



Request for Proposals 2018 Summer Coordinating Entity at DC Housing Authority Sites

RFP Release Date: December 20, 2017
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, United Way NCA and the District of Columbia Housing Authority (DCHA) want to support successful applicants! United Way NCA and The Office of Out of School Time Grants and Youth Outcomes 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. Successfully submitted proposals will receive a confirmation email. If an email is not received, contact abonder@uwnca.org.

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

TABLE OF CONTENTS

Section A: Statement of Work.....	3
A.1 Scope	3
A.2 Eligibility	5
Section B: Proposal Submission	6
B.1 Application Format	6
B.2 Narrative (10 pages maximum).....	6
B.3 Budget and Budget Narrative Instructions (maximum 2 pages)	8
Section C: Proposal Process and Scoring	8
C.1 Important Dates	8
C.2 Review Process	9
C.2.1 Scoring	9
Section D: Successful Grant applicants	10
D.1 Requirements If Awarded.....	10
D.2 Monitoring and Compliance.....	11
Section E: Appendices.....	14
Proposal Checklist	14
Proposal Cover Page	15
Summer Agenda Sample	16
Sample Organization Annual Budget.....	17
Certifications and Assurances	18
Youth Developmental Outcomes	19
Youth Development Glossary	21
IRS Determination Letter 501(c)3 Status: Tax Exempt Form	22
DCRA Certificate of Incorporation	23
OTR: Certificate of Clean Hands.....	24
DCRA: Certificate of Good Standing	25
DCRA: Basic Business License Charitable Solicitation	26
DCHA: Insurance and Background Check	27
Sample Monitoring Visit Checklist.....	28
Scoring Rubric	29

SECTION A: STATEMENT OF WORK

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 a high-quality summer camp experience. 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. Both locations that summer camp will be scheduled are District of Columbia Housing Authority (DCHA) properties.

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 RFP 2018 Summer Coordinating Entity at DCHA Sites invites high-performing, non-profit, youth development organizations serving children and youth to apply for this grant competition. Organizations applying must demonstrate (1) experience managing a summer camp or youth programming, (2) experience managing subcontractors or willingness to work with subcontractors, and (3) ability to implement evidence based practices that support positive youth development. This pilot program is being created by the OST Office with the assistance of the DCHA. The intent of this grant is to pilot two coordinating entities that will manage high-quality summer camps by subcontracting with grassroots entities to provide educational, social, emotional, and physical health opportunities and activities for children and youth at two DCHA properties for children and youth ages 5-17. The OST Office will issue a Request for Applications (RFA) in early January for subcontractors to apply to work with the coordinating entity.

By focusing this grant opportunity at the two identified DCHA properties, the coordinating entity will be serving children and youth who are most in need or at-risk¹ and require access to high-quality, no-cost summer opportunities. In addition, the District is seeking a coordinating entity that must subcontract with grassroots and community led entities to provide a rich variety of summer experiences for our youth.

For the purposes of this RFP, summer camp is defined as a structured, supervised learning or youth development opportunity offered to a distinct group of a minimum of 60 District children and youth during the summer months for a minimum of 8 hours per day, 5 days a week for a minimum of 6 consecutive weeks. The coordinating entity will subcontract with various businesses and nonprofits to provide direct services to children and youth during the summer camp.

¹ 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.

A.1.1 Summer Grant Period

The grant period will run from April 2, 2018 through August 31, 2018. Summer camp programming must take place between June 18, 2018 and August 17, 2018 and in partnership with the resident council, DCHA and OST Office.

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.

OST Office seeks to fund two youth serving organizations that demonstrate the ability to coordinate intentional opportunities that help children and youth reach developmental outcomes and have meaningful roles in their community. With support from the OST Office, applicants must utilize an assessment tool that will measure the youth developmental outcomes of (1) Belonging and Membership and (2) Self-Worth (Appendix 6). The applicant with support from the OST Office will be responsible for ensuring at least 75% of enrolled youth complete the assessment.

A.1.3 Target Population

Grants will be awarded to youth development organizations serving children and youth between the ages of 5 – 17 years. Applicants must serve children and youth who are most in need or at-risk and require access to high-quality, no-cost summer opportunities.

