



2019 Summer Strong DC Request for Proposals

RFP Release Date: October 5, 2018
Applications Due Date: November 19, 2018 by 5:00 pm EST

There are no mandatory meetings in order to apply for this grant competition. All information is available on United Way of the National Capital Area's (United Way NCA) [website](#) and Learn24 [website](#). 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 United Way NCA want to support successful applicants and encourage all applicants to participate in the various opportunities for support.

To submit a proposal, email the complete proposal and attachments to United Way NCA, grants@uwnca.org. Successfully submitted proposals will receive a confirmation email upon receipt of submission. If an email confirmation is not received, contact grants@uwnca.org **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.

One proposal per organization will be accepted in response to this Request for Proposals. Exceptions will be granted to organizations that are serving as fiscal sponsors for one or more entities.

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

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SECTION A: STATEMENT OF WORK

A.1 Introduction

The Government of the District of Columbia (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the District is seeking to build and support strong organizations that can provide children and youth with high-quality summer programming.

The funds available through this Request for Proposals (RFP) will be made available through the OST Office, located in the DME. United Way NCA is the grantmaking partner that will award and administer these funds on behalf of the DME's OST Office.

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

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

A.2 Scope

The 2019 Summer Strong DC RFP invites high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth between the ages of 5 – 21 years with summer programming that addresses key youth developmental outcomes to apply. Organizations applying must primarily serve District children and youth and demonstrate positive youth development in the program design.

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

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding up to \$3,350,000 in total awards.

Applicants may request up to \$125,000. The District maintains the right to adjust the number of grant awards and award amounts.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares children and youth to meet the challenges of childhood, 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. For this RFP, the term youth will be used to describe both children and youth.

Positive youth development (PYD) or advancing youth development (AYD) is a method that 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 offering supports to build on youth's strengths and assets.

The intent of this grant is to support high-quality summer programs that offer educational, social, emotional, and physical health opportunities and activities for youth throughout the District. The OST Office and United Way NCA is seeking to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

A.2.3 Target Population

Grants will be awarded to organizations serving school age youth between the ages of 5 – 21 years. Preference will be given to applicants that serve youth who are most in need or at-risk¹ and require access to high-quality, low- or no-cost summer opportunities. Considerations for need include family income, specific populations, neighborhood conditions, unmet needs of a population, ages served and number of programs offered in the community. Organizations must be able to describe the community need that the program addresses in the narrative. For additional information about identified needs refer to the D.C. Policy Center [Needs Assessment of Out-of-School Time Programs](#).

Programs must be available to any youth across the District that meets the programs' target population.

Organizations must serve a minimum of 30 unduplicated District youth by the end of the grant period for the entire program.

A.2.4 Summer Grant Period

The grant period will run from April 1, 2019 through August 30, 2019.

A.2.5 Program Period

Summer programming must take place sometime between June 3, 2019 and August 30, 2019.

A.2.6 Program Dosage

Programs must offer services for a **minimum of 5 hours per day, 5 days per week for 5 consecutive weeks** to the same group of youth. The District reserves the right to provide additional points for proposals that exceed the minimum dosage expectations.

Programming may occur at any time during the program period to meet the minimum dosage.

A.2.7 Program Locations

Grants are programmatic and site specific. Sites must be clearly described in the proposal. Programming may occur at any accessible and safe location in the District or outside the District.

DCPS is encouraging providers to apply for the Afternoon Enrichment Application, which will be released at the end of October 2018. Organizations providing afternoon enrichment programming in DCPS summer school sites will receive the following benefits:

- Waived rental fees
- Security provided free of charge, and
- Opportunities to recruit DCPS summer school students.

The proposed DCPS Summer School Sites for 2019 include Beers Elementary, Bruce Monroe Elementary, Cleveland Elementary, Dorothy Height Elementary, Garrison Elementary, Marie Reed Elementary, Plummer Elementary, and

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.

Smothers Elementary. Providers will need to serve DCPS summer school students exclusively and may not charge registration fees to participants.

If applying to provide services at a DCPS Non-Summer School Site, applicant must submit a letter of support signed by the school principal and DCPS Manager of Partner Engagement, Thomasin Franken. This letter should include the name of the school, the number and ages of students to be served, and the dates and times of the program. Applicants must have the letter signed by the principal prior to sending to Ms. Franken at thomasin.franken@dc.gov for approval. All letter requests must be submitted to Ms. Franken by 5:00 pm on November 5, 2018. The letter will be signed and returned to the applicant to provide services at the proposed site, pending grant award.

A.3 Eligibility

Organizations may submit applications for either 2019 Summer Strong DC RFP or 2019 Small Nonprofit Summer Strong DC RFP, but not both.

A.3.1 Organizational Structure and Requirements

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

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 or DC Registration as a Foreign Entity.

