018, grantee must provide the following information:

- Number of youth enrolled in program
- Number of youth who attended program
- Student ID/Unique Identifier
- Enrollee information
  - Full name
  - Date of birth
  - Home address
  - School name and grade
  - Consent enrollment forms
- Written report, including relevant data, on achievement and progress toward the minimum of two (2) youth development outcomes selected in the organization's proposal

#### **D.2.5 Financial Reporting**

Grantees are required to submit an expenditure certification report along with a detailed General Ledger by September 28, 2018. The expenditure report must include the following information:

- Balance Sheet or Statement of Financial Position
- Current Period Expenditures
- Explanation of how the grant was used

Grantees shall maintain records that contain information identifying any grant awards received, any authorizations, any obligations, any unobligated balances, all assets, all outlays and all income. The records shall compare actual expenditures to the budget as well as cumulative grant award installments/payments.

Grantee must also certify that the expenditure report represents an accurate accounting of the expenses paid in conjunction with this grant, administered by United Way NCA on the behalf of the District.

By certifying the expenditure report, grantee also acknowledges and consents that both the District and United Way NCA reserve the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant.

Each expenditure report must be signed and certified by the Grantee's Chief Financial Officer (or closest applicable title) and by the Executive Director/Chief Executive Officer.

The Grantee shall provide United Way NCA the following records for funded expenditures through the Expenditure

Reports and Program Reports, and during monitoring and site visits by United Way NCA staff, as applicable:

- Documentation of staff time;
- Documentation of all equipment, materials, supplies and travel expenses;
- Inventory records and supporting documentation for allowable equipment purchased to carry out the program;
- Rationale supporting allocation of space charges;
- Any other records that support charges to the budget, and;
- A listing of all expenditures incurred during the current period.

Upon request, accounting records shall be supported by source documentation, including but not limited to, canceled checks, invoices, vouchers, paid bills, financial statements, approved time and attendance reports, bank statements and payroll records. All of which shall be clearly identified, legible and readily accessible to United Way NCA.

#### **D.2.6 Disbursements of Funds**

United Way NCA will advance grant funds, **pending the availability of funds**. The initial funding advance (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. Final payment will be based on meeting reporting deadlines. Payments will be made in the following way:

- 80% of total grant award – Payment 1 (May 2018)
- 20% of total grant award – Payment 2 (October 2018 after receipt, review and approval of all reports)

## SECTION E: APPENDICES

### Proposal Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in following order. The checklist is for each applicant's internal use only and should not be submitted.

- ☐ Proposal Cover Page (Appendix 2)
- ☐ List of proposed program(s) and program location(s), address(s), ward(s), name(s) and type(s) of location, age range(s) to be served, estimated number of youth served per site.
- ☐ Proposal Narrative (not to exceed 10 pages)
- ☐ Summer Program Budget (Appendix 4)
- ☐ Organization annual budget (any format) with narrative not to exceed two pages (Appendix 4)

### Attachments

- ☐ Program Logic Model and/or Theory of Change
- ☐ Syllabus of proposed summer program by week including theme; objective of learning; anticipated activities; ultimate deliverable or end product, if any (Appendix 3)
- ☐ Optional: Letter of Support not to exceed five letters, one page per letter
- ☐ Certifications and Assurances (Appendix 5)
- ☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated January 31, 2016 or earlier (Appendix 8)
- ☐ District of Columbia, DCRA Certificate of Incorporation (Appendix 9) or District of Columbia Registration as Foreign Entity dated no later than January 31, 2016
- ☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated January 31, 2016 or later (Appendix 10)
- ☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated January 31, 2016 or later (Appendix 11)
- ☐ District of Columbia Basic Business License Charitable Solicitation dated January 31, 2016 or later (Appendix 12)
- ☐ Financial statements and audits or financial review report for FY16 and FY17 (Section A.2.3)
- ☐ Pages 1-6 of signed IRS Form-990 for FY16, and FY17 (Section A.2.3)



## Proposal Cover Page

Organization:	
Organization federal tax-exempt number:	
Address and ward:	
Contact person:	
Title of contact person:	
Telephone:	
Contact person e-mail:	
Person authorized to negotiate on behalf of the organization:	
Authorized Signature:	
Date:	
If known, proposed police service area of program site (PSA) ( <a href="http://geospatial.dcgis.dc.gov/PSAFinder/">http://geospatial.dcgis.dc.gov/PSAFinder/</a> )	
Ward(s) where program will operate:	
Proposed number of District children and youth served by the organization during the grant period:	
Estimated number of participants that would directly benefit from the grant:	
Participant age range:	
Amount requested from United Way NCA:	
Total organizational annual budget:	
Total program budget:	
Number of full-time employees employed for youth program(s):	
Number of part-time employees employed for youth program(s):	
Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s):	
Number of volunteers engaged in youth program(s):	
Describe whether this is a summer only program or part of a continuing year round program:	

## Summer Agenda Sample

### Week Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30	BREAKFAST				
8:30 – 9:00	Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine				Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition
9:00 – 10:00	Literacy Time- delivered by our team				
10:00 – 10:15	Mindfulness and/or Meditation Activity				
10:15 – 11:15	Sports Math Curriculum: Learning math through sports and analytics				
11:15 – 12:15	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
12:15 – 1:00	LUNCH and RECESS				
1:00 - 2:00	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD	
2:00 - 3:00	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options				
3:00 - 3:30	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

### Literacy Time Syllabus

Objective: Scholars will select a book of their choice to read. Scholars will complete the “Story Map and Movie Trailer to display at the summer end showcase.

