

# FY18 Summer Coordinating Entity at DC Housing Authority Sites Grant Competition: Grants Technical Assistance Webinar

Available January 3, 2018 – January 31, 2018

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# Partnership Roles

The funding for the FY18 Summer Coordinating Entity at DC Housing Authority Sites 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 grant making partner that will award and administer these funds on behalf of the DME's OST Office. OST Office has been working with District of Columbia Housing Authority (DCHA) to create this pilot grant opportunity.

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# About United Way of the National Capital Area

At United Way of the National Capital Area (United Way NCA), we work to help all members of our community to have a better life. We focus on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health.

United Way NCA fights for the education, health and financial stability of every person in the community. We convene the people and organizations necessary to create solutions to our region's most pressing challenges. We collaborate with effective partners. We serve as the catalyst for community change.

We bring together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

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# Intent of Request for Proposal

The purpose of this grant competition is to:

- Provide all day summer programming at DCHA communities which have been underserved in the past.
- Engage grassroots, community based vendors to provide programming through subcontracts.
- Pilot the grant structure of funding a coordinating entity.
- The coordinating entity will be responsible for organizing the subcontracts.

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# Scope of Grant (pg. 3 of RFP)

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

Organizations must demonstrate:

- Experience coordinating and managing a summer camp or youth programming
- Experience managing subcontractors or willingness to work with subcontractors
- Ability to implement evidence based practices that support positive youth development
- Ability to coordinate with grassroots entities to provide educational, social, emotional, and physical health opportunities and activities for ages 5 - 17

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# Subcontracts (pg. 3)

- The OST Office will issue a Request for Applications in the coming weeks
- These applications are for grassroots organizations and businesses to apply as a vendor of programming
- The coordinating entity, with the help of the OST Office, will review the applications and use them to create a full day summer camp

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# Grant Period and Program Expectation (pg. 4)

- Grant period is April 2, 2018 through August 31, 2018
- Programming must take place between June 18, 2018 and August 17, 2018
- Programs must offer services for a minimum of:
  - 8 hours per day
  - 5 days per week
  - 6 consecutive weeks
- Programs must serve a minimum of 60 unduplicated District children and/or youth during the grant period
- Must maintain Adult to Child ratio of 1:15

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# Youth Development Outcomes (pg. 4)

Organizations must measure the following two (2) youth development outcomes :

- Belonging and Membership
- Self-Worth

75% of enrolled youth must complete an assessment

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# District of Columbia Housing Authority (DCHA) Site Locations (pg. 5)

## Site 1

Lincoln Heights Family Enhancement Center located at  
400 50<sup>th</sup> Street NE, Washington, DC 20019 in Ward 7

## Site 2

Woodland Terrace Community Center located at  
2310 Ainger Place SE, Washington DC 20020 in Ward 8

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# Total Amount of Funding (pg. 5)

United Way NCA anticipates awarding a total of up to \$200,000.

United Way NCA anticipates making two awards of up to \$100,000 per grantee.

Grant awards are contingent on the availability of funds by the District of Columbia.

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# Technical Assistance

The OST Office will provide assistance during the grant period for training, data entry, data management, youth development, coordination improvement, measurement and other supports.

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# ELIGIBILITY AND REQUIREMENTS

# Organizational Requirements (pg. 5)

- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Organizations must have been incorporated and registered to operate in the District of Columbia.
- Organizations must have an overall operating expense of no more than 20% of their total annual organizational budget to qualify.

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# Operations & Finance

## Organization budget over \$250,000 (pg. 6)

As a part of the application, the applicant must include copies of:

- The organization's FY16 and FY17 financial statements and accompanying independent audit report for each year performed by an independent Certified Public Accountant (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.
- Pages 1-6 of FY16 and FY17 (if available) signed IRS Form-990.
- DC Office of Tax and Revenue Clean Hands Certificate.
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing.
- DCRA Basic Business License Charitable Solicitation.

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# Operations & Finance

## Organization budget under \$250,000 (pg. 6)

As a part of the application, the applicant must include copies of:

- Financial statements
- Financial review reports for FY16 and FY17 completed by an independent CPA firm. 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.)
- Pages 1-6 of FY16 and FY17 (if available) signed IRS Form-990.
- DC Office of Tax and Revenue Clean Hands Certificate.
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing.
- DCRA Basic Business License Charitable Solicitation.

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# Operations & Finance (pg. 6 & 10)

- If awarded, grantees will be required to add United Way NCA, Government of the District of Columbia and DCHA 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.
- Grantee must have Child Molestation Coverage with a minimum coverage limit of \$1 million per occurrence; \$3 million in the aggregate, listing DCHA as additionally insured. (See Appendix 13)
- DCHA Licensing Agreement must be completed.
- No more than 7% of grant funds may be used for general operating costs such as audit, organizational rent, management salary, and grant-writing.