All applicants must be in good standing with the IRS as evidenced by two years of Form 990 filings, the District as evidenced by Clean Hands Certificate, and United Way NCA as evidence by meeting current and past grant expectations.

A.3.2 Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Proposals must clearly define how the program measures and defines outputs and outcomes to support youth achieving developmental outcomes. A logic model is requested to supplement the narrative and does not count toward the narrative page limitation.

A best practice in offering high-quality summer programming is strong partnerships. Therefore, applicants must have between 2 and 5 programmatic partners complete a short reference form directly to United Way NCA. Each reference will respond to 9 questions about the partnership. Responses from references will be provided to reviewers and will become part of the application and review. Responses from references will not be provided to the applicants and will be kept confidential.

Board members, central administrators, paid staff, paid partners or contractors, family members of staff or other individuals who would directly benefit from this grant are not eligible to be a reference. Eligible references include program partners who provides free and sustained program for participants, volunteers and mentors, principals or school staff, family members of youth, youth, ANC Commissioner, or others who can attest to the programs quality, success, and connection to the community.

A.3.3 Operations and Finance

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

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

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) Audits or Financial Reviews conducted by an independent Certified Public Accountant (CPA). The report must clearly have the name and contact information of the CPA, with Income Statements and Balance Sheets
 - Organizations with revenues of \$250,000 or greater are required audits to submit FY17 and FY18. If the FY18 audit is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 audit
 - Organizations with revenues of less than \$250,000 may choose to submit an audit but are required to submit FY17 and FY18 financial review reports. If the financial review for FY18 is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 financial review.
- Pages 1-6 of 2016 and 2017 signed IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status
- DCRA Certificate of Incorporation or Registration as a Foreign Entity
- 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

A.3.4 Grant Fund Limitations

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

No more than 10% of grant funds may be used for indirect or 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 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; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment, social activities or recruitment; food or beverages for staff or volunteers; 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; tuition, award and scholarships; youth cash incentives or gift cards (other than for nominal amounts); re-granting (also known as sub-granting) and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

Grant funds may not be used in conjunction with other District of Columbia government grants, such as Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP) to serve the same program and the same youth. SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving funds from DOES.

SECTION B: PROPOSAL SUBMISSION

B.1 Application Format

B.1.1 Proposal Format

Proposal narratives should be formatted as follows:

- 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing

- Page numbers
- 12 pages or less

B.1.2 Proposal Submission

Proposal attachments must include all of the listed documents below. Do not attach any additional documents not requested; they will not be reviewed. Charts and graphs are permitted, but will count toward the total page limit:

- Cover Page (Appendix 2)
- Certification (Appendix 3)
- Narrative (12 pages maximum)
- Summer Program Syllabus (Appendix 4)
- Logic Model (Appendix 5)
- Survey for References, [click here to access survey](#), (Section A.3.2, Appendix 6))
- Organizational and Programmatic Budget (Appendix 7)
- IRS Determination Letter of 501(c)(3) status (Appendix 8)
- DCRA Certificate of Incorporation or Registration as a Foreign Entity (Appendix 9)
- Two most recent years or FY17 and FY18 Audits including Balance sheet (also known as statement of financial position) and Income statement (also known as statement of activities) (Section A.3.1)
- Two most recent IRS Form 990 or Form 990 EZ, pages 1-6 (Section A.3.1)
- DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.1, Appendix 11)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing (Section A.3.1, Appendix 12)
- DCRA Basic Business License Charitable Solicitation (Section A.3.1, Appendix 13)

B.2 Narrative (12 pages maximum including budget narrative)

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

- Describe the organization's history and mission. Describe the organization's approach and philosophy towards youth development.
- Describe the organization's expertise in youth development and the organization's history of success in delivering youth programming, including measures of success in achieving youth outcomes.
- Describe the organizational leadership structure and the personnel with the expertise in leading and managing a youth focused nonprofit.
- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements. Describe the personnel responsible for the various elements of the grant.

B.2.2 Need and Justification of Program (8 points)

- Describe the target population and needs the program propose to address. Describe why the population needs or desires the proposed programming.
- Describe the gap that would exist for the youth if the program was not funded and strategies the program plans to implement to continue programming regardless of funding.

B.2.3 Description of Youth Program Offered (44 Points)

Program Design:

- Describe the program's overall goal and design.
- Describe the activities, opportunities, services, supports and projects that youth will experience and be engaged with during the program period and align to the syllabus provided.
- Describe youth's involvement and role(s) in contributing to the design and content of the program or opportunities for youth leadership.

Staff and Volunteer Qualification:

- Describe the professional qualifications, expertise and experience of key program staff and/or volunteers. Describe previous experience working with youth or other relevant area of expertise.
- Describe the training, resources, or other supports the program has in place to support summer staff and volunteers.

