

FY19 Summer Coordinating Entity Grant Information Session

Available November 5, 2018

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UnitedWayNCA.Org



Partnership Roles

The funding for the Summer 2019 Coordinating Entity 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.

For the purposes of this grant, summer camp locations are predetermined by DCHA or DHS properties.

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About United Way of the National Capital Area

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

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

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

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Intent of Request for Proposal

The purpose of this grant competition is to:

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

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Scope of Grant (pg. 3 of RFP)

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

Organizations must demonstrate:

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

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Subcontracts (pg. 3)

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

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Grant Period and Program Expectation (pg. 4)

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- Grant period is April 1, 2019 through August 30, 2019
- Programming must take place between June 17, 2019 and August 16, 2019
- Programs must offer services for a minimum of:
 - 8 hours per day
 - 5 days per week
 - 6 consecutive weeks
- Applicant 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

Youth Development Outcomes (pg. 4 & 19)

The intent of this RFP is to support organizations with the ability to coordinate high-quality summer camps that improve the educational, social, emotional and/or physical health outcomes of youth.

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.

Outcomes: measurable, meaningful, and expected *changes* in the population served that result from a program's activities.

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Target Population and Location (pg. 4)

Children and youth between the ages of 5 – 17 years.

Applicants must serve youth who reside in the identified DHS or DCHA community.

Applicants who have experience delivering services at public housing or temporary housing communities may receive additional points.

For the DCHA locations, youth from surrounding neighborhoods are eligible to participate as long as they are District residents.

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Site Locations (pg. 4)

Applicants must select a minimum of one location to coordinate services:

- The Kennedy, 5505 Fifth Street NW, Washington, DC 20011
- The Horizon, 5004 D Street SE, Washington DC 20019
- 4225 6th Street SE, Washington DC 20032
- Benning Terrace, 4450 G St SE, Washington, DC 20019
- Fort Dupont/Stoddert Terrace, 155 and 357 Ridge Rd SE, Washington, DC 20019

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Total Amount of Funding (pg. 4)

United Way NCA anticipates awarding a total of up to \$400,000 with grant awards up to \$100,000 per grantee.

Grant awards are contingent on the availability of funds.

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Technical Assistance

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

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Comparison of the Summer 2019 Competitions



Comparison of the Summer 2019 Competitions

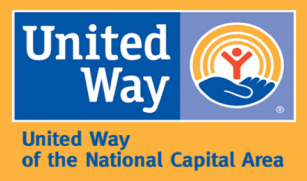
	2019 Summer Strong DC RFP	2019 Small Non Profit Summer Strong DC RFP	Summer 2019 Coordinating Entity RFP	Afternoon Enrichment Application – Released by end of October 2108
Youth Served	5 – 21 years K – 12 th grade	5 – 21 years K – 12 th grade	5 – 17 years K – 12 th grade	5 – 13 years K – 8 th grade
Minimum number of youth served by the grant	Same 30 youth throughout the grant period	Same 15 youth throughout the grant period	Same 30 youth throughout the grant period	Same 30 youth throughout the grant period
Geography	District wide	District wide	4 DCHA sites 3 DHS temporary housing sites	DCPS Summer School Sites and/or DPR locations to be identified
Maximum grant award	\$125,000	\$25,000	\$100,000	\$100,000
Organization status	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted
Programming experience	Two years of programming	One year of programming	Two years of coordinating	Two years of programming
Financials	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits or financial reviews (commitment to have audits and/or financial review permitted)	<input type="checkbox"/> 990's <input type="checkbox"/> Income statements <input type="checkbox"/> Balance sheets	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits (commitment to have audits permitted)	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits or financial reviews (commitment to have audits and/or financial review permitted)
Organizational budget limit	Any organization can apply – there is no budget limitation	Organization's budget cannot exceed \$250,000	Any organization can apply – there is no budget limitation	Any organization can apply – there is no budget limitation
Amount of grant funds permitted for indirect expense	10%	20%	7%	10%
Payment disbursements schedule, pending the availability of funds	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October	<input type="checkbox"/> 90% in May <input type="checkbox"/> 10% in October	<input type="checkbox"/> 80% in May <input type="checkbox"/> 20% in October
Dosage Minimum	5 hours per day 5 days per week 5 continuous weeks	5 hours per day 5 days per week 5 continuous weeks	8 hours per day 5 days per week 6 continuous weeks	1 to 6 pm daily 5 days per week 5 continuous weeks
Restrictions	Can apply for one only: 2019 Summer Strong DC or 2019 Small Non Profit Summer Strong DC		Open	Open

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ELIGIBILITY AND REQUIREMENTS

UnitedWayNCA.Org



Organizational Requirements (pg. 5)

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

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Operations & Finance (pg. 5)

As part of the proposal, the applicant must include copies of:
Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) audits 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

Pages 1-6 of 2016 and 2017 signed IRS Form 990 or IRS 990 EZ

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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Operational Requirements

(pgs. 6, 10, and 25-27)

- Grantees will be required to add United Way NCA, DCHA and/or DHS and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate with a deductible no greater than \$25,000.
- For DCHA specific insurance requirements, see Appendix 12. In addition, grantees will be required to complete a DCHA License Agreement.
- For DHS specific insurance requirements, see Appendix 13.
- Grantees will coordinate directly with DCHA or DHS regarding any site specific requirements.

