2020 Summer Strong DC
Request for Applications

RFA Release Date: October 8, 2019
Applications Due Date: December 10, 2019, 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 wants to support successful applicants and encourage all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through the E-CImpact website, click here. Successfully submitted applications will receive a confirmation email upon receipt of submission. If an email confirmation is not received, contact proposals@uwnca.org **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.

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

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

TABLE OF CONTENTS

SECTION A: STATEMENT OF WORK

A.1 Introduction

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

The funds available through this Request for Applications (RFA) 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 grantmaking partner that will award and administer these funds on behalf of the 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.

Learn24 is the name for the network that supports equitable access to high-quality, OST programs for the District's children and youth. Learn24 supports coordination among non-profit organizations and District government agencies through targeted grant-making, data collection, and evaluation, and through the provision of training, capacity building, and technical assistance to OST providers. The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, United Way NCA, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of non-profits and schools that offer programs to children and youth outside the school day.

A.2 Scope

The 2020 Summer Strong DC RFA invites high-performing, fiscally responsible, non-profit, or Local Educational Agencies (LEAs) that focus on youth development and serve children and youth between the ages of 5 – 21[1] years with summer programs to apply. Organizations applying must serve youth through a positive youth development approach. Organizations may serve children and youth who reside outside the District, however, these funds may only be applied to children and youth[2] who reside in the District. For this RFA, the term youth will be used to describe both children and youth.

For the purposes of this RFA, 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 $1,600,000 in total awards.

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[1] As defined by the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2–1555.01

[2] "Youth" means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

Applicants may request up to $120,000. The OST Office 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 RFA, 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 are 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 youth between the ages of 5 – 21 years, as defined above, with a youth development approach. Preference will be given to applicants that serve youth who are most in need or at-risk[3] and require access to high-quality, low- or no-cost summer opportunities.

Considerations for need include family income, specific populations, neighborhood conditions, transportation issues, ages served, and the number of programs offered in the community. Organizations must be able to describe the specific community needs that the program addresses in the narrative. Additional information may be found through the D.C. Policy Center's *Needs Assessment of Out-of-School Time Programs* and Policy Studies Associates' *Voices of DC Parents and Youth on OST.*

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. Programs are expected to program the same youth over all 5 weeks. These funds are for 5 week programs, NOT five one week programs. In order to be awarded the full grant award of $120,000 applicants must serve a minimum of 60 unduplicated youth.

A.2.4   Summer Grant Term
The grant term will run from April 6, 2020, through August 28, 2020.

A.2.5   Program Period
Summer programming must take place sometime between June 15, 2020, and August 28, 2020.

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[3] 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.

A.2.6   Program Hours

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 applications that exceed the minimum programming hours.

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 application. Programming may occur at any accessible and safe location in the District or outside the District.

If applying to provide services at a DC Public School Site, the applicant must submit an Approval Form (Appendix 15) 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 grades 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@k12.dc.gov for approval. All letter requests must be submitted to Ms. Franken by 5:00 pm on December 3, 2019. The letter will be signed and returned to the applicant to provide services at the proposed DC Public School site, pending grant award.

A.3   Eligibility

In order to achieve equitable outcomes for youth, the OST Office offers a variety of grant opportunities which will provide diverse programming opportunities. Applicants may apply for multiple Learn24 Summer Strong Grant Competitions however, with the exception of 2020 Summer Strong Coordinating Entity competition, applicants will only be eligible to receive one grant award.

A.3.1   Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS) and have been operating for a minimum of two (2) years at the time of submission. Organizations may partner with another 501(c)(3) entity as a fiscal sponsor to apply. Both applicant and fiscal sponsor must submit 501(c)(3) designation letters. (Appendix 9)

Applicant and fiscal sponsors must be incorporated and registered to operate in the District of Columbia. Applicant and fiscal sponsors are required to submit a District of Columbia, Department of Consumer Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity. (Appendix 10)

All applicants and fiscal sponsor must be in good standing with the:
  a. IRS as evidenced by two (2) years of Form 990 filings.
  b. District as evidenced by:
      i.   DCRA Charitable Solicitation Basic Business License, (Appendix 13)
      ii.   DCRA Certificate of Good Standing, (Appendix 12)
      iii. Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 11)

If the applicant or fiscal sponsor is a prior Learn24 grantee, both must also be in compliance with the prior grant agreements, as applicable, with the:
  a. OST Office which includes, but is not limited to, entry of required information into the OST Office database (Cityspan) by the dates requested and completing program self-assessments and youth surveys (if required).
  b. United Way NCA which includes, but is not limited to, meeting current and past grant expectations including submitting required reports, programmatic and financial documentation, and securing appropriate background checks.