Program Outputs and Outcomes:

- Describe the goals and targets, outputs and short-term outcomes the program plans to achieve within the minimum five weeks.
- Define the anticipated number of youth served per site and provide detailed information about the site.
- Describe prior achievement of reaching the number of youth served per site, outputs and outcomes.
- Describe how the program defines equitable outcomes for youth and how the organization identifies structural racism and works to dismantle those systems.

Quality Improvement

- Describe changes made to the program design based on data received in previous years.
- Describe evidence based practices applied and how they support the program design.
- Describe opportunities for professional development that have been enjoyed by either the organization or individual staff members in the past year. Include youth development conferences, workshops and trainings.
- If none of the above applies, explain why.

B.2.4 Budget (12 points)

- Describe how the grant funds will be used.
- Describe how the program budget fits within the organization's overall budget.
- If there is a nominal program fee, describe how the program will accommodate youth whose families cannot afford to pay.
- Describe in detail how the organization plans to raise revenue for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Include details on other funding sources the organization is applying for or has secured for the program.

SECTION C: PROPOSAL PROCESS AND SCORING

C.1 Important Dates

- Friday, October 5, 2018: RFP released
- Tuesday, October 16, 2018: Logic Model Workshop
- Tuesday, October 18, 2018: Grant Information Session
- Friday, October 19, 2018: Questions submitted to grants@uwncan.org
- Monday, October 22, 2018: Grant Information Session
- Wednesday, October 24, 2018: Frequently Asked Questions published
- Tuesday, November 6, 2018: Logic Model Workshop
- Tuesday, November 13, 2018: Logic Model Feedback Session
- Monday, November 19, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m. Please email completed proposals to grants@uwncan.org.
- January 2019: If needed, questions to applicants to clarify proposals
- February 2019: Awards announced via email

C.1.1 Grant Technical Assistance (GTA)

- Grant Information Sessions: United Way NCA will host information sessions to provide an overview and answer questions related to the RFP. Applicants are strongly encouraged to participate.

- Thursday, October 18, 2018: Anacostia Neighborhood Library, 1800 Good Hope Rd SE, Washington, DC 20020 from 10:00 am – 12:00 pm
- Monday, October 22, 2018: Shaw Neighborhood Library, 1630 7th St NW, Washington, DC 20001 from 10:00 am – 12:00 pm
- Logic Model Training: Fair Chance will host workshops centered on creating program logic models
 - Tuesday, October 16, 2018 from 9:00 am – 12:00 pm, click [here to register](#)
 - Tuesday, November 6, 2018 from 10:00 am – 1:00 pm, click [here to register](#)
- Fair Chance will provide direct feedback to providers who bring in completed logic models.
 - Tuesday, November 13, 2018 from 10:00 am – 1:00 pm, click [here to register](#)

C.1.2 Questions

Questions regarding the RFP must be submitted by October 19, 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 Wednesday, October 24, 2018 at 5:00 pm. Questions may be sent to grants@uwnca.org at any time related to this RFP.

C.1.3 Proposal Submission and Deadline

Proposals and attachments must be compressed and submitted to grants@uwnca.org by Monday, November 19, 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 reviewers utilizing the scoring rubric. (Appendix 14)

Applicants will be reviewed on an 80 point scale as follows:

- Organization Capacity and Relevant Experience (16 points)
- Need and Justification of Program (8 points)
- Description of Youth Program Offered (44 points)
- Budget (12 points)

In the event that any of the three reviewer scores differ by 10 points or more from the average score, a fourth review will be completed and the outlier may be discarded.

The three reviewer scores will be used to calculate a final score that is then used to rank applications. The scores and ranks are used by the DME to make final award determinations. The District may provide additional preferences and priorities in order to make final award decisions.

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 and summer programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using the rubric.

C.2.3 Notification Process

All applicants will be notified via email about the status of award by late February 2019. Applicants will receive reviewer scores sheets in March 2019.

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 Grant Agreements

Grantees will complete grant agreements with United Way NCA and submit all required documents by April 2019.

D.1.2 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 in writing for review and approval.

Grantees are required to attend one mandatory meeting. This meeting will be held in March 2019; United Way NCA will provide a minimum of two weeks' notice regarding the date, time and location of the meeting. This meeting will provide important information about compliance, reporting and accountability. In addition, the meeting will provide technical training, assistance and the opportunity to learn from peers and colleagues.

D.1.3 Training and Certification

Grantees must have at least one mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees must provide the policy on how staff and volunteers are trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter.

Grantee must provide the organization's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, in transportation and electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact the Office of Human Rights for template language and assistance drafting a Bullying Prevention Policy.

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certificate of completion will be verified during site visits. All staff must be aware of the location of the trained CPR personnel on site.

D.1.4 Operations

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

Grantees must be compliant with the specific insurance requirements of the program location.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, United Way NCA and/or The District may request the organization's invoices, vouchers, receipts, statements and/or audits. Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment is identified, the organization shall return funds 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.

