

# Request for Application at DC Housing Authority Sites - Summer 2018



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. On Dec. 20, 2017, the Office of the Deputy Mayor for Education (DME) in partnership with United Way of the National Capital Area (United Way NCA), issued a Request for Proposals (RFP) 2018 Summer Coordinating Entity at DC Housing Authority (DCHA) Sites. The DCHA sites identified are:

- Lincoln Heights Family Enhancement Center located at 400 50<sup>th</sup> Street NE, Washington, DC 20019 in Ward 7
- Woodland Terrace Community Center located at 2310 Ainger Place SE, Washington DC 20020 in Ward 8

The RFP will identify two Coordinating Entities that will organize a full service summer camp experience for children and youth at the above mentioned DCHA communities. These Coordinating Entities are required to subcontract with community based grassroots entities to provide educational, social, emotional, and physical health opportunities and activities for children and youth. The Coordinating Entities will be selected by late March 2018. This Request for Applications is being released by the DME and DCHA in an effort to ensure the Coordinating Entity may select high-quality subcontractors.

Applicants should complete this application and submit attachments to be considered as a vendor to provide direct service to children and youth ages 5 - 17 with an engaging, fun and educational camp experience. Vendors may choose to offer programming to a specific age group or target population but must describe the population. Applicants must ensure and maintain an adult to participant ratio of at least 1:15 at all times. Deadline for applications to be received is March 16, 2018.

Vendors will be selected based on information supplied in this application. Vendors will be notified by May 1, 2018 if selected. Vendors may apply to program at both locations with one application for the same program. A separate application is required if the vendor applies to provide multiple programs at one or both sites.

## **Vendor Eligibility**

- If selected, applicant must provide copies of business registration, or be able to become registered to do business in the District.
- Must provide current DC Office of Tax and Revenue (OTR) Clean Hands Certificate.
- Maximum gross revenue or income not to exceed \$100,000.

## **Vendor Expectation**

- Vendors must provide at least two hours (120 minutes) of programming per day, 5 days a week for a minimum of six consecutive weeks between June 18, 2018 and August 17, 2018. Specific schedule will be determined by the coordinating entity.
- Vendors may not charge families or youth to participate in programs. All programs must be offered free of charge.
- Vendors must collect daily attendance and submit to the coordinating entity, otherwise payment may be withheld.
- Vendors must find qualified substitutes to fill any absences; substitutes must submit valid clearances before working directly with youth.
- Vendors must be 18 years of age or older.
- All staff that interact directly with children and youth must complete all of the following clearances prior to the start of camp: FBI background check; Metropolitan Police Department (MPD) background check; National Sex Offender Registry Check; and Child and Family Services Agency (CFSA) Child Protection Register.
- Staff working directly with children will be expected to attend a free training and orientation prior to the start of camp.
- Organizations must maintain and be able to provide documentation related to the grant for five (5) years after the final payment. The District or Coordinating Entity may request the organization's invoices, vouchers, receipts and/or statements as related to the grant.



### **Vendor Payment**

- Vendors will enter into an agreement with the Coordinating Entity, and not the District, to provide services and receive reimbursement.
- Vendors will be paid for direct programming and reimbursed for approved supplies. Vendors must submit an invoice (template will be provided, if needed) with description of services, expenses and actual receipts for reimbursement.  
**Copies of receipts will not be accepted.**
- Invoices must be submitted monthly to the Coordinating Entity.

### **Technical Assistance Sessions**

Vendor Information Question and Answer Sessions:

- Tuesday, February 20, 2018 6:00 pm – 7:30 pm at Woodland Terrace Community Center located at 2310 Ainger Place SE, Washington DC 20020
- Wednesday, February 21, 2018 6:00 pm – 7:30 pm at Lincoln Heights Family Enhancement Center located at 400 50<sup>th</sup> Street NE, Washington, DC 20019

DC Business Registration Information Session:

Department of Small and Local Business Development (DSLBD) Business Registration Technical Assistance Session –

- Tuesday, February 27, 2018 6:00 pm – 7:30 pm at DC Housing Authority Headquarters located at 1133 North Capitol Street NE, Washington, DC 20002

### **Demographic**

The information below may be useful when applying for a specific age group.