Grants will be awarded to two youth development organizations that understand the needs of public housing communities. Applicants must select either Lincoln Heights or Woodland Terrace and coordinate a summer camp for children and youth ages 5 to 17.

Grant funds may only be used to support children and youth residing in the District. Children and youth from surrounding communities are eligible to participate as long as they are District residents. Grantees and subcontractors may not charge a fee to any District child or youth attending the camp.

Applicant must serve a minimum of 60 children and/or youth during the grant period.

Applicant must ensure and maintain an adult to participant ratio of at least 1:15 at all times.

A.1.4 Grant Period

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

A.1.5 Camp Programming Period

The program period is June 18, 2018 to August 17, 2018.

A.1.6 Camp Programming Dosage

Programs must offer combined services covering a minimum of 8 hours per day between 8:00 am – 8:00 pm, 5 days per week for a minimum of 6 consecutive weeks between June 18, 2018 and August 17, 2018. Preference is given to applicants that serve over 8 hours per day.

A.1.7 Camp Locations

District of Columbia Housing Authority (DCHA) Sites

- Lincoln Heights located at 400 50th Street NE, Washington, DC 20019 in Ward 7
- Woodland Terrace located at 2311 Ainger Place SE, Washington DC 20020 in Ward 8

A.1.8 Total Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding a total of up to \$200,000 with the maximum grant award of \$100,000 per grantee.

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 focus must be on serving District of Columbia children and youth. Additionally, organizations must have demonstrated success managing youth programs at public housing communities and/or demonstrate the ability to coordinate youth programs at public housing communities. The District is seeking a coordinating entity that must subcontract with grassroots and community led entities to provide a rich variety of summer experiences for our youth.

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. Fiscal sponsors are not permitted for this grant competition.

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 must have an overall overhead expense of no 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 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 7% 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.

This grant fully funds the 60 slots; therefore, no other District grants may be used in conjunction with this grant to service the same slots.

SECTION B: PROPOSAL SUBMISSION

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 and summer program schedule (Appendix 3) 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 History and Capacity (12 Points)

- Describe the organization's history and mission and why children and youth are a priority for the organization.
- Describe the organization's expertise in coordinating youth development programs and/or the organization's history of success in delivering youth programs and provide examples of success.
- Describe the organization's internal capacity and/or experience managing, monitoring and complying with programmatic, operational and financial grant reporting requirements.

- Describe the organization's internal financial management controls with respect to managing subcontractor agreements.

B.2.2 Relevant Experience (12 Points)

- Describe the organization's process to manage subcontractors.
- Describe the organization's history of working within public housing communities.
- Describe which housing community the applicant wishes to serve, why and any existing relationship with Lincoln Heights and/or Woodland Terrace.

B.2.3 Details about the Summer Camp (28 Points)

Please ensure the description of the responsibilities of the coordinating entity (coordinator) are clear with respect to program details and objectives that the applicant will provide, or if the coordinator will not be providing direct services to children and youth, provide descriptions of the types of programming the coordinator will be seeking along with adequate information on the following core components:

- Program Schedule:
 - Describe or insert a chart that explains the daily schedule, covering a minimum of eight (8) hours between 8:00 am and 8:00 pm and how said schedule will dictate the activities five (5) days a week for a minimum of six (6) consecutive weeks. The schedule can change daily or weekly, but must cover the entire time period.
 - If the coordinator will provide direct services, describe the activities, opportunities, services, supports and projects that youth will experience and be engaged with during the camp, including age ranges and dosage of service. Describe the types of services and variety of programming applicant will be seeking from subcontractors in order to cover the necessary camp programming dosage.
 - Describe how the applicant plans to engage children and youth of various ages, in what types of activities and how these groups will be arranged.
- Services Offered to Subcontractors:
 - Describe how the applicant will provide support to subcontractors to ensure all background checks and clearances for staff, contractors and volunteers are complete, in compliance and on file.
 - Describe the type of support the applicant will provide to subcontractors and why that will be necessary.
 - Describe the frequency of support applicant foresees subcontractors will require on a daily basis and how the applicant plans to address the need.
 - Describe any challenges the applicant foresees with subcontractors and how those issues may be resolved. Among other challenges identified, please include applicant's plan to address accident/incident reports; health and safety issues; attendance (of youth and subcontractors), budget and financial reporting concerns.
 - Describe what applicant will require from DCHA with respect to space, facilities or other physical requirements.
- Staff and Volunteer Qualifications:
 - Describe the professional qualifications, expertise and experience of key program staff and/or volunteers that will be responsible for the day-to-day operations of the summer camp.
 - Describe previous experience working with youth or other relevant areas of expertise, including as a coordinator of services.
 - Describe the training, resources, or other supports the coordinator has in place to support summer staff and volunteers. Describe how the organization plans to support subcontractors in their effort to participate in the two mandatory 2-hour trainings discussed in Section D.1.3