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. Applications must clearly define how the program measures and defines outputs and outcomes to support youth in achieving developmental outcomes. A logic model is required to supplement the narrative and does not count toward the narrative page limitation.

Strong partnerships and relationships with community members, other organizations, and families support positive outcomes for youth. Applicants must have between two (2) and five (5) programmatic partners complete a short reference form available here. Each reference will respond to nine (9) questions about the partnership. Responses from references will be provided to reviewers and will become part of the application. 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 provide free and sustained programs for participants, volunteers, mentors, principals or school staff, family members of youth, youth, ANC Commissioner, or others who can attest to the program's quality, success, and connection to the community.

A.3.3   Operations and Finance

The District supports fiscally responsible organizations. 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.

As a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, should not exceed 25% of the organization's total budget. LEAs and higher educational institutions are exempt from this requirement.

As part of the application, the applicant and/or fiscal sponsor must include copies of:
- Fiscal Year 2017 (FY17) and Fiscal Year 2018 (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 2017 and 2018 signed by an officer of the organization in Part II, signature block of Form 990 or Form 990 EZ
- IRS Determination Letter of 501(C)(3) non-profit organization status and operating for a minimum of two years, therefore your tax exempt status should be dated December 10, 2017or earlier
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity, for a minimum of two years, therefore your incorporation status should be dated December 10, 2017or earlier
- DC Office of Tax and Revenue Clean Hands Certificate, dated December 10, 2018, or later
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing valid through dated August 28, 2020, or later
- DCRA Basic Business License Charitable Solicitation, dated December 10, 2017, or later

A.3.4   Grant Fund Limitations

Grant funds may only be used to support youth with a primary resident within the District of Columbia.

Grant funds may be used across multiple programs and across multiple locations. A minimum of 90% 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 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 of any kind;
- award and scholarships of any kind;
- 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 the 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 programming funds from DOES.

SECTION B: APPLICATION SUBMISSION

B.1 Application Format

B.1.1 Application Format

Application narratives should be formatted as follows:
- 1-inch margin
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 14 pages or less

B.1.2 Application Submission

Application attachments must include all of the listed documents below. Do not attach any additional documents not requested; they will not be reviewed. Include all information in the section that it is requested.
- Cover Page (Appendix 2)
- List of all proposed program(s), location(s), address(s), ward(s), age range(s) to be served, estimated number of youth served per site and programming hours, including days program will be closed, if any: (i.e. Monday – Friday 8am – 6pm from July 6 – August 14 and closed July 3)
- Certifications and Assurances (Appendix 3)
- Narrative (14 pages maximum, including budget narrative)
- Summer Program Syllabus (Appendix 4)
- Logic Model (Appendix 5)
- DCPS Approval Form, if applicable (Appendix 15)
- Reference Form, click here to access the form. (Section A.3.2, Appendix 6)
- Organizational and Programmatic Budget (Appendix 7)
- IRS Determination Letter of 501(c)(3) status, dated December 10, 2017 or earlier (Appendix 9)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or Registration as a Foreign Entity dated no later than December 10, 2017 (Appendix 10)
- Two most recent years or FY17 and FY18 audits including balance sheet (also known as the 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 dated December 10, 2018 or later (Section A.3.1, Appendix 11)
- DCRA Certificate of Good Standing valid through August 28, 2020 or later (Section A.3.1, Appendix 12)
- DCRA Basic Business License Charitable Solicitation dated December 10, 2017 or later (Section A.3.1, Appendix 13)

B.2 Narrative (14 pages maximum including budget narrative)

The use of tables, graphs, or charts is permitted in the application narrative and count towards the page limit. Responses should be written within the section below in the following order to receive maximum point allocation.

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 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 including but not limited to progress reports, financial expenditure

reports, and ability to secure criminal background checks for personnel (paid and unpaid). Describe the personnel responsible for the various elements of the grant.
- o 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.
- o Describe how the organization identifies structural racism and methods used to dismantle those systems.