Time	Goals	Sample Activities
Week 1	Selection of Book: Three Cups of Tea (Read up to chapter 3) or Nothing But the Truth (Read Chapter 1)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions.
Week 2	Three Cups of Tea (Read up to chapter 9) or Nothing But the Truth (Read Chapter 5)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions.
Week 3	Three Cups of Tea (Read up to chapter 13) or Nothing But the Truth (Read Chapter 13)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, drafting Story Map
Week 4	Three Cups of Tea (Read up to chapter 18) or Nothing But the Truth (Read up to Chapter 15)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, finalizing story map and start video production
Week 5	Three Cups of Tea (Read up to chapter 22) or Nothing But the Truth (Read up to Chapter 19)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts, internal blog post, and groups discussions, finalize video production.

The remaining items on the schedule are contracted services and details are unavailable at this time. We are happy to share if awarded.

# Sample Organization Annual Budget

## Organization Operating Budget FY 18 (July 1, 2017 – June 30, 2018)

Revenue			
Description		Projected Income	
	Corporate Donations (Walmart, KPMG)	50,000	
	Individual Contributions (United Way, CFC)	10,000	
	Interest	136	
	Cafritz Foundation Grant	15,000	
	Meyer Foundation Grant	10,000	
	United Way NCA – Summer 2018 Grant	75,000	
	Other Grants (description provided in narrative)	100,000	
	Program Fees	5,000	
	Events	20,000	
	<b>Total Revenue</b>	<b>\$285,136</b>	
Expenses			
Description		Projected Expenses	Summer 18 Grant Expense
	<b>Management and General</b>		
	Salaries (Executive Director)	60,000	
	Benefits	14,400	
	Administrative Supplies	2,000	
	Building Expenses Rent	12,000	
	Insurance	1,200	
	Utilities	2,400	
	Equipment	3,000	
	Legal Fees	2,000	
	Professional Fees	7,000	
	Phone and IT Services	1,200	
	<b>Subtotal Expenses</b>	<b>105,200</b>	
	<b>Program</b>		
	Salaries (Program Director) and other staff	150,000	58,200
	Benefits	12,000	2,000
	Clearances (Staff and Volunteers)	300	300
	Program Supplies	12,000	10,000
	Program Equipment	3,000	2,500
	Field Trip	1,500	1,000
	Food and Meals	1,000	1,000
	<b>Subtotal Expenses</b>	<b>68,300</b>	<b>75,000</b>
	<b>Total Expenses</b>	<b>\$241,800</b>	<b>75,000</b>

## Certifications and Assurances

Authorized designee (Executive Director, Officer, etc.) please sign after each statement acknowledging you have read and agree to provide these policies if awarded funds. These policies will be reviewed and verified for compliance during onsite monitoring visits.

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### **Terrorist Exclusion**

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries and entities, or individuals subject to economic sanctions administered by the U. S. Department of the Treasury's office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any changes in circumstances pertaining to this certification occur at any time, the organization will immediately notify both United Way NCA and Office of Personnel Management's Combined Federal Campaign Operations.

---

Signature/Date

---

### **Non-Discrimination Policy and Delivery of Services**

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

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Signature/Date

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### **Youth Bullying Prevention Act of 2012**

I certify that the organization named in this application has a Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012 that is enforced on its property, sponsored functions, in transportation and electronic communications to youth.

---

Signature/Date

---

### **Staff Clearances and Requirements**

In the best interest of the children and youth served, I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Record Check, and results from the National Sex Offender Registry on file. We grant United Way NCA and/or the District access to these records at their request or during monitoring visits.

---

Signature/Date

---

### **Personal Assurance**

I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

---

Signature/Date

---

# Youth Developmental Outcomes

Based on the Advancing Youth Development Curriculum (National Training Institute)

**Youth Development:** the human growth and development characterized by several distinct and unique stages of growth and development. The domains are physical/biological, cognitive/academic, and social, emotional and spiritual aspects are developed to support transition from adolescence to adulthood.

**Youth Development Program:** a service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a youth development approach. The program engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and furnishing the supports needed to build on their strengths

**Youth Development Outcomes:** the results of programs and supports that are designed to engage children and youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that children and youth develop in an environment that uses an asset-based approach and positive youth development.