B.2.4 Youth Involvement (8 Points)

- Describe the role(s) youth have in contributing to the design and content of the camp or opportunities for youth leadership during camp.

- Describe strategies of how the applicant will recruit and retain youth.
- Define the number of youth the summer camp will serve.

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

Grant funds may only be used for a specific 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 in detail how the organization plans to raise money for the camp if there is a deficit (e.g., fundraising events, private donations, government initiatives, etc.). Describe any in-kind services and supports and who will provide those in-kind service and supports.
- Describe how coordinating entity will subcontract and utilize the expertise of various grassroots organizations to provide summer camp programming.

B.3.1 Financial Attachment

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

Attach the organizational budget and show how the camp and coordinating activities fit into the organization's overall budget.

B.3.2 Revenue

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

B.3.3 Expenses

For the camp 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 camp program expenses be separated from overall operating expenses (Appendix 7).

SECTION C: PROPOSAL PROCESS AND SCORING

C.1 Important Dates

- Wednesday, December 20, 2017: RFP released on United Way NCA's website
- Wednesday, January 3, 2018: Grant Technical Assistance – Two sessions
- Wednesday, January 10, 2018: Grant Technical Assistance – Two sessions
- Friday, January 12, 2018: Questions submitted to 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 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, OST Office and DCHA will hold GTA sessions for organizations interested in applying for the RFP 2018 Summer Coordinating Entity at DCHA Sites at the following DCHA locations:

- Wednesday, January 3, 2018: Woodland Terrace – 2311 Ainger Place SE, Washington DC 20020 from 2:00 pm – 4:00 pm and 6:00 pm - 8:00 pm
- Wednesday, January 10, 2018: District of Columbia Housing Authority – 1133 North Capitol Street NE, Washington DC 20002 from 2:00 pm – 4:00 pm and 6:00 pm - 8:00 pm

It is strongly encouraged that applicants participate in the GTA sessions. Other assistance will be available on the United Way NCA website. Applicants are welcome to attend any of the GTA sessions, regardless of location.

C.1.2 Questions

Questions regarding the RFP must be submitted by Friday, 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 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 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 92 point scale as follows:

- Organization History and Capacity (12 points)
- Relevant Experience (12 points)
- Description of Children and Youth Program Offered (28 points)
- Youth Involvement (8 points)
- Budget and Budget Narrative (12 points)
- Hours of Programming (20 points)

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

After the reviewer scores, the top three applicants with the highest scores per site will be invited for an interview. The interview panel may include members from United Way NCA, DCHA, the resident council, parent, youth and OST Office. The reviewer average score and the interview will be used to generate a final score. Award decisions will be based on the final score.

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 late 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

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 support the evaluation activities commissioned by the OST Office and United Way NCA. These activities include, but are not limited to, youth/family consent forms, collection and submission of the outcome measurement tool.

D.1.2 Coordination Support

Grantees will receive Technical Assistance from The OST Office during the entire grant period including data entry, data management, program improvement and other supports as needed.

D.1.3 Training and Certification

Summer grantees and subcontractors 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

Applicant must describe how the training will be included in the summer coordination schedule. The training will be provided at no cost to the grantee.

Grantee must identify the on-site summer camp 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 at the summer camp 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, DCHA and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate with a deductible no greater than \$25,000.

For DCHA specific insurance requirements see Appendix 13. In addition, grantees will be required to complete a DCHA License Agreement.

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 14).

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 camp observations.

United Way NCA or the OST Office will make at least one unscheduled site visit during the camp period.

D.2.1 Staff and Volunteer Clearance Requirements

Grantees and subcontractors 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. 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 14).