B.2.2   Need and Justification of Program(s) to be funded by the Learn24 grant (8 points)
- o Describe the target population served and needs the program(s) proposes to address. Describe if the population served is "at-risk" as defined in the RFA and how the "at-risk" determination is made. Describe why the population needs or desires the proposed programming.
- o Describe the unique need that the program meets that is not addressed by other programs in the community. If program did not exist, would the youth served have any programmatic options in the community?

B.2.3   Description of Youth Program(s) to be funded by Learn24 grant (28 Points)
Program Design:
- o Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and align with the syllabus provided.
- o Describe the 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:
- o Describe the professional qualifications, expertise, and experience of key program staff and/or volunteers that deliver and manage the program. Describe previous experience working with youth or other relevant areas of expertise.
- o Describe the professional development that summer staff, volunteers, and contractors will receive in to deliver the summer program.

Quality Improvement
- o Describe changes made to the program design based on data received in previous years.
- o Describe any evidence-based youth development practices used by the program. Cite sources and provide proof of evidence-based practice used.
- o Describe how the organization measures program quality or commits to continuous improvement.

B.2.4   Program Measures (16 Points)
One page logic model or theory of change (per program to be funded with the Learn24 grant) are required and will be used in scoring this section of the application.
- o Describe how the program's overall goal and design aims to successfully transition youth from childhood to adolescence or young adulthood.
- o Describe the program's evaluation methods and achievement towards the youth developmental outcomes.
- o Describe the goals, targeted number of youth engaged, outputs, and short-term outcomes the program plans to achieve within the minimum five weeks.
- o Describe how the program defines equitable outcomes for youth.

B.2.5   Budget (16 points)
Attach the organizational annual budget and program budget(s) in any format. Indicate all revenue and expenses and describe the use of the grant dollars. LEAs are exempt from providing organizational budgets. (Appendix 7)
- o Describe and justify how the grant funds will be used, the number of youth that will be served by the grant funds, and the cost per participant.
- o Describe how the program budget fits within the organization's overall budget. Identify the percentage of the organization's overhead and if the organization's overhead is above 25%.

- o If there is a program fee, describe how the program will accommodate youth whose families cannot afford to pay.
- o 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: APPLICATION PROCESS AND SCORING

C.1   Important Dates
- o Tuesday, October 8, 2019: RFA released
- o Thursday, October 24, 2019: Grant Information Session
- o Tuesday, October 29, 2019: Logic Model Workshop, Part I
- o Wednesday October 30, 2019: Logic Model Workshop, Part I repeated
- o Friday, November 1, 2019: Questions submitted to proposals@uwnca.org
- o Thursday, November 7, 2019: Logic Model Feedback Session
- o Friday, November 8, 2019: Frequently Asked Questions published
- o Friday, December 3, 2019: Approval Form for Organizations Applying to Run Programs at A DC Public Schools Site to DCPS, if applicable
- o Tuesday, December 3, 2019: References Due
- o Tuesday, December 10, 2019: Completed applications due electronically to United Way NCA via E-CImpact by 5:00 p.m.
- o January 2020: If needed, questions to applicants to clarify applications
- o February 2020: Awards announced via email

C.1.1   Grant Technical Assistance (GTA)
- o Grant Information Sessions: United Way NCA will host information sessions to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
  - Thursday, October 24, 2019: Benning Neighborhood Library, 3935 Benning Rd NE, Washington, DC 20019 from 10:00 am – 11:30 am
- o Logic Model Training: Fair Chance will host workshops centered on creating required program logic models
  - Tuesday, October 29, 2019, from 9:30 am – 12:00 pm, click here to register
  - Wednesday, October 30, 2019, from 9:30 am – 12:00 pm, click here to register
- o Fair Chance will provide direct feedback to providers who bring in completed logic models.
  - Thursday, November 7, 2019, from 10:30 am – 12:00 pm or 1:00 pm – 2:30 pm, click here to register

C.1.2   Questions
Questions regarding the RFA must be submitted by Friday, November 1, 2019, 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 Friday, November 8, 2019, at 5:00 pm. Questions may be sent to proposals@uwnca.org at any time related to this RFA.

C.1.3   Application Submission and Deadline
Applications and attachments must be submitted through www.ecimpact.com by Tuesday, December 10, 2019, at 5:00 pm. Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late, or incomplete applications will not be reviewed. No extensions will be granted for the submission of missing application components.