In the District of Columbia, the youth development outcomes have been framed into two categories:

**Identity:** a sense of personal well-being and a sense of connection and commitment to others.

**Ability:** knowledge, skills and attitudes that prepare children and youth for adulthood.

---

## Developmental Outcomes

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Twelve developmental outcomes are organized into two categories: Identity and Ability. Within each category, we have listed 6 attributes. Within each attribute, we have provided three examples of outcomes. A quality program is designed to achieve and measure a minimum of two outcomes

### ASPECTS OF IDENTITY

Children and youth demonstrate a positive identity when they have a sense of personal well-being and a sense of connection and commitment to others.

1. **SAFETY & STRUCTURE:** a perception that one is safe in the world and that daily events are somewhat predictable
  - Feels safe in school, program and neighborhood
  - Signs in and out of program
  - Enforces rules/regulations with their peers
2. **SELF-WORTH:** a perception that one is a "good person" who contributes to self and others
  - Openly shares thoughts and ideas
  - Has a positive self-concept: "I'm okay"
  - Is willing to help others
3. **MASTERY & FUTURE:** a perception that one is "making it" and will succeed in the future.
  - Is able to identify three future goals and how to attain them
  - Prepares for or asks questions about the future (e.g. When is the next test?).
  - Is able to identify three recent accomplishments
4. **BELONGING & MEMBERSHIP:** A perception that one values, and is valued by, others in the family and in the community
  - Interacts easily with peers
  - Joins or volunteers in one or more organizations or clubs
  - Has one or more close friends

5. **RESPONSIBILITY & AUTONOMY:** a perception that one has some control over daily events and is accountable for one's own actions and for the consequences on others.
  - Consistently accepts accountability for his or her actions and consequences thereof
  - Demonstrates leadership by taking responsibility for roles and tasks as assigned
  - Understands the difference between right and wrong
6. **SELF-AWARENESS AND SPIRITUALITY:** a perception that one is unique and is intimately attached to extended families, cultural groups, communities, higher deities, and/or principles.
  - Is able to describe or identify 3 personal strengths and/or unique characteristics
  - Identifies with cultural group, higher deity, and/or philosophy
  - Expresses his or her own ideas and opinions

### ASPECTS OF ABILITY

Children and youth demonstrate ability when they gain knowledge, skills and attitudes that prepare them for adulthood

7. **PHYSICAL HEALTH:** the ability and motivation to act in ways that best ensure current and future physical health for self and for others.
  - Abstains from alcohol, tobacco, and other drugs
  - Participates in physical activities
  - Eats a healthy balanced diet
8. **MENTAL HEALTH:** the ability and motivation to respond affirmatively to and cope with positive and adverse situations, to reflect on one's emotions and surroundings, and to engage in leisure and fun.
  - Demonstrates coping skills
  - Has hobbies
  - Demonstrates good sense of humor and works well with others
9. **INTELLECTUAL ABILITY:** the ability and motivation to learn in school and in other settings, to gain the basic knowledge needed to graduate from high school, to use critical thinking, to be creative, to use problem-solving and expressive skills, and to conduct independent study.
  - Ask questions or demonstrates curiosity about new areas of knowledge beyond current learning
  - Applies critical thinking (compare and contrast, pro and con) and problem-solving skills
  - Communicates well when speaking
10. **EMPLOYABILITY:** the ability and motivation to gain the functional and organizational skills necessary for employment, including an understanding of careers and options, and the steps necessary to reach goals.
  - Schedules time and plans ahead
  - Follows directions
  - Negotiates and resolves problems
11. **CIVIC & SOCIAL ABILITY:** the ability and motivation to work collaboratively with others for the larger good and to sustain caring friendships and relationships with others.
  - Behaves ethically toward others
  - Is able to lead and/or discuss two or more current community issues
  - Listens to, respects, and responds to ideas of others
12. **CULTURAL ABILITY:** the ability and motivation to respect and affirmatively respond to differences among groups and individuals with diverse backgrounds, interests, and traditions.
  - Appreciates and respects the differences among individuals and groups
  - Identifies with cultural group has one or more close friends of a different race or ethnicity

## Youth Development Glossary

- **Opportunities:** availability, situation, chance, or event for children and youth to participate in that may normally not be an option and is accompanied by appropriate supports and services.
- **Outputs:** tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. Examples include number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events and guest speakers.
- **Services:** provision of resources, knowledge or goods.
- **Supports:** interpersonal relationships addressed by expectations, guidance, and boundaries.
- **Youth Development:** the human growth and development characterized by several distinct and unique stages of growth and development. The domains are physical/biological, cognitive/academic, and social, emotional and spiritual aspects are developed to support transition from adolescence to adulthood.
- **Youth Development Program:** A service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a positive youth development approach.
- **Youth Developmental Outcomes:** the results of programs and supports that are designed to engage children and youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that children and youth develop in an environment that uses an asset-based approach and positive youth development.