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Grant Fund Limitations (pg. 5)

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

A minimum of 93% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation or educational/learning field trip expenses.

No more than 7% of grant funds may be used for general operating costs, overhead or indirect costs (costs that cannot be tied directly to programming) such as audits, management salary, organizational rent and grant-writing.

A minimum of 40% of the grant amount must be used for subcontractors to provide services directly to the youth.

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Grant Fund Limitations (pg. 6)

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; vehicles; entertainment or social activities; food or beverages associated with entertainment; 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; youth cash incentives or gift cards (other than for nominal amounts); tuition, awards and scholarships; 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.

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Grant Fund Limitations (pg. 6)

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.

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SCORING RUBRIC

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Scoring Rubric (pgs. 7-8)

92 point scale as follows:

- Organizational History, Capacity and Relevant Experience (20 points)
- Subcontractors(24 points)
- Details about the Summer Camp (36 points)
- Budget (12 points)

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

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About the Scoring Rubric (pg. 29)

- The Rubric consists of four 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 History, Capacity and Relevant Experience (20 points)			
Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<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	<input type="checkbox"/> Describes history and mission of organization; lacks details <input type="checkbox"/> Describes organization's approach or philosophy towards youth development	<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	<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 <input type="checkbox"/> 100% of organization mission currently focused on serving children and youth between ages 5 to 17
<input type="checkbox"/> Does not describe expertise in coordinating youth development program AND <input type="checkbox"/> Does not describe organization's history of success in delivering youth programs	<input type="checkbox"/> Describes expertise in coordinating youth development program OR <input type="checkbox"/> Describes organization's history of success in delivering youth programs	<input type="checkbox"/> Describes expertise in coordinating OR delivering youth development program	<input type="checkbox"/> Describes expertise in coordinating youth development program AND <input type="checkbox"/> Describes organization's history of success in delivering youth programs <input type="checkbox"/> Provides strong examples of success
<input type="checkbox"/> Does not cite internal capacity to manage or comply with the grant requirements	<input type="checkbox"/> Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements but does not specify details	<input type="checkbox"/> Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements <input type="checkbox"/> Describes internal operations with financial management and expertise for delivering youth programs <input type="checkbox"/> Specifies details in at least one area of programmatic or financial grant reporting	<input type="checkbox"/> Describes internal capacity to manage and comply with the programmatic and financial grant reporting requirements <input type="checkbox"/> Describes strong internal operations with financial management and expertise for delivering youth programs and grants management <input type="checkbox"/> Specifies details in programmatic and financial grant reporting areas <input type="checkbox"/> Shows a history of compliance
<input type="checkbox"/> Does not describe any history of working with public housing or temporary housing communities	<input type="checkbox"/> Describes history of working with public housing or temporary housing communities	<input type="checkbox"/> Describes history of working with public housing or temporary housing communities <input type="checkbox"/> Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities	<input type="checkbox"/> Describes history of working with public housing or temporary housing communities <input type="checkbox"/> Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities <input type="checkbox"/> Describes history of working at any of the proposed locations
<input type="checkbox"/> Does not define which location the applicant wishes to serve	<input type="checkbox"/> Specifies which location the applicant wishes to serve	<input type="checkbox"/> Specifies which location the applicant wishes to serve <input type="checkbox"/> Shares why the location is selected <input type="checkbox"/> Cites existing relationship with location and residents	<input type="checkbox"/> Specifies which location the applicant wishes to serve <input type="checkbox"/> Shares why the location is selected, makes a strong connection and knowledge to the community; aligns to the entities mission and goals <input type="checkbox"/> Cites existing relationship with location and residents

Evidence – Quantitative and Qualitative

Specific information and results based on evidence 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 evidence is collected, the data itself, program changes that have been made based on data and information on how that affects outcomes.