C.2   Review Process

C.2.1   Scoring

Each application will be reviewed by three reviewers utilizing the scoring rubric. (Appendix 16)

Applicants will be reviewed on a 84 point scale as follows:
- o   Organization Capacity and Relevant Experience (16 points)
- o   Need and Justification of Program(s) to be funded by the Learn24 grant (8 points)
- o   Description of Youth Program(s) to be funded by Learn24 grant (28 Points)
- o   Program Measures (16 Points)
- o   Budget (16 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 OST Office 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 the award by late February 2020. Applicants will receive reviewer scores sheets in March 2020.

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 2020.

D.1.2   Grantee Meetings and Activities

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be raised with United Way NCA in writing for review and approval.

A minimum of one (1) mandatory grantee meeting will be held during the course of the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details.

D.1.3   Training and Certification

Grantees must have at least one (1) 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, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the

organization's mandated reporter. LEA's must meet D.C. law on mandated reporter training for all personnel identified as a mandated reporter.

The 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, during transportation, and in 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 OHR for template language and assistance drafting a Bullying Prevention Policy.

At least one (1) person per site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion will be verified during site visits and must be uploaded in the Cityspan database. 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 the grantmaking partner and the Government of the District of Columbia as additionally insured for 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. If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment. 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 or an unallowable cost has been 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 collect consent forms and participate in research and evaluation activities commissioned by the District. Grantees will submit data directly to the District using Cityspan. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of youth/family consent forms, and distribution and entry of youth surveys.

The youth survey, SAYO-Y, is an online tool that grantees will administer 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. Grantmaking partner staff and/or District staff (with appropriate identification) will make a minimum of one scheduled and one unscheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary. (Appendix 14)

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.

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, volunteers and contractors who have regular (at least once weekly) and unsupervised access to youth:

- Federal Bureau of Investigation (FBI) Criminal Background Check and a signed Affidavit if using results within a two-year period;
- Metropolitan Police Department (MPD) Criminal Background Check and Signed Affidavit if using results within a two-year period;
- National Sex Offender Registry; and
- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR)

Clearances must be valid through August 30, 2020. 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.) and uploaded into Cityspan. Employees, volunteers, or contractors who are newly hired or under contract by the organization and have 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, the said result must be communicated to the Grantor and the District within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until the issue is resolved and communicated to the Grantee.

Background checks may 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, grantmaking partner or District may request access to the following. See Appendix 14 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 the Family Educational Rights and Privacy Act (FERPA) language
- Background Checks and Clearances for staff, volunteers or contractors

- o Insurance Certificates

D.2.5 Program Reporting

At the program start, grantees must enter the following information into the Learn24 database (Cityspan):
- o Confirmed list of all program site(s)
- o Hours of programming
- o General program schedule

No later than the second week of programming, the grantee must provide the following information:
- o Number of youth enrolled in the program
- o Number of youth attending the program

Following the completion of all programming, but no later than September 25, 2020, grantee must provide the following information:
- o Number of youth enrolled in the program
- o Number of youth who attended the program
- o Enrollee information
  - o Full name
  - o Date of birth
  - o Home address
  - o School grade
  - o Gender
- o Written report, including relevant data, on achievement and progress toward the organization's 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 25, 2020. The expenditure report must include the following information:
- o Balance Sheet or Statement of Financial Position
- o Current Period Expenditures
- o 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.

The 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.

The 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:
- o Documentation of staff time;
- o Documentation of all equipment, materials, supplies, and travel expenses;
- o Inventory records and supporting documentation for allowable equipment purchased to carry out the program;
- o Rationale supporting the allocation of space charges;
- o Any other records that support charges to the budget; and

o   A listing of all expenditures incurred with Learn24 grant funds.

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
Pending the availability of funds, the initial funding advance (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. The final payment will be based on meeting reporting deadlines. Payments will be made in the following way:
o   80% of total grant award – Payment 1 (May 2020)
o   20% of total grant award – Payment 2 (September 2020 after receipt, review, and approval of all reports)

SECTION E: APPENDICES

Appendix 1: Application Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in the following order. The checklist is for each applicant's internal use only and should not be submitted.