In the District of Columbia, the youth development outcomes have been framed into two categories:


Identity: a sense of personal well-being and connection and commitment to others.



Ability: knowledge, skills and attitudes that prepare children and youth for adulthood.

- **Youth Participation:** children and youth having the power to make and implement decisions, together with a share of the responsibility for the outcomes.
- **Youth Worker or Youth Development Practitioner:** an individual who works with children and youth to promote developmental outcomes. Youth Workers range from entry-level, direct-service staff to supervisors and program managers, and can have a focus or specialty in areas such as sports, recreation, youth development, informal education, child/after-school care, health counseling, the arts, environmental education, vocational skills training, group work, social work, probation and casework/assessment. They can work with children and youth in structured, semi-structured, or unstructured settings.



# IRS Determination Letter 501(c)3 Status: Tax Exempt Form



 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

In reply refer to:   
Dec. 23, 2011 LTR 4168C E0  
 000000 00  
00017549  
BODC: TE

  
  
WASHINGTON DC 20003-2802



019320

Employer Identification Number:   
Person to Contact:   
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1977.

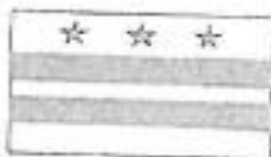
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/ee](http://www.irs.gov/ee) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

## DCRA Certificate of Incorporation

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



# CERTIFICATE

THIS IS TO CERTIFY that there were received and accepted for record in the Department of Consumer and Regulatory Affairs, Corporations Division, on 10/07/1974 Articles of Incorporation of:

[REDACTED]

The above named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to conduct its affairs in the District of Columbia as of the date mentioned above.

WE FURTHER CERTIFY that the above entitled corporation is at the time of issuance of this certificate in Good Standing, according to the records of the Corporations Division, having filed all reports as required by the District of Columbia Nonprofit Corporation Act.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 08/24/2011



Vincent C. Gray  
Mayor

Tracking #: Q90RCENAT

Business and Professional Licensing Administration

*Patricia E. Grays*

PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

## OTR: Certificate of Clean Hands

The application can be found at: <https://ocfocleanhands.dc.gov/cch/>

 Government of the District of Columbia

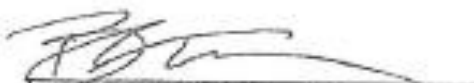
### CERTIFICATE OF CLEAN HANDS

  
  
WASHINGTON, DC 20002-5330

EIN : \*\*\*\*\*

As reported in the Citywide Clean Hands system, the above referenced individual or entity has no outstanding liability with the District of Columbia. As of the date herein, you have complied with the following official DC code and therefore are issued this Certificate of Clean Hands.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS AND FEES  
CHAPTER 28. GENERAL LICENSE LAW  
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT  
D.C. Code § 47-2862 (2006)  
§ 47-2862 Prohibition against issuance of license or permit.



Authorized By Bobby Tucker  
Chief Collection Division

Date: Tuesday this 22nd day of September 2015 03:24 PM

Tracking#: 379271

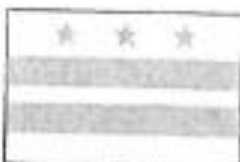
*This document is a certified, complete and true copy*

## DCRA: Certificate of Good Standing

The application can be found at: <https://corponline.dkra.dc.gov/Account.aspx/LogOn?ReturnUrl=%2f>

Initial File #: 742391

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



### CERTIFICATE

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this **CERTIFICATE OF GOOD STANDING** is hereby issued to

████████████████████

WE FURTHER CERTIFY that the domestic filing entity is formed under the law of the District on 10/7/1974; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity has not been dissolved. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 4/6/2015 11:41 AM

Business and Professional Licensing Administration



*Patricia E. Grays*

PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: 60sAbujx

## DCRA: Basic Business License Charitable Solicitation

The application can be found at: <http://dmped.dc.gov/service/register-and-license-non-profit-organization>

☆☆☆

GOVERNMENT  
OF THE  
DISTRICT OF  
COLUMBIA  
Vincent C. Gray,

Department of Consumer and  
Regulatory Affairs  
Business License Division  
1100 4th Street S.W.  
Washington DC 20024

Date Issued: 7/20/2014  
Category: 4002  
License#: [REDACTED]  
License Period: 9/1/2014 - 8/31/2016

**BASIC BUSINESS LICENSE**

Billing Name and Address: [REDACTED]  
Washington, DC 20003

Premises/Application's Name and Address: [REDACTED]  
WASHINGTON, DC 20003

Registered Agent's Name and Address: [REDACTED]  
Washington DC 20003

Owner's Name  
Corp. Name [REDACTED]  
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0959	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation  
[REDACTED]

— THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES —

\*License Effective from the later of Issued or Start of License-Period Date

*Rabbiah A. Sabbakhan*  
Director:  
Rabbiah A. Sabbakhan

## Sample Monitoring Visit Checklist

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period.

