

# FY18 Summer Strong DC Grant Competition: Grants Technical Assistance

Available January 3, 2018 – January 31, 2018

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# Partnership Roles

The funding for the FY18 Summer Strong DC 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.

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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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# 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.

The FY18 Summer Strong DC Grant Competition Request for Proposals (RFP) invites high-performing, non-profit, youth development organizations serving children and youth between the ages of 5 – 21 years with a summer program.

Summer grants support specific program sites and slots.

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# Youth Development Outcomes (pg. 3 & 20)

Applicants must select and measure two (2) developmental outcomes:

- Safety & Structure
- Self-Worth
- Mastery and Future
- Belonging & Membership
- Responsibility & Autonomy
- Self-Awareness & Spirituality
- Physical Health
- Mental Health
- Intellectual Ability
- Employability
- Civic & Social Ability
- Cultural Ability

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# Target Population (pg. 4)

Children and youth between the ages of 5 – 21 years.

Applicants must serve children and youth who are most in need or at-risk\* and require access to high-quality, low- or no-cost summer opportunities.

Organizations must be able to describe the community need that the program addresses in the narrative.

\*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.

# Grant Period and Program Expectation (pg. 4)

- Grant period is April 2, 2018 through August 31, 2018
- Programming must take place between June 4, 2018 and August 31, 2018
- Programs must offer services for a minimum of:
  - 5 hours per day
  - 5 days per week for
  - 5 consecutive weeks
- Programs must serve a minimum of 30 unduplicated District children and/or youth during the grant period
- Must maintain Adult to Child ratio of 1:15 if serving youth under the age of 17

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# Total Amount of Funding (pg. 6)

United Way NCA anticipates awarding a total of up to \$2,000,000 and up to \$125,000 per grantee.

Organizations may apply to serve children and youth with the same program at multiple sites. Only one (1) application is required per program.

United Way NCA and OST Office maintain the right to adjust the grant awards.

Grant awards are contingent on the availability of funds.

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# Location Requirements (pg. 4)

A summer program may be offered at any qualified location, including but not limited to the following sites:

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

Preference will be given to applicants that program at specified locations described in the RFP.

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# DC Public School (DCPS) Summer School Sites - Afternoon Enrichment (pg. 4 &5)

- Programs serving K to 8<sup>th</sup> grade students from 1:00 pm to 6:00 pm
- Programs are not required to cover all grade levels, and proposals for organizations serving summer school students in one or more grade levels will be considered
- Organizations will not be charged fees for rent, custodial services or security.
- DCPS will determine which summer school site the programs will serve.
- Services beginning June 25, 2018 and ending July 27, 2018 and operate from 1:00 pm to 6:00 pm (families may pick-up starting at 5:30 pm).

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# DC Public School (DCPS) Non-Summer School Sites (pg. 5)

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

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# DC Public Charter School (DCPCS) Summer School Sites (pg. 5)

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

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# Department of Parks and Recreation

## (DPR) Sites (pg. 5)

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

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

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

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# ELIGIBILITY AND REQUIREMENTS

# Organizational Requirements (pg. 6)

- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Organizations designated 501(c)(3) who partner with another 501(c)(3) as a fiscal sponsor are eligible to apply
- 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 and/or fiscal sponsor 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.

# Operations & Finance

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

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

- May submit an independent audit with financial statements OR
- Submit financial statements and financial review report for FY16 and FY17 completed by an independent CPA firm is required. 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.
- 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. 7)

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. 7)

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 program location and/or youth slots.

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# SCORING RUBRIC

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# Scoring Rubric (pg. 10)

96 point scale as follows:

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

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# About the Scoring Rubric (pg. 29)

- The Rubric consists of six 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.

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

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Reviewer Score
<input type="checkbox"/> Does not define history and mission of organization	<input type="checkbox"/> Describes history and mission of organization; lacks details	<input type="checkbox"/> Describes history and mission of organization in detail	<input type="checkbox"/> Describes history and mission of organization in detail <input type="checkbox"/> 100% of organization mission currently focused on serving children and youth between ages 5 to 21	
<input type="checkbox"/> Does not describe historical successes and/or youth outcomes achieved	<input type="checkbox"/> Describes some organizational successes or expertise in achieving youth outcomes <input type="checkbox"/> Does not detail history in achieving youth outcomes	<input type="checkbox"/> Describes organizational successes and expertise in youth development <input type="checkbox"/> Details at least two years of history achieving youth outcomes that are clear, specific and can be attributed to the organization	<input type="checkbox"/> Describes organizational successes and expertise in youth development <input type="checkbox"/> Details at least two years of history of success achieving youth outcomes that are clear, specific and can be attributed to the organization <input type="checkbox"/> Provides quantitative or qualitative evidence of specific youth outcomes	

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# 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.



# Organizational Capacity - 16 Points (pg. 7)

While the summer grants are programmatic grants, the proposal must also discuss

- organization's history, including evidence of successes
- explanation of staff leadership and
- capacity to manage grant funds in the past.

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# Need and Justification of Program- 20 Points (pg. 8)

- Describe the target population
- Why the population require services
- Program location
- Describe other resources the population has available to them
- Recruitment and retention strategies and how the program will continue if not funded.

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# Description of Program Offered - 24 Points (pg. 8)

- 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 youth voice throughout program

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# Description of Program Offered - Continued

- Describe program staff and expertise
- Describe training opportunities for staff and volunteers
- Describe plans to change and improve program
- Describe use of evidence based practices

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# Program Outputs and Outcomes

## 12 Points (pg. 8)

- Describe outputs and how they will be measured
- Describe 2 youth development outcomes that will be measured and why
- Describe the target number of youth for the program and discuss how program will reach enrollment numbers

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# Program Collaboration - 12 Points (pg. 9)

- Describe partners and benefit to youth
- Describe community engagement
- Describe family or caregiver engagement

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# Budget and Budget Narrative

## 12 Points (pg. 9)

- 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. 15)

- Proposal Cover page
- List of proposed program(s) and program location(s), address(s), ward(s), name(s) and type(s) of location, age range(s) to be served, estimated number of youth served per site.
- Proposal Narrative (10 page limit)
- Summer Program Budget
- Organization annual budget with narrative (2 page limit)
- Attachments (Program, Financial, Letters of Support)

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.

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# Proposal Submission (pg. 10)

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. 10)

- 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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# 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:
  - Program activities and schedule
  - Roles of partners
  - How you have used evaluation to improve your program
  - How you have incorporated youth voice in program design and evaluation
  - How you are tapping other revenue streams for your program

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# Successful Grant Applicant Requirements (pgs. 11-14)

If Awarded, the grantee will be required to:

- Attend grantee meetings and activities
- Take part in the quality improvement process
- Participate in training and certification opportunities
- Add United Way NCA and the District to its general liability and automobile coverage
- Participate in administrative and programmatic site visits
- Ensure that ALL staff acquire the required clearances
- Utilize the District's database – CitySpan
- Provide programmatic updates
- Provide financial documentation

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# Important Dates

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

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# United Way NCA Points of Contact

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