- ☐ Application Cover Page (Appendix 2)

- ☐ List of proposed program(s), location(s), address(s), ward(s), age range(s) to be served, estimated number of youth served per site and programming hours, including days program will be closed, if any: (i.e. Monday to Friday from June 22, 2020 to August 14, 2020 from 8:30 am to 6:00 pm. Closed on July 3, 2020)

- ☐ Application Narrative (not to exceed 14 pages)

- ☐ Survey link to between 2 and 5 references, click here to access the survey (Appendix 6)

- ☐ Summer Program Budget (Appendix 7)

- ☐ Organization Annual Budget (Appendix 7)

Attachments

- ☐ Certifications and Assurances (Appendix 3)

- ☐ Sample syllabus of proposed summer program by week including theme; the objective of learning; anticipated activities; ultimate deliverable or end product, if any (Appendix 4)

- ☐ Program Logic Model and/or Theory of Change (Appendix 5)

- ☐ Internal Revenue Service Determination Letter of 501(c)(3) non-profit status, dated December 10, 2017, or earlier (Appendix 9)

- ☐ District of Columbia, DCRA Certificate of Incorporation (Appendix 10) or District of Columbia Registration as Foreign Entity dated no later than December 10, 2017

- ☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated December 10, 2018, or later (Appendix 11)

- ☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs valid through August 28, 2020, or later (Appendix 12)

- ☐ District of Columbia Basic Business License Charitable Solicitation dated December 10, 2017, or later (Appendix 13)

- ☐ 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 14)

- ☐ Approval Form for Organizations Applying to Run Programs at A DC Public Schools Site, if applicable (Appendix 15)

- ☐ Scoring Rubric (Appendix 16)

Appendix 2: Application 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	

Has your organization had a contract with any DC Government agency that was terminated within the past 5 years? If yes, please explain.

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 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

The 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. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall be at all times under the direct supervision of a staff member with appropriate clearances.

_____
Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above and 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				Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition
8:30 – 9:00	Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine				
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 group's 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 group's 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 group 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 it if awarded.

LEARN 24
LEARN24.DC.GOV

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

Program and Mission statement (note the target population, audience served and what you hope to impact)
Type the mission statement here.

Challenge to be Addressed	Short Term Outcomes (Awareness, Knowledge, Attitude)
What is the problem that your organization is trying to address through your programs?	**Outcomes** are the measurable, meaningful, and expected *changes* in the population served that result from a program's activities.

Assumptions	Assumptions are the beliefs you have about your program, the people involved and how you think the 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.	Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.

Inputs/Resources (Needed to operate program)	Activities (Program Opportunities for Kids)	Outputs (Result of Program Activities)	
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.	**Activities** (program activities) are the actions or events provided to generate desired outcomes. You should also include the **dosage**—the 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.	**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 training, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.	**Intermediate Outcomes** (Skills, Action, Behavior) — 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. **Long Term Outcomes** (Status or Condition) — 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.
External Factors (Realities)	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.		

20

Appendix 6: Questions for References

* 1. Please provide the information below:

Your Name	
Your Company, if applicable	
Contact Email	
Contact Number	

* 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)

○ Volunteer or Mentor

○ Principal or School Staff

○ Other (please specify)

○ Family Member of Youth

○ Youth

○ ANC Commissioner

* 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
○	○	○	○	○

* 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 20
(July 1, 2017 – June 30, 2019)

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/Learn24 – Summer 2020 Grant	75,000	
Other Grants (description provided in the 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 20 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.

Applicant: an entity that submits an application to be considered for funding.

Asset Based: An approach that focuses on the strengths and competencies that children and youth have that values resilience over risk, assets over deficits, and strengths over weaknesses. An asset based approach focuses on leveraging existing strengths as opposed to fixing what is "wrong".

At-Risk: Fair Student Funding and School, Based Budgeting Amendment Act of 2013 Section 4(a)(2A) states "At–risk" means a District of Columbia Public School (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.

Direct Program Costs: costs related to carrying out program activities and working directly with the students such as teachers, instructors, other education staff, aids, assistants, interns, supplies, curriculum, and management.

DME: Office of the Deputy Mayor for Education

DPR: Department of Parks and Recreation

Dosage: the amount of time or number of activities.

Evidence Based Practices: practices or programming that have been shown through research or data to improve outcomes.

Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Frontline Staff: staff that work directly with youth.

Goal: an indicator established to determine whether an objective has been achieved (e.g. all participating youth have improved their literacy scores).