During a prearranged monitoring visit, United Way NCA team member must have access to the following items:

- ☐ Personnel file for all staff (paid and unpaid) to verify clearances and safety requirements
  - ☐ FBI finger print and background check
  - ☐ Results from National Child Sex Offender Registry
  - ☐ DC Criminal Background Check
  - ☐ DC Child Protection Registry (CPR Check)
  - ☐ Clean TB tests – required for DCPS sites only
  - ☐ Certificate of Completion of Mandated Reporter Training
  - ☐ Certificate of Completion for AYD training
  - ☐ CPR/First Aid Certification
- ☐ Policy and procedure handbooks
  - ☐ Sign-in or attendance procedures
  - ☐ Exit and pick-up procedures
  - ☐ Field trip procedures
  - ☐ Code of Conduct
  - ☐ Confidentiality
  - ☐ Incident reports
  - ☐ Conflict resolution/behavior management plan or procedure
- ☐ Safety
  - ☐ Emergency Plan
  - ☐ All exits and entrances are clear from obstruction
  - ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
  - ☐ Emergency contacts for youth and important health information (allergies, medications, etc.) available at the program sites and updated as needed.
  - ☐ Procedure for handling health emergencies
- ☐ Insurance
  - ☐ General Liability Insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Umbrella Liability may be used to supplement coverage. United Way NCA and the Government of the District of Columbia must be additionally insured.
  - ☐ Copy of Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation



## Section 1: Organizational Capacity & Relevant Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Does not define history and mission of organization	<input type="checkbox"/> Describes history and mission of organization; lacks details	<input type="checkbox"/> Describes history and mission of organization in detail	<input type="checkbox"/> Describes history and mission of organization in detail <input type="checkbox"/> 100% of organization mission currently focused on serving children and youth between ages 5 to 21	
<input type="checkbox"/> Does not describe historical successes and/or youth outcomes achieved	<input type="checkbox"/> Describes some organizational successes or expertise in achieving youth outcomes <input type="checkbox"/> Does not detail history in achieving youth outcomes	<input type="checkbox"/> Describes organizational successes and expertise in youth development <input type="checkbox"/> Details at least two years of history achieving youth outcomes that are clear, specific and can be attributed to the organization	<input type="checkbox"/> Describes organizational successes and expertise in youth development <input type="checkbox"/> Details at least two years of history of success achieving youth outcomes that are clear, specific and can be attributed to the organization <input type="checkbox"/> Provides quantitative or qualitative evidence of specific youth outcomes	
<input type="checkbox"/> Members of leadership team have little experience or expertise in leading a non-profit and/or youth program, for example one year or less experience OR <input type="checkbox"/> Organizational staff structure has not been described	<input type="checkbox"/> At least one member of leadership team has two years or more of experience and expertise leading a non-profit and/or youth program <input type="checkbox"/> Describes organizational staff structure	<input type="checkbox"/> Majority of leadership team has expertise and direct experience of three to five years leading a non-profit organization and/or youth program <input type="checkbox"/> Describes organizational staff structure	<input type="checkbox"/> Majority of leadership team has expertise or direct experience of six or more years of experience leading a non-profit organization <input type="checkbox"/> Program leadership team has six or more years direct experience and expertise in youth development and youth programming <input type="checkbox"/> Details organizational staff structure	
<input type="checkbox"/> Does not cite any internal capacity to manage, monitor or comply with the grant requirements  If prior Summer Strong 2017 grantee <input type="checkbox"/> Provides no evidence of compliance with prior grant requirements	<input type="checkbox"/> Cites internal capacity to manage, monitor and comply with the programmatic, operational and financial grant reporting requirements but does not specify details  If prior Summer Strong 2017 grantee <input type="checkbox"/> Cites compliance with prior grant requirements	<input type="checkbox"/> Describes internal operations with financial management and expertise for delivering youth programs <input type="checkbox"/> Cites internal capacity to manage, monitor and comply with the programmatic, operational and financial grant reporting requirements <input type="checkbox"/> Specifies details in at least one area of programmatic, operational or financial grant reporting  If prior Summer Strong 2017 grantee <input type="checkbox"/> Details compliance with prior grant requirements	<input type="checkbox"/> Describes strong internal operations with financial management and expertise for delivering youth programs and grants management <input type="checkbox"/> Cites internal capacity to manage, monitor and comply with the programmatic, operational and financial grant reporting requirements <input type="checkbox"/> Specifies details in all areas <input type="checkbox"/> Shows a history of compliance  If prior Summer Strong 2017 grantee <input type="checkbox"/> Details timely compliance with prior grant requirements in all areas of grant reporting, attendance at mandatory meetings and reporting on outcomes specific to grant	
Section 1 Total				0