If needed by the first week of programming, at the request of the District, grantees may be required to accept and enroll as many as three youth experiencing housing uncertainty. Grantees will have the opportunity to discuss this requirement with Grantor and District at the time of referral.

D.1.5 Data

Grantees are required to participate in research and evaluation activities commissioned by the District and United Way NCA. These activities include, but are not limited to, youth/family consent forms, collection and submission of youth and family information, required training, survey distribution and collection activities. The survey grantees will administer is an online assessment, SAYO-Y, to participants in 4th grade and above.

D.2 Monitoring and Compliance

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

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

United Way NCA may make unscheduled program site visits during the program period.

D.2.1 Staff and Volunteer Clearance Requirements

Grantees will be required to have the following background checks on all of the organization's staff and volunteers who have regular (at least once weekly) and direct access to 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 30, 2019. One-day visitors, guests and volunteers that shall be at all times under the direct supervision of a staff member with appropriate clearances are exempt.

All clearances must be valid for the duration of the grant period and align with the program site requirements (DCPS, DCPCS, etc.). Current DCPS or DCPCS teachers may provide a letter verifying status of employment which should be kept on file to be viewed at monitoring visits. Employees, volunteers or contractors who are newly hired or under contract by the organization and have direct and unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file.

In the event that any staff, volunteer or contractor has a background check returned with an issue or indication of past criminal history, said result must be communicated to the Grantor within two (2) business days. Said staff, volunteer, or contractor involved may not have direct or unsupervised interactions with youth until the issue is resolved and communicated to the Grantee.

Background checks will be selected at random to be reviewed during monitoring visits.

D.2.2 Attendance

Grantees will be required to provide access to daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 database. Attendance must be entered at least weekly into the Learn24 database.

D.2.3 Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17.

D.2.4 Safety

If awarded, United Way NCA may request access to the following. See Appendix 13 for a full list.

- 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 (does not need to be organizational staff)
- Procedural Plan in the case of Health Emergency
- Mandated Reporter Policy
- Sign-in or attendance procedures and sheets and exit and pick up procedures
- Signed consent forms with Family Educational Rights and Privacy Act (FERPA) language
- Background Checks and Clearances for staff, volunteers or contractors
- Insurance Certificates

D.2.5 Program Reporting

At the program start, grantees must enter the following information into the Learn24 database:

- Confirmed list of all program site(s)
- Hours of programming
- General program schedule

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

- Number of youth enrolled in program
- Number of youth attending program

Following the completion of all programming, but no later than September 27, 2019, grantee must provide the following information:

- Number of youth enrolled in program
- Number of youth who attended program
- Student ID/Unique Identifier
- Enrollee information
 - Full name
 - Date of birth
 - Home address
 - School name and grade
- Written report, including relevant data, on achievement and progress toward the organizations outcomes or stated goals as referenced in the logic model.

D.2.6 Financial Reporting

Grantees are required to submit an expenditure certification report along with a detailed General Ledger by September 27, 2019. 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 or Chief Executive Officer.

Grantee will provide United Way NCA the following records for funded expenditures through the Expenditure Reports and Program Reports and during monitoring and site visits by United Way NCA staff, as applicable:

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

Upon request, accounting records shall be supported by source documentation, including but not limited to, receipts, 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.2.7 Disbursements of Funds

United Way NCA will advance grant funds, pending the availability of funds. The initial disbursement (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 2019)
- 20% of total grant award – Payment 2 (October 2019 after receipt, review and approval of all reports)

SECTION E: APPENDICES

Appendix 1: 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 12 pages)
- Survey link to between 2 and 5 references, [click here to access survey](#) (Appendix 6)
- Summer Program Budget (any format, Appendix 7)
- Organization Annual Budget (any format, Appendix 7)

Attachments

- Certifications and Assurances (Appendix 3)
- Program Logic Model and/or Theory of Change (Appendix 4)
- Sample syllabus of proposed summer program by week including theme; objective of learning; anticipated activities; ultimate deliverable or end product, if any (Appendix 5)
- Internal Revenue Service Determination Letter of 501(c)(3) non-profit status, dated April 1, 2017 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 April 1, 2017
- Clean Hands Certificate with the DC Office of Tax and Revenue dated April 1, 2017 or later (Appendix 10)
- Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated April 1, 2017 or later (Appendix 11)
- District of Columbia Basic Business License Charitable Solicitation dated April 1, 2017 or later (Appendix 12)
- Financial statements and audits or financial review report for FY17 and FY18 (Section A.2.3)
- Pages 1-6 of signed IRS Form-990 for FY17, and FY18 (Section A.2.3)
- Sample Monitoring Checklist (Appendix 13)
- Scoring Rubric (Appendix 14)

Appendix 2: Proposal Cover Page

Applicant Information

Organization Name			
Mailing Address			
Ward in which Headquarter is located			
Program location, address and Ward			
Organization Annual Budget			
Program Budget		Grant Amount Requested	

Contact Information

Name and title			
Email		Phone	

Program Information

Describe the mission and vision in 50 words or less:			
Target Age(s) and Grade(s)		Target or Special Population	
Expected number of youth impacted by program:		Proposed programming period:	
Describe the typical schedule for a daily session:			
At the end of the program, what will the children or youth have learned?			