D.2.2 Attendance

Grantees will be required to submit daily attendance to the OST office and/or enter the information directly into 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 and exit and pick-up procedures
- Code of Conduct
- Field trip procedures
- Incident Reports
- Conflict Resolution Plan

D.2.4 Reporting

By the start of summer camp, grantee must provide the general program schedule to United Way NCA and OST Office.

No later than the first week of camp, grantee must provide the following information and/or directly enter into the District-wide database:

- Full name of each participant
- USI of each participant, if available
- Date of birth
- Home address
- School name and grade
- Consent enrollment forms

Attendance must be submitted on a daily basis to the OST Office or entered daily into the District-wide database.

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

- Written report summarizing the summer camp, successes, challenges and general data on the outcomes achieved.

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 summer camp;
- 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)
- ☐ Proposal Narrative (not to exceed 10 pages)
- ☐ Summer Agenda (Appendix 3)
- ☐ Camp Budget (Appendix 4)
- ☐ Organization annual budget (any format) with narrative not to exceed two pages (Appendix 4)

Attachments

- ☐ 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)

Additional Information

- ☐ Youth Development Outcomes (Appendix 6)
- ☐ Youth Development Glossary (Appendix 7)
- ☐ DCHA Insurance and Background Check Requirements (Appendix 13)
- ☐ Sample Monitoring Visit Checklist (Appendix 14)
- ☐ Scoring Rubric (Appendix 15)

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) (http://geospatial.dcgis.dc.gov/PSAFinder/)	
Ward 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 camp budget:	

Summer Agenda Sample

Week Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30 am	BREAKFAST				
8:30 – 10:00 am	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
10:00 – 11:30 am	Literacy Time- delivered by our team				
11:30 – 12:30 pm	Mindfulness and/or Meditation Activity delivered by our team				
12:30 – 1:30 pm	LUNCH and RECESS				
1:30 – 3:00 pm	Sports Math Curriculum: Learning math through sports and analytics in partnership from our Math partner				
3:00 – 4:30 pm	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
4:30 - 6:00 pm	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD	
6:00 – 7:00 pm	Dinner and Recess				
7:00 – 7:30 pm	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options				
7:30 - 8:00 pm	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

The weekly agenda will be used for all six weeks of the summer camp.

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	
	Community Foundation Grant	15,000	
	Meyer Foundation Grant	10,000	
	United Way NCA 2018 Summer Coordinating Entity	100,000	
	Other Grants (more details available in the narrative)	100,000	
	Program Fees	5,000	
	Events	20,000	
	Total Revenue	\$310,136	
Expenses			
Description		Projected Expenses	Summer Camp Grant Expense
	Management and General		
	Salaries (Executive Director)	60,000	In-kind
	Benefits	14,400	In-kind
	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	
	Subtotal Expenses	105,200	
	Program	All program	Summer Camp
	Salaries (Program Director)	56,000	6,000
	Benefits	12,000	
	Clearances (Staff and Volunteers)	600	300
	Program Supplies	8,000	6,000
	Program Equipment	2,500	1,000
	Field Trip	1,500	
	Food and Meals	2,000	1,000
	Subcontracts	85,700	85,700
	Subtotal Expenses	168,300	\$100,000
	Total Expenses	\$273,500	\$100,000

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.

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.

Signature/Date

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

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.

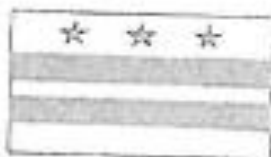
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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 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

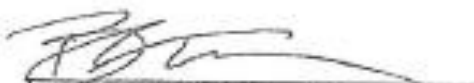


WASHINGTON, DC 20002-5330

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

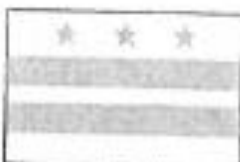
This document is a certified, complete and true copy

DCRA: Certificate of Good Standing

The application can be found at: <http://dmped.dc.gov/publication/clean-hands-self-certification>

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

DCHA Insurance and Background Check Requirements

- (i) Commercial General Liability Insurance covering bodily injury, personal injury, contractual liability and property damage, with a minimum coverage limit of \$1 million per occurrence; \$3 million in the aggregate; and a deductible no greater than \$25,000. For those entities that currently have greater coverage limits, nothing would change.
- (ii) Commercial Auto Liability Insurance covering bodily injury and property damage with a minimum coverage limit of \$1,000,000 per occurrence for vehicles owned and hired by the Service Provider as well as non-owned autos (this insurance is required only if the Service Provider will be using automobiles to carry out the purposes listed in the License Agreement);
- (iii) Child Molestation Coverage with a minimum coverage limit of \$1 million per occurrence; \$3 million in the aggregate, applicable if working with youth under the age of 18, within the coverage limits of the General Liability coverage; and
- (iv) Worker's Compensation and Employer's Liability Insurance providing statutory worker's compensation coverage and minimum limits based on the number of employees and salaries of each and underwriting and statutory standards.