Grantmaking Partner: a nonprofit organization that administers and monitors the OST Grant Program on behalf of the OST Office.

Indirect/Operating Costs: costs that cannot be tied directly to the program, but costs that are incurred to support the program, such as general operating costs or overhead costs (e.g. audits, audit fees, grant writing, management or finance salaries, or administrative rent).

Inputs: resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities**.**

Local Education Agency: the DCPS system or any individual or group of public charter schools operating under a single charter.

Opportunities: activities, roles, and responsibilities taken on and done by youth to explore, express, earn, belong, and influence.

OST Commission: The Commission on Out of School Time Grants and Youth Outcomes.

Out-of-School Time (OST) Program: a structured, supervised learning or youth development program offered to District youth before school, after school, on weekends, or during seasonal breaks.

Outcomes: knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood

Outputs: tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. (e.g. number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events, and guest speakers).

Personally identifiable information (PII): information that, alone or in combination, can be linked to a specific student including but not limited to: child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the

underlying data is so narrowly-defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 5 children could be identifiable as well.

Positive Youth Development (PYD): 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 *so that youth are empowered to reach their full potential.* PYD differs from other approaches to youth in that it rejects an emphasis on trying to correct what is "wrong" with youth's behavior or development.

Request for Applications (RFA): is a solicitation for entities to apply in order to be considered for funding.

Reviewer: an individual that reads applications, reviews, and scores applications based on the scoring criteria.

School-Age Program Quality Assessment (SAPQA): is a validated instrument designed to measure the quality of school age programs (grades K-6) and identify staff training needs. The SAPQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Services: provision of resources, knowledge, or goods to or for youth.

Small Nonprofit Organization: an organization with an operating budget of less than $250,000.

Supports: things done with youth; relationships addressed by expectations, guidance, and boundaries.

Survey of Academic and Youth Outcomes-Youth (SAYO-Y): a youth survey created by the National Institute on Out of School Time (NIOST) at Wellesley College that is comprised of multiple choice, Likert scale questions that are completed by youth participants to measure their program experiences, future expectations, sense of competence, and sense of how the OST program has helped them.

Target: an indicator established to determine how successfully an organization is achieving an objective (e.g. x% of youth will improve their literacy scores by at least one grade level).

Youth: an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

Youth Development: childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth.

Youth Developmental Outcomes: the results of programs, services and supports that are designed to engage youth to meet their developmental needs and refer to changes in knowledge, attitude or behavior. These outcomes have 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 Development (Program): childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth or a programmatic or service delivery approach 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 furnishing the support needed to build on their strengths.

Youth Program Quality Assessment (YPQA) ®: is a validated instrument designed to measure the quality of grades 4-12 youth programs and identify staff training needs. The PQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Youth Program Quality Intervention (YPQI): a data-driven continuous improvement model created by The David P. Weikert Center for Youth Program Quality (Weikart) that uses a rigorous, experimental design, which research finds produces a cascade of positive effects, resulting in improved program quality at the point of service.

Youth Worker or Youth Development Practitioner: an individual who works with youth to promote developmental outcomes. Youth Workers range from frontline staff to program managers who 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:
Dec. 23, 2011   LTR 4168C EO
                000000 00
                        00017549
                BODC: TE

WASHINGTON DC 20003-2802

019320

Employer Identification Number:
Person to Contact:
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/eo 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
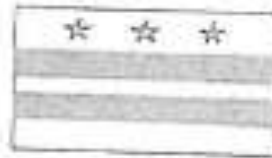
CERTIFICATE

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:

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 #: Q908CIINA1
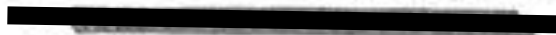
26

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 Tucker
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 #: bOsAbujx

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#: ▮▮▮▮▮
License Period: 9/1/2014 - 8/31/2016

BASIC BUSINESS LICENSE

Billing Name and Address:
▮▮▮▮▮▮▮
Washington, DC 20003

Premise/Application's Name and Address:
▮▮▮▮▮▮▮
WASHINGTON, DC 20003

Registered Agent's Name and Address:
▮▮▮▮▮▮▮
Washington DC 20003

Owner's Name
Corp. Name ▮▮▮▮▮▮▮
Trade Name

CofO/HOP#: CO116788	SSL: 0904 0859	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 fingerprint 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 the SAY-O and 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: Approval Form: Operate Programs at DC Public School Site

Before issuing grant funds to an applicant looking to operate in a DC Public Schools (DCPS) site, approval must be confirmed by DCPS and the principal of the specific site the applicant has identified. Please fill out the following details about your program and submit with the required signatures.