Staff Information

Number of full-time employees:	Number of part-time employees:	Number of front line staff engaged in youth programs:
Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s):		Number of volunteers engaged in youth program(s):

Appendix 3: 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's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., 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

Appendix 4: Summer Syllabus Sample

Week Agenda

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

Literacy Time Syllabus

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

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

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



[Organization’s Name] Logic Model for [Program Name]

<p>Program and Mission statement (note the target population, audience served and what you hope to impact)</p> <p>Type the mission statement here.</p>		
<p>Challenge to be Addressed</p> <p>What is the problem that your organization is trying to address through your programs?</p>		<p>Short Term Outcomes (Awareness, Knowledge, Attitude)</p> <p>Outcomes are the measurable, meaningful, and expected changes in the population served that result from a program’s activities.</p> <p>Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.</p>
<p>Assumptions</p> <p>Assumptions are the beliefs you have about your program, the people involved and how you think change will occur. They might also include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.</p>	<p>Inputs/Resources (Needed to operate program)</p> <p>Inputs or resources that go into a program including human, financial, organizational, and community resources available for carrying out a program’s activities. Examples include: Funding, Program staff, curricula, Volunteers, and Research.</p>	
<p>Activities (Program Opportunities for Kids)</p> <p>Activities (program activities) are the actions or events provided to generate desired outcomes. You should also include the dosage— amount of time or number of activities. For example: Workshops (4 @ 2 hours), Guest Speakers (6 per year), or Training Programs (2 hours/week for 10 weeks). The dosage is an important determining factor for whether your program can achieve its outcomes. A program that does one hour of tutoring per semester should not claim to improve grades. However, a program that does one hour of tutoring per week for a semester could make that claim.</p>	<p>Outputs (Result of Program Activities)</p> <p>Outputs are the direct products of a program’s activities and may include types, levels and targets of services to be delivered by the program. Examples include # of individuals who will complete trainings, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.</p>	<p>Intermediate Outcomes (Skills, Action, Behavior)</p> <p>Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes you desire by the program end. Think about 0-3 months after your program ends when identifying these outcomes.</p>
<p>External Factors (Realities)</p> <p>Those factors that are outside of your control that might influence your ability to do the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.</p>		<p>Long Term Outcomes (Status or Condition)</p> <p>Long-term outcomes generally focus on changes in status or condition. These are the outcomes you desire for participants to achieve or exhibit 6 months or longer after the end of your program. The time period for achieving this outcome should take into consideration how long you track participants beyond the actual program.</p>

Appendix 6: Questions for References

2019 Summer Strong DC Reference Survey

* 1. Please provide the information below:

Your Name	<input type="text"/>
Your Company, if applicable	<input type="text"/>
Contact Email	<input type="text"/>
Contact Number	<input type="text"/>

* 2. Which organization are you providing a reference for?

* 3. I certify that I am not a Board member, central administrator, paid staff, partner or contractor, family member of staff or an individual who would directly benefit from this grant and I am eligible to be a reference for this organization.

Agree

Disagree

* 4. How do you know this organization? Please select an option below.

- Program Partner (that provides free and sustained programs for youth) Family Member of Youth
- Volunteer or Mentor Youth
- Principal or School Staff ANC Commissioner
- Other (please specify)

* 5. How long have you known this organization? Please select a choice below.

- Less Than 1 Year
- 1 - 3 Years
- 3 - 5 Years
- More Than 5 Years

* 6. On a scale of 1-5 (1 being the least and 5 being the most), how would you rate this program's connection to the community.

1 - Least Connected	2	3 - Neutral	4	5 - Most Connected
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 7. Would you recommend this program to someone you know?

- Yes
- No
- Unable to answer

* 8. Please explain why you would recommend this program.

9. Is there anything else you would like to provide to help us better understand the impact of this program?

Appendix 7: Sample Organization Annual Budget


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

Revenue- List all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required.			
Description		Projected Income	
	Corporate Donations (Walmart, KPMG)	50,000	
	Individual Contributions (United Way, CFC)	10,000	
	Interest	136	
	Cafritz Foundation Grant	15,000	
	Meyer Foundation Grant	10,000	
	United Way NCA – Summer 2018 Grant	75,000	
	Other Grants (description provided in narrative)	100,000	
	Program Fees	5,000	
	Events	20,000	
	Total Revenue	\$285,136	
Expenses - Describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. Program expenses should be separated from overall operating expenses.			
Description		Projected Expenses	Summer 18 Grant Expense
Management and General			
	Salaries (Executive Director)	60,000	
	Benefits	14,400	
	Administrative Supplies	2,000	
	Building Expenses Rent	12,000	
	Insurance	1,200	
	Utilities	2,400	
	Equipment	3,000	
	Legal Fees	2,000	
	Professional Fees	7,000	
	Phone and IT Services	1,200	
	Subtotal Expenses	105,200	
Program			
	Salaries (Program Director) and other staff	150,000	58,200
	Benefits	12,000	2,000
	Clearances (Staff and Volunteers)	300	300
	Program Supplies	12,000	10,000
	Program Equipment	3,000	2,500
	Field Trip	1,500	1,000
	Food and Meals	1,000	1,000
	Subtotal Expenses	68,300	75,000
	Total Expenses	\$241,800	75,000