## Section 2: Need and Justification of Program (20 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Does not describe target population OR <input type="checkbox"/> Does not describe youth needs program proposes to serve	<input type="checkbox"/> Describes target population <input type="checkbox"/> Describes youth needs program proposes to serve <input type="checkbox"/> Provides brief explanation for why this population needs the program	<input type="checkbox"/> Describes target population and population is "at-risk" <input type="checkbox"/> Describes youth needs program proposes to serve <input type="checkbox"/> Provides explanation for why this population needs the program and provides supporting data	<input type="checkbox"/> Describes target population and population is "at-risk" <input type="checkbox"/> Describes youth needs program proposes to serve <input type="checkbox"/> Provides explanation for why this population needs the program, how the program address unmet need and provides supporting data	
<input type="checkbox"/> Does not show any history of providing the program	<input type="checkbox"/> Describes history of less than two years of providing the program	<input type="checkbox"/> Describes history of providing the program for two or more years <input type="checkbox"/> Will program at a site in Ward 1 or 5	<input type="checkbox"/> Describes history of providing the program for two or more years <input type="checkbox"/> Will program at <ul style="list-style-type: none"> <li><input type="checkbox"/> a DPR proposed site and provide requested programming OR</li> <li><input type="checkbox"/> a DCPS summer school site OR</li> <li><input type="checkbox"/> a site in Ward 7 or 8 OR</li> <li><input type="checkbox"/> a DCHA Site</li> </ul>	
<input type="checkbox"/> Does not describe other resources or programs that serve the target population	<input type="checkbox"/> Describes some resources and programs that serve the target population <input type="checkbox"/> Does not address how the program complements existing resources	<input type="checkbox"/> Describes some resources and programs that serve the target population <input type="checkbox"/> Provides details on how the program complements existing resources	<input type="checkbox"/> Describes some resources and programs that serve the target population <input type="checkbox"/> Provides details and shows intentionality and coordination in complementing programming and resources for the target population	
<input type="checkbox"/> Does not describe strategies to recruit youth OR <input type="checkbox"/> Does not describes strategies to retain youth	<input type="checkbox"/> Describes strategies to recruit youth <input type="checkbox"/> Describes strategies to retain youth <input type="checkbox"/> Does not describe successes and/or challenges with recruitment and/or retention	<input type="checkbox"/> Describes strategies to recruit youth <input type="checkbox"/> Describes strategies to retain youth <input type="checkbox"/> Describe successes and/or challenges with recruitment and/or retention	<input type="checkbox"/> Details strategies that recruit youth <input type="checkbox"/> Details strategies that retain youth <input type="checkbox"/> Details successes and challenges with recruitment and retention	
<input type="checkbox"/> Does not describe the gap in the community if the program is not funded	<input type="checkbox"/> References gap that would exist if not funded	<input type="checkbox"/> Describes in detail the gap that would exist if not funded	<input type="checkbox"/> Describes in detail the gap that would exist if not funded <input type="checkbox"/> Provides strategies to continue programming regardless of funding and/or how services for youth would continue without the program	
Section 2 Total				0

