

Guidelines for DC Housing Authority and/or Department of Human Services Sites Summer 2019 Application

The following guidelines may be used by selected Coordinating Entities from the Summer 2019 Coordinating Entity Request for Proposal, DC Housing Authority (DCHA) and/or DC Department of Human Resources (DHS) when internally reviewing the vendor applications. Note that no scores or comments will be provided to applicants and the guidelines have been provided to assist in writing applications and should only be used as general assistance when formatting the application.

PROGRAM INFORMATION

- Clearly describes the program and target ages
- Clearly describes whether programming will occur on site or off-site and describes transportation plan
- Fully describes a typical 2 hour agenda

PROGRAM HISTORY AND STAFF EXPERIENCE

- Clearly describes history of program
- Describes history of working with in the proposed community
- Describes in detail key personnel that will deliver the program
- Personnel have expertise, experience and success in delivering programs and provides examples
- Details how personnel relate to, have similar experiences with or are best suited to serve the target community and provides examples

PROGRAM DESCRIPTION AND SUCCESS

- Clearly describes successes and challenges of the program and cites examples
- Clearly describes program outcomes or impact
- Provides history of success with quantitative and qualitative evidence
- Describes how the program recruits and retains participants
- Describes reasons youth remain engaged with the program for 6 weeks
- Describes resources, facilities and space requirements for program to be successful
- Letters of support are provided and clear

BUDGET

- Provides a detailed and clear program budget with accurate math