Appendix 8: Glossary

- **Activities:** (program activities) are the actions or events provided to generate desired outcomes.
- **Inputs:** resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities.
- **Dosage:** amount of time or number of activities.
- **Evidence Based Practices:** a process in which research is used to guide and inform the delivery of services.
- **Goals:** What youth will achieve at the end of programming.
- **Opportunities:** availability, situation, chance, or event for organization, staff, volunteers, or youth to participate in that may normally not be an option and is accompanied by appropriate supports and services.
- **Outcomes:** measurable, meaningful, and expected *changes* in the population served that result from a program's activities.
- **Outputs:** direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. 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.
- **Targets:** Defined, specific and measurable goal, such as number of youth proposed to serve.
- **Youth Development:** a process that prepares children and youth to meet the challenges of childhood, 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.
- **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 youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that 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 traditionally 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 youth for adulthood.
- **Youth Participation:** 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 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 youth in structured, semi-structured, or unstructured settings.

Appendix 9: 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: [REDACTED]
Dec. 23, 2011 LTR 4168C E0
[REDACTED] 000000 00
00017549
BODC: TE

[REDACTED]
WASHINGTON DC 20003-2602



019320

Employer Identification Number: [REDACTED]
Person to Contact: [REDACTED]
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.

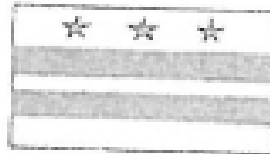
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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.

Appendix 10: 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



Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Vincent C. Gray
Mayor

Tracking #: Q90RCJNA1

Appendix 11: OTR: Certificate of Clean Hands

The application can be found at: <https://otr.cfo.dc.gov/page/online-clean-hands-application>



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 Tuater
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

Appendix 12: DCRA: Certificate of Good Standing

The application can be found at: <https://dcra.dc.gov/service/domestic-nonprofit-corporation>

Initial File #: 742391

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



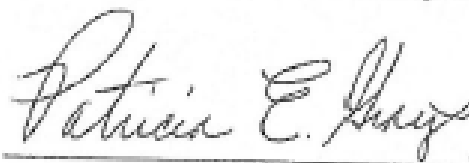
CERTIFICATE

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
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: aOsAbujs

Appendix 13: DCRA: Basic Business License Charitable Solicitation

The application can be found at:

https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf

☆☆☆
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]	Premises/Application's Name and Address: [REDACTED]	Registered Agent's Name and Address: [REDACTED]
Washington, DC 20003	WASHINGTON, DC 20003	Washington DC20003

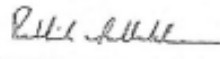
Owner's Name
Corp. Name [REDACTED]
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0969	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

- 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


 Director:
 Rabbiah A. Sabbakhan

Appendix 14: Sample Monitoring Visit Checklist

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, United Way NCA team member must have access to the following items:

- Personnel file for all staff (paid and unpaid) to verify clearances and safety requirements
 - FBI finger print and background check
 - Results from National Child Sex Offender Registry
 - DC Criminal Background Check
 - DC Child Protection Registry (CPR Check)
 - Clean TB tests – required for DCPS sites only
 - Certificate of Completion of Mandated Reporter Training
 - CPR/First Aid Certification

- Policy and procedure handbooks
 - Sign-in or attendance procedures
 - Consent forms with Family Educational Rights and Privacy Act (FERPA) language
 - Exit and pick-up procedures
 - Field trip procedures
 - Code of Conduct
 - Incident reports
 - Conflict resolution/behavior management plan or procedure
 - Bullying Policy

- Safety
 - Emergency Plan
 - All exits and entrances are clear from obstruction
 - Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
 - Emergency contacts for youth and important health information (allergies, medications, etc.) available at the program sites and updated as needed.
 - Procedure for handling health emergencies

- Insurance
 - General Liability Insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Umbrella Liability may be used to supplement coverage. United Way NCA and the Government of the District of Columbia must be additionally insured.
 - Copy of Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation.
 - Additional Insurance Required by the Program Location.