With respect to provisions (i) and (iii), these policies shall be endorsed to name DCHA as an additional insured.

Employee Background Checks

Prior to the provision of services, the Service Provider shall conduct background checks, at its own expense, on all employees, contract staff or volunteers working on the DCHA Licensed Premises or have contact with participants/families under this License. Service Provider shall retain in its personnel files all pertinent information with respect to background checks. This includes a good faith effort to obtain a background check from any other state in which the individual has resided during the previous three (3) years. Service Provider shall also obtain a Federal Background Check (national fingerprint-based criminal history check as indicated in <http://www.doj.state.wi.us/dles/CIB/forms/>) for any employee, contract staff or volunteer working on the DCHA Licensed Premises who has lived outside the District of Columbia during the previous three (3) years. Notwithstanding the above, for students and other temporary or seasonal employees whose principal residence is not the District of Columbia, Service Provider may obtain a Criminal Background Check from the principal state of residence. Copies of the background checks should be submitted to the Office of Resident Services (ORS), along with the other required documentation and shall be updated as personnel changes occur or every two (2) years.

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)
 - ☐ 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 \$3,000,000 aggregate. Umbrella Liability may be used to supplement coverage. United Way NCA, Government of the District of Columbia and District of Columbia Housing Authority must be additionally insured.
 - ☐ Certificate of Insurance for Comprehensive Automobile
 - ☐ Child Molestation Coverage with a minimum coverage limit of \$1 million in aggregate; District of Columbia Housing Authority must be additionally insured
 - ☐ Worker's Compensation and Employer's Liability Insurance

SCORING RUBRIC

Section 1: Organizational History and Capacity (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 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 17	
<input type="checkbox"/> Does not describe expertise in coordinating youth development program AND <input type="checkbox"/> Does not describe organization's history of success in delivering youth programs	<input type="checkbox"/> Describes expertise in coordinating youth development program OR <input type="checkbox"/> Describes organization's history of success in delivering youth programs	<input type="checkbox"/> Describes expertise in coordinating youth development program AND <input type="checkbox"/> Describes organization's history of success in delivering youth programs	<input type="checkbox"/> Describes expertise in coordinating youth development program AND <input type="checkbox"/> Describes organization's history of success in delivering youth programs <input type="checkbox"/> Provides strong examples of success	
<input type="checkbox"/> Does not cite any internal capacity to manage, monitor or comply with the 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	<input type="checkbox"/> Cites internal capacity to manage, monitor and comply with the programmatic, operational and financial grant reporting requirements <input type="checkbox"/> Describes internal operations with financial management and expertise for delivering youth programs <input type="checkbox"/> Specifies details in at least one area of programmatic, operational or financial grant reporting	<input type="checkbox"/> Describes internal capacity to manage, monitor and comply with the programmatic, operational and financial grant reporting requirements <input type="checkbox"/> Describes strong internal operations with financial management and expertise for delivering youth programs and grants management <input type="checkbox"/> Specifies details in all areas <input type="checkbox"/> Shows a history of compliance	
Section 1 Total				0