This form must first be signed by the principal of the DCPS site and then submitted to the Manager, Partner Engagement no later than **December 3, 2019.**

Thomasin Franken is the Manager, Partner Engagement, and can be reached at Thomasin.Franken@k12.dc.gov. She will sign and return to the applicant to submit this completed form with their application. Please allow a one-week turnaround time.

Program Name	
DCPS School	
Number of students proposed to serve	
Grades served	
Program dates and times: (e.g. Monday – Friday from 8:30 am to 5:00 pm, June 29, 2020 – July 31, 2020)	

Principal Signature and Date: _____

Manager, Partner Engagement Signature and Date: _____

Appendix 16: Scoring Rubric

Section 1: Organization Capacity & Relevant Experience (20 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define history and mission of organization □ Does not describe organization's approach or philosophy towards youth development	□ Describes history and mission of organization, lacks details □ Describes organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development □ 100% of organization mission currently focused on serving children and youth ages 5 - 21
□ Does not describe leadership structure	□ Describes leadership structure	□ Describes leadership structure □ Describes personnel with the expertise to lead and manage	□ Details leadership structure □ Details personnel with the expertise to lead and manage □ Describes directors and board members with broad expertise
□ Does not describe key staff that will manage grant funds and reporting	□ Describes key staff that will manage grant funds and reporting	□ Details key staff that will manage grant funds and reporting □ Staff has experience in managing and complying with grant requirements	□ Clearly describes key personnel that will manage grant funds and reporting and role in organization □ Staff has expertise, experience and success in managing grant funds □ Organization provides quantitative and qualitative evidence of success in managing and complying with grant requirements
□ Does not describe historical successes and/or youth outcomes achieved	□ Describes some successes or expertise in achieving youth outcomes □ Does not detail history in achieving youth outcomes	□ Describes successes or expertise in achieving youth outcomes □ Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization	□ Details successes or expertise in achieving youth outcomes □ Details at least two years of history in achieving youth outcomes that are clear, specific and can be attributed to the organization □ Provides quantitative and qualitative evidence of specific youth outcomes
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Details how the organization identifies structural racism	□ Details how the organization identifies structural racism □ Includes examples of work done to dismantle those identified systems in the community

Section 2: Need and Justification of Program(s) to be Funded by the Learn24 Grant (8 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe the target youth population and why organization is proposing to serve this population	□ Describes the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program □ Describes if population served is "at-risk" as defined in RFA	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program and provides supporting data □ Describes ways that youth express interest in the program □ Describes if population served is "at-risk" as defined in RFA □ Describes how the "at-risk" determination is made
□ Does not describe the unique need that the program meets for the community □ Does not describe the gap in the community if the program did not exist, if applicable	□ Describes the unique need that the program meets for the community □ Describes the gap in the community if the program did not exist or describes why no gap would exist due to program alternatives	□ Details the unique need that the program meets for the community □ Describes in detail the gap in the community if the program did not exist or describes why no gap would exist due to program alternatives	□ Details the unique need that the program meets for the community □ Describes in detail the gap in the community if the program did not exist or describes why no gap would exist due to program alternatives in the community □ 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(s) to be Funded by the Learn24 Grant (28 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
Program Design			
□ Does not provide a syllabus □ Does not describe the activities, opportunities, services, supports, and projects for youth in the program	□ Provides a syllabus □ Describes the activities, opportunities, services, supports, and projects for youth in the program	□ Provides a syllabus □ Details the activities, opportunities, services, supports, and projects for youth in the program □ Activities, opportunities, services, supports, and projects align to syllabus	□ Provides a detailed syllabus □ Details the activities, opportunities, services, supports, and projects for youth in the program □ Activities, opportunities, services, supports, and projects align to syllabus and overall goal of the program
□ Does not describe youth voice in the design of the program or □ Does not describe youth leadership opportunities	□ Describes youth voice in the design of the program or □ Describes youth leadership opportunities	□ Describes youth voice in the design of the program and □ Describes youth leadership opportunities	□ Details authentic youth voice in the design of the program and □ Details authentic youth leadership opportunities □ Provides examples of specific youth voice and leadership □ Provides examples of changes made to program as a result of youth input
Staff and Volunteer Qualifications			
□ Does not describe the key people that will deliver the program	□ Describes key personnel but lacks details □ Staff has experience working with youth	□ Details staff qualifications and experience □ Details staff experience working with youth	□ Details staff qualifications, expertise and experience □ Key staff has several years of experience working with youth or other relevant areas of expertise
□ Does not describe any professional development that summer staff, volunteers, or contractors will receive	□ Describes professional development that summer staff, volunteers, or contractors will receive	□ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served	□ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served □ Describes additional professional development opportunities available
Quality Improvement			
□ 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	□ Describes changes made to the program based on data collected in previous years or describes why no changes were made	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples □ Describes how those changes affect the youth
□ Does not describe any evidence based practices used by the program or does not explain why no evidence based practices are used	□ Describes some evidence based practices used by the program or describes why no evidence based practices were used	□ Details evidence based practices used by the program or details why no evidence based practices were used and provide examples	□ 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 □ Cites sources of evidence based practices and connection to program
□ Does not describe how the organization measures program quality	□ Describes how the organization measures program quality	□ Describes how the organization measures program quality □ Defines continuous improvement for the organization	□ Details how the organization measures program quality □ Describes the organizations commitment to continuous improvement and provides examples