Appendix 15: Scoring Rubric

Section 1: Organization Capacity & Relevant Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not define history and mission of organization <input type="checkbox"/> Does not describe organization's approach or philosophy towards youth development 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history and mission of organization, lacks details <input type="checkbox"/> Describes organization's approach or philosophy towards youth development 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history and mission of organization, in detail <input type="checkbox"/> Describes organization's approach or philosophy towards youth development in detail 	<ul style="list-style-type: none"> <input type="checkbox"/> Details history and mission of organization <input type="checkbox"/> Describes organization's approach or philosophy towards youth development in detail <input type="checkbox"/> 100% of organization mission currently focused on serving children and youth ages 5 - 21
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe historical successes and/or youth outcomes achieved 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some successes or expertise in achieving youth outcomes <input type="checkbox"/> Does not detail history in achieving youth outcomes 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes successes or expertise in achieving youth outcomes <input type="checkbox"/> Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization 	<ul style="list-style-type: none"> <input type="checkbox"/> Details successes or expertise in achieving youth outcomes <input type="checkbox"/> Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization <input type="checkbox"/> Provides quantitative and qualitative evidence of specific youth outcomes
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes leadership <input type="checkbox"/> Describes personnel with the expertise to lead and manage 	<ul style="list-style-type: none"> <input type="checkbox"/> Details leadership <input type="checkbox"/> Details personnel with the expertise to lead and manage <input type="checkbox"/> Describes directors and board members with broad expertise
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe key staff that will manage grant funds and reporting 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes key staff that will manage grant funds and reporting 	<ul style="list-style-type: none"> <input type="checkbox"/> Details key staff that will manage grant funds and reporting <input type="checkbox"/> Staff has experience in managing and complying with grant requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Clearly describes key personnel that will manage grant funds and reporting <input type="checkbox"/> Staff has expertise, experience and success in managing grant funds <input type="checkbox"/> Organization provides quantitative and qualitative evidence of success in managing and complying with grant requirements

Section 2: Need and Justification of Program (8 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the target youth population and why organization is proposing to serve this population 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically <input type="checkbox"/> Provides explanation for why this population needs the program 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically <input type="checkbox"/> Provides explanation for why this population needs the program and provides supporting data <input type="checkbox"/> Describes ways that youth express interest in the program
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the gap in the community if the program is not funded 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the gap in the community if the program is not funded 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes in detail the gap in the community if the program is not funded 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes in detail the gap in the community if the program is not funded <input type="checkbox"/> Provides strategies to continue programming regardless of funding and/or how services for youth would continue without the program

Section 3: Description of Youth Program Offered (44 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
Program Design			
<input type="checkbox"/> Does not describe the program's overall goal and design	<input type="checkbox"/> Describes the program's overall goal and design	<input type="checkbox"/> Details the program's overall goal and design	<input type="checkbox"/> Details the program's overall goal and design <input type="checkbox"/> Provides strong rationale for how program's design aligns to program objectives
<input type="checkbox"/> Does not provide a syllabus <input type="checkbox"/> Does not describe the activities, opportunities, services, supports and projects for youth in the program	<input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Describes the activities, opportunities, services, supports and projects for youth in the program	<input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Details the activities, opportunities, services, supports and projects for youth in the program <input type="checkbox"/> Activities, opportunities, services, supports and projects align to syllabus	<input type="checkbox"/> Provides a detailed syllabus <input type="checkbox"/> Details the activities, opportunities, services, supports and projects for youth in the program <input type="checkbox"/> Activities, opportunities, services, supports and projects align to syllabus and overall goal of the program
<input type="checkbox"/> Does not describe youth voice in the design of the program or <input type="checkbox"/> Does not describe youth leadership opportunities	<input type="checkbox"/> Describes youth voice in the design of the program or <input type="checkbox"/> Describes youth leadership opportunities	<input type="checkbox"/> Describes youth voice in the design of the program and <input type="checkbox"/> Describes youth leadership opportunities	<input type="checkbox"/> Details authentic youth voice in the design of the program and <input type="checkbox"/> Details authentic youth leadership opportunities <input type="checkbox"/> Provides examples of specific youth voice and leadership <input type="checkbox"/> Provides examples of changes made to program as a result of youth input
Staff and Volunteer Qualifications			
<input type="checkbox"/> Does not describe the key people that will deliver the program	<input type="checkbox"/> Describes key personnel but lacks details <input type="checkbox"/> Staff has experience working with youth	<input type="checkbox"/> Details staff qualifications and experience <input type="checkbox"/> Details staff experience working with youth	<input type="checkbox"/> Details staff qualifications, expertise and experience <input type="checkbox"/> Key staff has several years of experience working with youth or other relevant areas of expertise
<input type="checkbox"/> Does not describe the training, resources, or other supports the organization has in place to support and retain youth workers or volunteers	<input type="checkbox"/> Describes the training, resources or other supports the organization has in place to support and retain youth workers or volunteers	<input type="checkbox"/> Details the training, resources, or other supports the organization has in place to support and retain youth workers or volunteers	<input type="checkbox"/> Details the training, resources, or other supports the organization has in place to support and retain youth workers or volunteers <input type="checkbox"/> Describes training opportunities that staff and volunteers have received or organization is planning to provide
Program Outputs and Outcomes			
<input type="checkbox"/> Does not describes goals and targets <input type="checkbox"/> Does not describe or list outputs <input type="checkbox"/> Does not describe short term outcomes	<input type="checkbox"/> Describes goals and targets <input type="checkbox"/> Describes or list outputs <input type="checkbox"/> Describes short term outcomes	<input type="checkbox"/> Details achievable and realistic goals and targets <input type="checkbox"/> Details or list achievable and realistic outputs <input type="checkbox"/> Details achievable and realistic short term outcomes	<input type="checkbox"/> Details achievable and realistic goals and targets <input type="checkbox"/> Details or list achievable and realistic outputs <input type="checkbox"/> Details achievable and realistic short term outcomes <input type="checkbox"/> Describes how the program knows when the outcomes have been achieved
<input type="checkbox"/> Does not define anticipated number of youth served <input type="checkbox"/> Does not provide information about the program location	<input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Provides information about the program location	<input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Describes history of reaching number of youth served <input type="checkbox"/> Provides detailed information about the program location	<input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Describes history of reaching number of youth served with qualitative or quantitative evidence <input type="checkbox"/> Provide detailed information about the program location <input type="checkbox"/> Provides evidence of past outputs and outcomes reached
<input type="checkbox"/> Does not describe how the program defines equitable outcomes for youth	<input type="checkbox"/> Describes how the program defines equitable outcomes for youth	<input type="checkbox"/> Details how the program defines equitable outcomes for youth	<input type="checkbox"/> Details how the program defines equitable outcomes for youth <input type="checkbox"/> Describe how the organization identifies structural racism and include any examples of work done to dismantle those systems in the community