Section 2: Relevant Experience (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 any process to manage subcontractors	<input type="checkbox"/> Describes a process to manage subcontractors	<input type="checkbox"/> Describes a process to manage subcontractors <input type="checkbox"/> Provides details of the process to manage subcontractors	<input type="checkbox"/> Describes a process to manage subcontractors <input type="checkbox"/> Provides details of the process to manage subcontractors <input type="checkbox"/> Process is complete and ensures subcontractors are held accountable	
<input type="checkbox"/> Does not describe any history of working with public housing communities	<input type="checkbox"/> Describes history of working with public housing communities	<input type="checkbox"/> Describes history of working with public housing communities <input type="checkbox"/> Demonstrates knowledge of challenges and successes working in public housing communities	<input type="checkbox"/> Describes history of working with public housing communities <input type="checkbox"/> Demonstrates knowledge of challenges and successes working in public housing communities <input type="checkbox"/> Describes history of working at either Lincoln Heights or Woodland Terrace	
<input type="checkbox"/> Does not define which housing community the applicant wishes to serve	<input type="checkbox"/> Specifies which housing community the applicant wishes to serve	<input type="checkbox"/> Specifies which housing community the applicant wishes to serve <input type="checkbox"/> Shares why the housing community is selected <input type="checkbox"/> Cites existing relationship with Lincoln Heights or Woodland Terrace	<input type="checkbox"/> Specifies which housing community the applicant wishes to serve <input type="checkbox"/> Shares why the housing community is selected, makes a strong connection and knowledge to the community; aligns to the entities mission and goals <input type="checkbox"/> Cites existing relationship with Lincoln Heights or Woodland Terrace	
Section 2 Total				0

Section 3: Description of the Summer Camp (28 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"> Does not provide camp schedule Does not detail the activities and what will be provided directly or subcontracted 	<ul style="list-style-type: none"> Provides a camp schedule Describes the activities and what will be provided directly or subcontracted 	<ul style="list-style-type: none"> Provides a camp schedule for the entire summer camp Provides a camp schedule and details which activities will be provided directly and which activities will be subcontracted Details how the camp will reach the targeted age groups and how camp can manage the different age groups 	<ul style="list-style-type: none"> Provides a camp schedule for the entire summer camp Provides a camp schedule and details which activities will be provided directly and which activities will be subcontracted Details how the camp will reach various age groups and how camp can manage the different age groups 	
<ul style="list-style-type: none"> Does not describe how the applicant will support the subcontractor to ensure background checks and clearances are complete 	<ul style="list-style-type: none"> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete 	<ul style="list-style-type: none"> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers 	<ul style="list-style-type: none"> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers Describes how applicant will verify that subcontractors are in compliance with the clearance expectations 	
<ul style="list-style-type: none"> Does not describe any support to subcontractors 	<ul style="list-style-type: none"> Describes supports to subcontractors Describes frequency of support to subcontractors 	<ul style="list-style-type: none"> Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp Describes the frequency of support to subcontractors that is realistic and obtainable 	<ul style="list-style-type: none"> Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp Describes the frequency of support to subcontractors that is realistic and obtainable Details the process and timeline for supporting subcontractors 	
<ul style="list-style-type: none"> Does not describe any foreseeable challenges with subcontractors 	<ul style="list-style-type: none"> Describes one foreseeable challenge with subcontractors 	<ul style="list-style-type: none"> Describes some foreseeable challenges with subcontractors Provides details of how applicant will address challenges Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed 	<ul style="list-style-type: none"> Describes some foreseeable challenges with subcontractors Provides details of how applicant will address challenges Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed Describes technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale 	
<ul style="list-style-type: none"> Does not describe what applicant will require from DCHA 	<ul style="list-style-type: none"> Cites some needs of what applicant will require from DCHA 	<ul style="list-style-type: none"> Details what applicant will require from DCHA with respect to facilities, space or other physical requirements 	<ul style="list-style-type: none"> Details what applicant will require from DCHA with respect to facilities, space or other physical requirements Describes applicant's need regarding facilities, space or other physical requirements by providing context and connection to the program schedule 	
<ul style="list-style-type: none"> Does not describe key program staff and/or volunteer qualifications Does not describe experience working with youth 	<ul style="list-style-type: none"> Describes key program staff and/or volunteer qualifications OR Describes experience working with youth 	<ul style="list-style-type: none"> Describes key program staff and/or volunteer qualifications Describes relevant experience working with youth 	<ul style="list-style-type: none"> Describes key program staff and/or volunteer qualifications Describes relevant experience working with youth including as a coordinator of services 	
<ul style="list-style-type: none"> Does not describe training, resources or other supports for program staff and volunteers Does not address how frontline staff will receive the two mandated trainings 	<ul style="list-style-type: none"> Describes training, resources or other supports for program staff and volunteers Describes how frontline staff will receive the two mandated trainings 	<ul style="list-style-type: none"> Describes training, resources or other supports for program staff and volunteers Describes how frontline staff will receive the two mandated trainings Describes a supportive environment for all staff and volunteers 	<ul style="list-style-type: none"> Describes training for frontline staff and volunteers Describes how frontline staff will receive the two mandated trainings Describes providing additional training that aligns to summer program and youth development Describes a supportive environment for all staff and volunteers Describes a wrap-up meeting for all frontline staff at the end of summer camp 	
Section 3 Total				0