	<b>Lincoln Heights</b>	<b>Woodland Terrace</b>
Youth Under 18	403	339
Youth Ages 0 – 5	75	71
Youth Ages 6 – 12	177	155
Youth Ages 13 – 17	151	113

### **Other Relevant Information**

- All organizations, businesses and individuals are eligible to apply.
- The requirements that must be met are listed in the Request for Applications.
- Vendors may apply for up to \$10,000 to ensure diverse programming options for children and youth.
- Vendors may employ students who are retained by Summer Youth Employment Program (SYEP).
- Programming may take place on-site or off-site but description of how the children and youth will be transported safely must be described.

# Cover Sheet



## I. Vendor Information

Legal Name			
Mailing Address			
Zip		Ward	
Check the DCHA community you hope to serve (checking both is permitted): <input type="checkbox"/> Lincoln Heights <input type="checkbox"/> Woodland Terrace			
Business License in the District of Columbia - DCRA <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, will applicant require technical assistance to register for Business License <input type="checkbox"/> Yes <input type="checkbox"/> No	

## II. Contact Information

Name			
Email		Phone	

## III. Program Information - If selected as a vendor, information in this section may be shared with children, youth and families for recruitment and marketing of the camp.

Describe the program in 50 words or less. This description should be geared towards children and youth.

Target Age(s)		Target Population	
Minimum number of students per session		Maximum number of students per session	
Will the programming take place on-site or off-site? Please explain. If off site, please describe transportation plan.			
Describe the typical agenda for a daily session (2 hours):			
At the end of summer camp, what will the children or youth have learned as a result of the program?			
Number of sessions needed to have results?			



**IV. Experience** – Please answer the following questions in three (3) or fewer pages.

- a. Describe your program's history and/or describe your history with Woodland Terrace, Lincoln Heights or the broader community or neighborhood, if any. Provide a letter of support from a community member who knows your program and work, regardless of where that work has occurred.
- b. Who are the key people that will deliver the program? Describe their experience working with youth and why they would be a good fit to be part of the summer camp schedule.
- c. How many years has the program been offered and describe past successes and challenges. Describe the impact the program has had on children and youth in the community requested.
- d. Describe how your program recruits and retains participants and why the children and youth remain engaged with your program for the entire summer.
- e. Describe resources, facilities and space requirements you may need for the programming such as sink, computer lab, electrical outlets, field space, etc.

**V. Budget** – Provide a budget for your programming in any format.

An example budget is provided for knitting and crocheting program.

Description of Expenses	Calculation	Total
Staff Hours	2 staff x 2 hours a day x 5 days x 6 weeks x \$25.00 per hour	\$3,000
Supplies (Yarn, needles, pens, journals, etc.)	30 campers at \$15 per child	\$450
Camp End Showcase	30 campers at \$5 per child	\$150
<b>Total</b>		<b>\$3,600</b>

**VI. Checklist for submission**

- ☐ Cover Sheet
- ☐ Response to Experience Questions – No more than three (3) pages
- ☐ Budget
- ☐ Copy of first page of 2016 tax return for individuals and businesses or copy of 2016 IRS Form 990 for non-profit organizations. This information will be used to verify gross revenue under \$100,000
- ☐ Copy of DC Office of Tax and Revenue (OTR) Clean Hands Certificate
- ☐ Letter of Support from Community

**VII. Questions**

Contact  
Debra Eichenbaum, Grants Management Specialist, Office of Out of School Time Grants and Youth Outcomes  
Office of the Deputy Mayor for Education  
The John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 307  
Washington, DC 20004  
Email: [debra.eichenbaum@dc.gov](mailto:debra.eichenbaum@dc.gov) Phone: 202-478-5913

**VIII. Submit by March 16, 2018**

Email complete applications and attachments or drop-off hard copies to:  
Byron Pugh, Partnership and Community Relations Coordinator  
Office of Resident Services  
1133 North Capitol Street, NE  
Washington, DC 20002  
Email: [bapugh@dchousing.org](mailto:bapugh@dchousing.org) Phone: 202-853-7220