### Section 3: Description of Children and Youth Program Offered (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<ul style="list-style-type: none"> <li>Does not provide syllabus</li> <li>Program does not meet the minimum dosage requirement</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects and opportunities for youth</li> <li>Provides a syllabus with little details</li> <li>Program meets minimum dosage requirement</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects and opportunities for youth</li> <li>Provides a syllabus with clear details</li> <li>Program meets the minimum dosage requirements</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects and opportunities for youth</li> <li>Provides a syllabus with clear details about weekly objectives and activities are well connected and aligned</li> <li>Program design is intentional to achieve program outcomes described in the logic model</li> <li>Program exceeds the minimum dosage requirements</li> </ul>	
<ul style="list-style-type: none"> <li>Does not describe the activities, projects or opportunities for youth in the program or does not provide a logic model OR</li> <li>Does not describe youth development practices or strategies in the program design or delivery</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects or opportunities for youth in the program and provides a logic model OR</li> <li>Describes youth development practices or strategies in the program design or delivery</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects or opportunities for youth in the program and provides a logic model</li> <li>Describes youth development practices or strategies in the program design or delivery</li> </ul>	<ul style="list-style-type: none"> <li>Describes the activities, projects or opportunities for youth in the program and provides a logic model</li> <li>Specifically describes at least three practices or strategies in the program design or delivery and how the practices or strategies promote positive youth development</li> </ul>	
<ul style="list-style-type: none"> <li>Does not describe youth voice in the design or content of the program</li> <li>Does not describe youth involvement in implementation of the program</li> </ul>	<ul style="list-style-type: none"> <li>Describes youth voice in the design or content of the program OR</li> <li>Describes youth involvement in implementation of the program</li> </ul>	<ul style="list-style-type: none"> <li>Describes youth voice in the design or content of the program</li> <li>Describes youth involvement in implementation of the program</li> </ul>	<ul style="list-style-type: none"> <li>Describes youth voice in the design or content of the program</li> <li>Describes youth involvement in implementation of the program</li> <li>Provides opportunities and examples of youth voice and leadership</li> </ul>	
<ul style="list-style-type: none"> <li>Does not describe key program staff and/or volunteers qualifications or</li> <li>Does not describe experience working with youth</li> <li>Does not describe relevant expertise</li> </ul>	<ul style="list-style-type: none"> <li>Describes key program staff and/or volunteers qualifications OR</li> <li>Describes key program staff and/or volunteers experience working with youth OR</li> <li>Describes key program staff and/or volunteers relevant expertise</li> </ul>	<ul style="list-style-type: none"> <li>Describes key program staff and/or volunteers qualifications</li> <li>Describes key program staff and/or volunteers experience working with youth</li> <li>Describes key program staff and/or volunteers relevant expertise</li> </ul>	<ul style="list-style-type: none"> <li>Describes key program staff and/or volunteers qualifications specifically in summer programming</li> <li>Describes key program staff and/or volunteers direct experience working with youth of at least two years or more</li> <li>Describes key program staff and/or volunteers relevant expertise in content area</li> </ul>	
<ul style="list-style-type: none"> <li>Does not cite training, resources or other supports for program staff and volunteers</li> <li>Does not address how frontline staff will receive the two mandated trainings</li> </ul>	<ul style="list-style-type: none"> <li>Describes training, resources or other supports for program staff and volunteers OR</li> <li>Describes how frontline staff will receive the two mandated trainings</li> </ul>	<ul style="list-style-type: none"> <li>Describes training, resources or other supports for program staff and volunteers</li> <li>Describes how frontline staff will receive the two mandated trainings</li> </ul>	<ul style="list-style-type: none"> <li>Describes clear training for front line staff and volunteers that align to summer program and includes more than the two mandated trainings</li> <li>Describes resources or other supports for program staff and volunteers during the entire summer program</li> <li>Describes a supportive environment for all staff and volunteers</li> </ul>	
<ul style="list-style-type: none"> <li>Does not provide any details about improving or changing program</li> <li>Does not address evidence based practices</li> </ul>	<ul style="list-style-type: none"> <li>Provides details about improving or changing program</li> <li>Details how evaluations, data, and/or feedback stakeholders are used for program improvement</li> <li>Describes use of evidence based practices but lacks details</li> </ul>	<ul style="list-style-type: none"> <li>Provides details about improving or changing program</li> <li>Details how evaluations, data, and/or feedback stakeholders are used for program improvement</li> <li>Describes how program improvement directly benefit the youth and impact outcomes</li> <li>Describes use of evidence based practices and cites the source of the practice</li> </ul>	<ul style="list-style-type: none"> <li>Provides details about improving or changing program</li> <li>Details how evaluations, data, and/or feedback stakeholders are used for program improvement</li> <li>Describes how program improvement directly benefit the youth and impact outcomes</li> <li>Describes a continuous cycle of improvement through self-assessment, external assessment or other methods</li> <li>Describes use of evidence based practices, connection to the program design and cites the source of the practice</li> </ul>	

### Section 4: Program Outputs and Outcomes (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Does not define, describe or list outputs	<input type="checkbox"/> Describes outputs and how outputs are measured	<input type="checkbox"/> Describes outputs and how outputs are measured <input type="checkbox"/> Describes goals and targets for each output	<input type="checkbox"/> Describes outputs and how outputs are measured <input type="checkbox"/> Describes goals and targets for each output and are measurable and achievable over the summer <input type="checkbox"/> Describes measurement tool or method of measuring output and outcomes that are appropriate and accurate	
<input type="checkbox"/> Does not describe two short term outcomes <input type="checkbox"/> Does not describe how the two outcomes align to youth development outcomes	<input type="checkbox"/> Describes two short term outcomes OR <input type="checkbox"/> Describes how the two outcomes align to youth development outcomes OR <input type="checkbox"/> Describes method for measuring outcomes	<input type="checkbox"/> Describes two short term outcomes <input type="checkbox"/> Describes how the two outcomes align to youth development outcomes <input type="checkbox"/> Developmental outcomes is appropriate for target population <input type="checkbox"/> Describes method for measuring outcomes	<input type="checkbox"/> Describes two short term outcomes <input type="checkbox"/> Describes how the two outcomes align to youth development outcomes <input type="checkbox"/> Developmental outcomes is appropriate for target population <input type="checkbox"/> Describes method for measuring outcomes <input type="checkbox"/> Programming is intentionally designed to achieving those outcomes and data is provided	
<input type="checkbox"/> Does not define the number of youth anticipated to serve over the summer	<input type="checkbox"/> Defines the number of youth anticipated to serve over the summer OR <input type="checkbox"/> Describes history of reaching enrollment numbers	<input type="checkbox"/> Defines the number of youth anticipated to serve over the summer <input type="checkbox"/> Describes history of reaching enrollment numbers	<input type="checkbox"/> Defines the number of youth anticipated to serve over the summer <input type="checkbox"/> Describes history of reaching enrollment numbers <input type="checkbox"/> Describes strategies and practices to achieve and/or exceed target enrollment	
Section 4 Total				0