8 to 9 hours equals 4 points

10 to 11 hours equals 12 points

12 or more hours equals 20 points

Section 4: Youth Involvement (8 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 how youth will contribute to the design or content of the summer camp AND <input type="checkbox"/> Does not describe opportunities for youth leadership	<input type="checkbox"/> Describes how youth will contribute to the design or content of the summer camp OR <input type="checkbox"/> Describes opportunities for youth leadership	<input type="checkbox"/> Describes how youth will contribute to the design or content of the summer camp AND <input type="checkbox"/> Describes opportunities for youth leadership	<input type="checkbox"/> Describes authentic opportunities for how youth will contribute to the design or content of the summer camp AND <input type="checkbox"/> Describes authentic opportunities for youth leadership	
<input type="checkbox"/> Does not describe recruitment strategies <input type="checkbox"/> Does not describe retention strategies <input type="checkbox"/> Does not define the number of youth anticipated to serve	<input type="checkbox"/> Describes recruitment strategies <input type="checkbox"/> Describes retention strategies <input type="checkbox"/> Defines the number of youth anticipated to serve	<input type="checkbox"/> Describes recruitment strategies that are appropriate for a housing community <input type="checkbox"/> Describes retention strategies that are appropriate and if using incentives are reasonable <input type="checkbox"/> Defines the number of youth anticipated to serve	<input type="checkbox"/> Describes recruitment strategies that are appropriate for a housing community <input type="checkbox"/> Describes retention strategies that are appropriate and if using incentives are reasonable <input type="checkbox"/> Defines the number of youth anticipated to serve above 60	
Section 4 Total				0

Section 5: Budget and Budget Narrative (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Did not provide a summer camp budget OR <input type="checkbox"/> Did not provide an organizational budget	<input type="checkbox"/> Provides a summer camp budget OR <input type="checkbox"/> Details how grant award will be used AND <input type="checkbox"/> Provides an organizational budget	<input type="checkbox"/> Provides an accurate summer camp budget <input type="checkbox"/> Details how grant award will be used specifically for the program and site and is aligned to program description and activities <input type="checkbox"/> Provides an organizational budget <input type="checkbox"/> Describes use of subcontractors	<input type="checkbox"/> Provides an accurate summer camp budget that is reasonable for the program design and the number of youth served <input type="checkbox"/> Details how grant award will be used specifically for the summer camp and is aligned to camp description and activities <input type="checkbox"/> 100% of grant funds will be directly used for program expenses <input type="checkbox"/> Provides an organizational budget that details how the program budget relates to the organizational budget <input type="checkbox"/> Details funds and clear plan for subcontracting to leverage the expertise of grassroots organizations	
<input type="checkbox"/> Does not describe other sources of funding	<input type="checkbox"/> Describes other sources of funding	<input type="checkbox"/> Describes other sources and status of funding (secured, pending) and describes in-kind services <input type="checkbox"/> Fundraising strategies are varied <input type="checkbox"/> Expenses do not exceed revenue	<input type="checkbox"/> Details other sources and status of funding (secured, pending) and describes in-kind services <input type="checkbox"/> Fundraising strategies are varied and likely to support the summer camp <input type="checkbox"/> Revenue does not include other local government sources <input type="checkbox"/> Expenses do not exceed revenue	
<input type="checkbox"/> Did not provide audit or financial review <input type="checkbox"/> Did not provide 990	<input type="checkbox"/> Provides audit or financial review OR <input type="checkbox"/> Provides pages 1-6 of 990 for one year	<input type="checkbox"/> Provides at least one year of audit or financial review that are most recent <input type="checkbox"/> Provides pages 1-6 of 990 for two years	<input type="checkbox"/> Provides at least two years of audits or financial reviews that are most recent <input type="checkbox"/> Provides pages 1-6 of 990 for two years	
Section 6 Total				0