Section 4: Program Measures (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe programs overall goals for youth	□ Describes programs overall goal for youth	□ Details achievable and realistic goals for youth □ Describes how the program's design will help transition youth	□ Details achievable and realistic goals for youth □ Details how the program's design aligns to program objectives and will successfully transition youth toward adulthood □ Describes how the program will know when the outcomes have been achieved
□ Does not describe program evaluation methods	□ Describes program evaluation methods	□ Describes program evaluation methods □ Describes program's achievement toward youth outcomes	□ Details program evaluation methods □ Details program's achievement toward youth outcomes □ Describes how evaluation assists program with achievement of youth outcomes and any changes made to program as a result
□ Does not describes goals □ Does not define anticipated number of youth served □ Does not describe or list outputs □ Does not describe short term outcomes	□ Describes goals □ Defines anticipated number of youth served □ Describes or list outputs □ Describes short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served with qualitative or quantitative evidence □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes □ Provides evidence of past outputs and outcomes reached □ Describes how the program knows when the outcomes have been achieved
□ Does not describe how the organization defines equity □ Does not describe how equity is demonstrated in the program	□ Describes how the organization defines equity □ Describes how equity is demonstrated in the program	□ Details how the organization defines equity □ Details how equity is demonstrated in the program	□ Details how the organization defines equity □ Details how equity is demonstrated in the program □ Details how the program defines equitable outcomes for youth and describes specific steps taken

Section 5: Budget (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Did not describe how the grant funds will be used □ Did not define the number of youth that will be served □ Did not define the cost per participant	□ Describes how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant	□ Details and justifies how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant	□ Details and justifies how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant □ Details how grant award will be used specifically for the program and site and is aligned to program description and activities
□ Did not provide an organizational, unless exempt □ Did not provide programmatic budget □ Did not identify percentage of organization's overhead, unless exempt	□ Provides an organizational budget, unless exempt □ Provides programmatic budget □ Identifies percentage of organization's overhead, unless exempt	□ Provides an organizational budget, unless exempt □ Provides a programmatic budget □ Programmatic budget fits within organizational overall budget □ Organizational overhead is under 25%, or provides rational	□ Provides a detailed organizational budget, unless exempt □ Provides a detailed programmatic budget □ Programmatic budget fits within organizational overall budget □ Organizational overhead is under 20%, or provides rationale □ Expenses are listed and do not exceed revenue
□ Applicant charges a fee and does not explain how the organization allows youth to participate if families cannot afford to pay OR □ Does not discuss fee or that the program is free	□ If applicant charges a fee, briefly explains how the organization allows youth to participate if families cannot afford to pay	□ If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay	□ If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay □ Describes organization's policy that ensures all youth have access to programming OR □ Applicant never charges a fee, program is free
□ Does not describe other sources of funding	□ Describes other sources of funding	□ Details other sources of funding and status of funding	□ Describes other sources and status of funding □ Fundraising strategies are varied □ Describes a plan for continuing to secure funding in the future