Quality Improvement

<input type="checkbox"/> Does not describe any changes made to the program based on data collected in previous years or does not explain why it didn't change	<input type="checkbox"/> Describes changes made to the program based on data collected in previous years or describes why no changes were made	<input type="checkbox"/> Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples	<input type="checkbox"/> Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples <input type="checkbox"/> Describes how those changes affect the youth
<input type="checkbox"/> Does not describe any evidence based practices used by the program or does not explain why no evidence based practices are used	<input type="checkbox"/> Describes some evidence based practices used by the program or describes why no evidence based practices were used	<input type="checkbox"/> Details evidence based practices used by the program or details why no evidence based practices were used and provide examples	<input type="checkbox"/> Details evidence based practices used by the program and why they are used or details why no evidence based practices were used and provide examples <input type="checkbox"/> Cites sources of evidence based practices and connection to program
<input type="checkbox"/> Does not describe any professional development opportunities experienced during the past year or does not describe why no professional development opportunities were experienced	<input type="checkbox"/> Describes some professional development opportunities experienced during the past year by either the organization or individual staff or describes why no professional development opportunities were experienced	<input type="checkbox"/> Describes a variety of professional development opportunities experienced during the past year by either the organization or individual staff or details why no professional development opportunities were experienced	<input type="checkbox"/> Describes a variety of professional development opportunities experienced during the past year by either the organization or individual staff or details why no professional development opportunities were experienced by either the organization of individual staff <input type="checkbox"/> Describes a continuous cycle of improvement through a commitment to professional development opportunities

Section 4: Budget (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Did not describe how the grant funds will be used <input type="checkbox"/> Did not provide an organizational and programmatic budget	<input type="checkbox"/> Describes how the grant funds will be used <input type="checkbox"/> Provides an organizational and programmatic budget	<input type="checkbox"/> Details how the grant funds will be used <input type="checkbox"/> Provides an organizational and programmatic budget <input type="checkbox"/> Programmatic budget fits within organizational overall budget	<input type="checkbox"/> Details how the grant funds will be used <input type="checkbox"/> Provides a detailed organizational and programmatic budget <input type="checkbox"/> Programmatic budget fits within organizational overall 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"/> Applicant charges a fee and does not explain how the organization allows youth to participate if families cannot afford to pay OR <input type="checkbox"/> Does not discuss fee or that the program is free	<input type="checkbox"/> If applicant charges a fee, briefly explains how the organization allows youth to participate if families cannot afford to pay	<input type="checkbox"/> If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay	<input type="checkbox"/> If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay <input type="checkbox"/> Describes organization's policy that ensures all youth have access to programming OR <input type="checkbox"/> Applicant never charges a fee, program is free
<input type="checkbox"/> Does not describe other sources of funding	<input type="checkbox"/> Describes other sources of funding	<input type="checkbox"/> Details other sources of funding and status of funding	<input type="checkbox"/> Describes other sources and status of funding <input type="checkbox"/> Fundraising strategies are varied <input type="checkbox"/> Expenses are listed and do not exceed revenue