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# Operations & Finance (pg. 6)

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. Examples of entertainment and social activities that are not allowable are: fundraising events such as galas and award ceremonies, baseball games, amusement parks, ice cream socials, and other events that may have the perception of social activities.

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# Operations and Finances (pg. 6)

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

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# SCORING RUBRIC

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# Scoring Rubric (pg.9)

72 point scale as follows:

- Organizational History and Capacity (12 points)
- Relevant Experience (12 points)
- Description of Summer Camp (28 points)
- Youth Involvement (8 points)
- Budget and Budget Narrative (12 points)

Additional Points will be awarded for programming more than the minimum of 8 hours per day

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# About the Scoring Rubric (pg. 29)

- The Rubric consists of five sections.
- Each row will be scored from 1 - 4 points
- Checkboxes are listed under each description. Applicant will receive the score in which all boxes can be checked.

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## 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	

# Data – Quantitative and Qualitative

Specific information and results based on data should be included in the application. The application is an opportunity to show the reviewer the effectiveness of the program. The strongest applications include details on how data is collected, the data itself, program changes that have been made based on data and information on how that affects outcomes.

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# Organizational History and Capacity (12 Points) (pg. 6 & 7)

It is important for each organization to

- Describe the organization's history, including evidence of success
- Capacity to manage previous grant funds

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# Relevant Experience (12 Points) (pg. 7)

Each organization must discuss how they currently manage subcontractors or methods they plan to utilize in order to work with subcontractors and their existing relationship with the DCHA communities.

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# Description of the Summer Camp (28 Points) (pg. 7)

- This section is worth the greatest number of points
- Applicant must have a clear vision of their program
- If one has not already been created, a detailed programmatic syllabus should be written
- Describe what the participants will be doing every day and how these activities promote youth development
- Describe variety of ways the applicant will assist the subcontractor

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# Description of the Summer Camp

## - Continued (pg. 7)

- Describe foreseeable challenges or concerns and ways the applicant may address them
- Describe training opportunities for staff and volunteers
- Describe program staff and volunteers

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# Youth Involvement (8 Points) (pg. 7 & 8)

Providing safe and enriching opportunities for District children and youth within their communities is the purpose of this pilot grant. In this section describe ways that youth will contribute to the camp and how the applicant plans to recruit and retain the specified number of youth.

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# Budget and Budget Narrative (12 Points) (pg. 8)

- Two page limit for budget narrative
- Financial attachments can be any length and format
- Provide program and organizational budgets
- Describe how grant award will be used
- Describe other sources of funding
- Provide all necessary documentation

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# SUBMISSION PROCESS



# Required Documents (pg. 14)

- Proposal Cover page
- Proposal Narrative (10 page limit)
- Summer Program Budget
- Organization annual budget
- Budget narrative (2 page limit)
- Attachments (Agenda, Financial and Business Documents)

Note: Proposal checklist is attached for organizations to follow and help ensure proper format and order (see Appendix 1). Checklist should not be attached to submitted RFP.

# Proposal Submission (pg. 9)

Submit all applications via email to [abonder@uwnca.org](mailto:abonder@uwnca.org). Applications MUST be in by 5p.m. on Wednesday, January 31, 2018. **Proposals received after the deadline will not be reviewed.**

As a reminder:

- Incomplete proposals will NOT be accepted.
- Proposals will NOT be accepted by fax.
- Proposals will NOT be accepted by in person.
- No extensions will be granted for the submission of missing proposal components.
- Absolutely no applications will be accepted after 5 p.m. on Wednesday, January 31, 2018.

\*A confirmation email will be sent out upon receipt of the application.

# Review Process (pg. 9)

- United Way NCA will organize panels of three (3) independent grant reviewers who have a background and knowledge of youth development and out-of-school time.
- Each proposal will be read by three reviewers.
- In the event that panel reviewer scores differ greatly (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 determine grant awards.
- The grant reviewers will read and score proposals utilizing a rubric.
- All reviewers are trained in the use of the rubric for consistency.
- All reviewers are screened for conflicts of interest.

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# Interview Process (pg. 9)

- In addition to the review process, 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.

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# Notification of Awards (pg. 10)

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.

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# Proposal Tips

- Make sure proposal exactly follows order in RFP
- Do not submit documents/materials that are not requested in the RFP (e.g. curriculum, photos, etc.)
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Avoid general language, be detailed and specific especially regarding:
  - How you have improved your organization
  - Ability to manage subcontractors
  - Program activities and schedule
  - How you have incorporated youth voice
  - How you are tapping other revenue streams

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# Important Dates

- Monday, December 20, 2017: RFP released by United Way NCA
- 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](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)
- March 2018: Awards announced via email

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# United Way NCA Points of Contact

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