## Section 5: Program Collaboration (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Does not describe partners  OR <input type="checkbox"/> Does not describe reason for not having partners	<input type="checkbox"/> Describes partners  OR <input type="checkbox"/> Describes reasons for not having partners	<input type="checkbox"/> Describes partners and benefits to the youth  OR <input type="checkbox"/> Describes reasons for not having partners that are reasonable	<input type="checkbox"/> Describes partners and partnerships that are mutually beneficial and are not paid program vendors <input type="checkbox"/> Describes how the partnership benefits the youth and partnership directly aligns to program outcomes or outputs  OR <input type="checkbox"/> Describes reasons for not having partners that are reasonable and aligned to support positive youth development	
<input type="checkbox"/> Does not describe why or why not opportunities for engagement with community or neighborhood is part of the program	<input type="checkbox"/> Describes why or why not opportunities for engagement with community or neighborhood is part of the program	<input type="checkbox"/> Describes why opportunities for engagement with community or neighborhood is part of the program and <input type="checkbox"/> Describes how the community engagement benefits the youth  OR <input type="checkbox"/> Describes why opportunities for engagement with community or neighborhood is not part of the program and <input type="checkbox"/> Provides a rationale to not have community engagement	<input type="checkbox"/> Describes why opportunities for engagement with community or neighborhood is part of the program and <input type="checkbox"/> Describes how the community engagement benefits the youth and aligns to the program outputs or outcomes  OR <input type="checkbox"/> Describes why opportunities for engagement with community or neighborhood is not part of the program and <input type="checkbox"/> Provides a rationale to not have community engagement that supports positive youth development	
<input type="checkbox"/> Does not provide opportunities for engagement with family and caregiver  OR <input type="checkbox"/> Does not provide rationale for not engaging family or caregiver	<input type="checkbox"/> Describes opportunities for engagement with family and caregiver  OR <input type="checkbox"/> Describes rationale for not engaging family or caregiver	<input type="checkbox"/> Describes various opportunities for engagement with family and caregiver  OR <input type="checkbox"/> Describes rationale for not engaging family or caregiver that is reasonable	<input type="checkbox"/> Describes various opportunities for engagement with family and caregiver <input type="checkbox"/> Opportunities respect family and caregiver time, commitment and needs <input type="checkbox"/> Describes past history of success with parent or caregiver engagement  OR <input type="checkbox"/> Describes rationale for not engaging family or caregiver that is reasonable and supports positive youth development	
Section 5 Total				0

## Section 6: Budget and Budget Narrative (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<ul style="list-style-type: none"> <li>□ Did not provide a program budget OR</li> <li>□ Did not provide an organizational budget</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides a program budget OR</li> <li>□ Details how grant award will be used AND</li> <li>□ Provides an organizational budget</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides an accurate program budget</li> <li>□ Details how grant award will be used specifically for the program and site and is aligned to program description and activities</li> <li>□ Provides an organizational budget</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides an accurate program budget that is reasonable for the program design and the number of youth served</li> <li>□ Details how grant award will be used specifically for the program and site and is aligned to program description and activities</li> <li>□ 100% of grant funds will be directly used for program expenses</li> <li>□ Provides an organizational budget that details how the program budget relates to the organizational budget</li> </ul>	
<ul style="list-style-type: none"> <li>□ Does not describe other sources of funding</li> <li>□ Applicant charges a fee and does not explain how the organization allows youth to participate if families cannot afford to pay</li> </ul>	<ul style="list-style-type: none"> <li>□ Describes other sources of funding</li> <li>□ Applicant charges a fee and briefly explains how the organization allows youth to participate if families cannot afford to pay</li> </ul>	<ul style="list-style-type: none"> <li>□ Describes other sources and status of funding</li> <li>□ Fundraising strategies are varied</li> <li>□ Expenses do not exceed revenue</li> <li>□ Applicant charges a fee and fully explains how the organization allows youth to participate if families cannot afford to pay</li> </ul>	<ul style="list-style-type: none"> <li>□ Details other sources and status of funding (secured, pending)</li> <li>□ Fundraising strategies are varied and likely to support the summer program</li> <li>□ Revenue does not include other local government sources</li> <li>□ Expenses do not exceed revenue</li> <li>□ Applicants does not charge a fee and all programs are 100% free</li> </ul>	
<ul style="list-style-type: none"> <li>□ Did not provide audit or financial review</li> <li>□ Did not provide 990</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides audit or financial review OR</li> <li>□ Provides pages 1-6 of 990 for one year</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides at least one year of audits that or financial review that is most recent</li> <li>□ Provides pages 1-6 of 990 for all 2 years</li> </ul>	<ul style="list-style-type: none"> <li>□ Provides at least two years of audits or financial review that are most recent</li> <li>□ Provides pages 1-6 of 990 for all 2 years</li> </ul>	
Section 6 Total				0