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Organizational History, Capacity and Relevant Experience (20 Points) (pgs. 7 & 29)

It is important for each organization to

- Describe the organization's history and mission, including evidence of success and approach and philosophy towards youth development
- Describe the organization's history of working within public housing and/or temporary housing communities
- Describe the organization's expertise in coordinating and/or delivering youth development programs. Provide examples of success in coordinating and/or delivering the service

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Subcontractors (pgs. 7 and 30)

- Show a history of ability to manage subcontractor agreements and challenges
- Describe process to ensure subcontractors compliance and accountability
- Describe how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete
- Detail the process and timeline for supporting subcontractors
- Describe technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale
- Describe applicant's need regarding facilities, space or other physical requirements by providing context and connection to the program schedule

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Details About the Summer Camp

(36 Points) (pgs. 7-8 and 30-31)

- 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
- Provide a camp schedule and details which activities will be provided directly and which activities will be subcontracted what the participants will be doing every day and how these activities promote youth development
- Detail the plan to engage youth of various ages and describes the dosage of service anticipated for each age group
- Describe a variety of services sought from subcontractor that clearly align with camp syllabus and vision

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Details About the Summer Camp

- Continued (pgs. 7-8 and 30-31)

- Describe clear connections between staff and/or volunteers and community
- Describe relevant experience working with youth including as a coordinator of services
- Describe training opportunities for frontline staff and volunteers

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Details About the Summer Camp

- Continued (pgs. 7-8 and 30-31)

- Describe opportunities for how youth will contribute to the design or content of the summer camp and provides examples and describe opportunities for youth leadership and provides example
- Describe recruitment strategies that are appropriate for the particular community and provide examples
- Be sure that your numbers and ages of youth aligns to overall vision of camp

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Logic Models

- Not an eligibility requirement, but will be shared with reviewers as a supplemental document for the narrative to help reviewers visualize the program
- Not being scored in the rubric
- Is likely to become a required document in future competitions

Attend the next Fair Chance Training on creating program logic models

- Tuesday, November 6, 2018 from 10:00 am – 1:00 pm, [click here to register](#)

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Budget and Budget Narrative (12 Points) (pgs. 8 and 32)

- The budget is now a part of the narrative not a separate section
- Financial attachments can be any length and format
- Provide summer camp and organizational budgets
- Detail how grant award will be used specifically for the summer camp and is aligned to camp description and activities
- Detail funds and clear plan for subcontracting to leverage the expertise of grassroots organizations
- Describe other sources of funding and describes in-kind services
- Provide all necessary documentation

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SUBMISSION PROCESS

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Required Documents (pg. 14)

- Proposal Cover page
- Proposal Narrative to include budget narrative (all not to exceed 12 pages)
- Camp Budget
- Organization annual budget (any format)
- Attachments (Agenda, Financial and Business Documents)

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

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Proposal Submission (pg. 9)

Proposals and attachments must be compressed and submitted via email to grants@uwnca.org. Applications MUST be in by 5p.m. on Monday, November 19, 2018. **Proposals received after the deadline will not be reviewed.**

As a reminder:

- Applications without a confirmation email will not be reviewed.
- 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 Monday, November 19, 2018.

*A confirmation email will be sent out upon receipt of successfully submitted applications.

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Review Process (pg. 9)

- United Way NCA will organize panels of three (3) independent grant reviewers who have a background and knowledge of youth development and out-of-school time.
- Each proposal will be read by three reviewers.
- In the event that panel reviewer scores differ greatly (10 points or more), a fourth reviewer will score the proposal and any outliers may be discarded.
- 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.
- All funding decisions are final and are not subject to review, appeal or protest.

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Interview Process (pg. 9)

- In addition to the review process, the top three ranking applicants per site will be invited for an interview. The interview panel includes key stakeholders that may include representatives from United Way NCA, DHS, DCHA, the resident council, parent, and youth.
- The reviewer score and the interview scores will be used to generate a final score. The District will make final award decisions based on the final score.

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Notification of Awards (pg. 9)

All applicants will be notified via email about the status of award by late March 2019.

Applicants will receive reviewer scores sheets by late March 2019.

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Proposal Tips

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

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Successful Grant Applicant Requirements (pgs. 11-14)

If Awarded, the grantee may be required to:

- Attend grantee meetings and activities
- Obtain a bank account that supports only grant funds for this grant only
- Participate in research and evaluation activities
- Participate in training and certification opportunities
- Add United Way NCA and the District to its general liability and automobile coverage (if needed)
- Participate in administrative and programmatic site visits
- Ensure that ALL staff acquire the required clearances
- Utilize the District's database – Learn24
- Provide programmatic updates
- Provide financial documentation

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Important Dates

- Friday, October 5, 2018: RFP released on United Way NCA's website
 - **Monday, November 5, 2018: GIS Session for Coordinating Entity**
 - Wednesday, October 24, 2018: Questions submitted to grants@uwnca.org
 - Wednesday, October 31, 2018: Frequently Asked Questions available on United Way NCA website
 - 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@uwnca.org.
- Applicant must receive an email confirmation of submission.**
- January 2019: If needed, questions to applicants to clarify proposals
 - Late February 2019: Awards announced via email

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United Way NCA Points of Contact

United Way NCA Grants Team

Office: (202) 488-2008

grants@uwnca.org

For updates grant competition updates go to

www.uwnca.org

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