2020 Summer Strong DC Enrichment at DCPS/DPR: Grant Information Session

Available October 8, 2020

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Partnership Roles

The funding for the 2020 Summer Strong DC Enrichment at DCPS/DPR Application at a District of Columbia Public School (DCPS) or a Department of Parks and Recreation (DPR) site 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.

About United Way of the National Capital Area

For more than 40 years United Way of the National Capital Area (United Way NCA), has worked diligently to change lives of people and families in our local area. 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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Scope of Grant (pg. 3 of RFA)

The 2020 Summer Strong DC Enrichment at DCPS/DPR Request for Applications invites District of Columbia based, high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth between the ages of 5 – 13 years with a summer program that addresses key youth development outcomes to apply.

Total Amount of Funding (pg. 4 of RFA)

United Way NCA anticipates awarding a total of up to $500,000 and up to $100,000 per grantee.

United Way NCA and OST Office maintain the right to adjust the grant awards.

Grant awards are contingent on the availability of funds.

Youth Development Outcomes (pg. 4 of RFA)

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

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.

Target Population (pg. 4 of RFA)

- Grants will be awarded to organizations serving youth ages 5-21.
- Applicants must serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost summer opportunities.
- Organizations must be able to describe the community need that the program addresses in the narrative.

Grant Period and Program Expectation (pg. 4-5 of RFA)

- The grant term is from April 6, 2020, through August 28, 2020.
- At a DCPS site, programs must offer services from 1:00 pm – 6:00 pm, 5 days per week, between June 29, 2020 and July 31, 2020 to the same group of youth.
- At a DPR site, programming must be offered from a minimum of 9:00 am – 5:00 pm, Monday – Friday for any or all of the weeks identified.
- Programs must serve a minimum of 30 unduplicated District children and/or youth by the end of the grant period
- Must maintain Adult to Child ratio of 1:15
- Programs must be free of charge

DCPS Summer School Sites (pg. 5 of RFA)

Organizations providing afternoon enrichment programming in DCPS summer school sites will receive the following benefits:

- Waived rental fees
- Waived custodial fees
- Waived DCPS Letter of Support
- Security provided free of charge
- Subsidized background checks for staff, and
- Opportunities to recruit DCPS summer school students.

The proposed DCPS Summer School Sites for 2020 include DCPS sites in Ward 1, 4, 5, 7, or 8. Providers will need to serve DCPS summer school students exclusively and may not charge registration fees to participants.

*DCPS has the right to change the site. DPR, Ward 7 or 8 site and DPR has the right to change the site.

DPR Sites (pg. 5 of RFA)

Organizations providing afternoon enrichment programming in DPR sites will receive the following benefits:

- Waived permit fees
- Waived custodial fees
- Subsidized background checks for staff (certain restrictions may apply)
- Meals for program participants, monitored and operated by DPR (eliminating the requirements for Food Handling licensure, etc.)
- Shared use of location amenities, in collaboration with other site program offerings (i.e. computer lab, pool).

Site Requirements

Providers will be required to attend a site visit in the spring to become familiar with the physical space.

Providers will need to detail any special facilities requests (e.g. gym space, a room with sinks, etc.) in the cover sheet.

DPR/DCPS will not provide transportation off-site for special events

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Learn24.dc.gov

Comparison of the Summer 2020 Competitions

	2020 Summer Strong DC RFA	2020 Small Non Profit Summer Strong DC RFA	Summer 2020 Coordinating Entity RFA	Summer Enrichment Application
Youth Served	Ages: 5 – 21 years Grades: K – 12th	Ages: 5 – 21 years Grades: K – 12th	Ages: 5 – 17 years Grades: K – 12th	Ages: 5 – 13 years Grades: K – 8th Teens at DPR evening/weekends
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	3 DCHA sites 4 DHS temporary housing sites – all subject to change	DCPS Summer School Sites and/or DPR locations to be identified
Maximum grant award	$120,000	$25,000	$100,000	$100,000
Organization status	▫ 501(c)3 ▫ Fiscal sponsor permitted	▫ 501(c)3 ▫ No fiscal sponsor permitted	▫ 501(c)3 ▫ No fiscal sponsor permitted	▫ 501(c)3 ▫ Fiscal sponsor permitted
Programming Experience	Two years of programming	One year of programming	Two years of programming	Two years of programming
Application items recommended/required	▫ Logic Model ▫ References ▫ Syllabus	▫ References ▫ Syllabus	▫ Camp Agenda	▫ References ▫ Syllabus
Financials	▫ 990's ▫ Financial audits or financial reviews (or commitment)	▫ 990's ▫ Income statements ▫ Balance sheets	▫ 990's ▫ Financial audits of financial reviews (or commitment)	▫ 990's ▫ Financial audits or financial reviews (or commitment)
Organizational budget limit	None	$250,000	None	None
Maximum percent of grant funds permitted for indirect expense	10%	20%	7%	7%
Payment disbursements schedule, pending the availability of funds	▫ 80% in May, 2020 ▫ 20% in September, 2020	▫ 80% in May, 2020 ▫ 20% in September, 2020	▫ 90% in May, 2020 ▫ 10% in September, 2020	▫ 80% in May, 2020 ▫ 20% in September, 2020
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 OR Week long camp(s)or Evening/weekends
Restrictions	Can apply for multiple grants, but with exception of Coordinating Entity, may only receive one			

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ELIGIBILITY AND REQUIREMENTS

Organizational Requirements (pg. 5-6 of RFA)

- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Fiscal sponsors are eligible to apply
- 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 25% of their total annual organizational budget to qualify
- Organization must be in good standing with United Way NCA, DME, DCPS and/or DPR

Operations & Finance (pg. 6 of RFA)

As part of the proposal, the applicant must include copies of:

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) audits or financial reviews
- Pages 1-6 of 2017 and 2018 signed IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation
- DC Office of Tax and Revenue Clean Hands Certificate
- DCRA Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

Grant Fund Limitations (pg. 7 of RFA)

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.

Not 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, administrative costs, rent, or grant-writing.

Grant Fund Limitations (pg. 7 of RFA)

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 Fund Limitations (pg. 7 of RFA)

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.

SCORING RUBRIC

Scoring (pgs. 10 of RFA)

Applicants will be reviewed on a 56 point scale as follows:

- Program History and Staff Experience (16 points)
- Need and Justification of Program(s) to be funded by the Learn24 grant (20 points)
- Budget (20 points)

About the Scoring Rubric

- The Rubric consists of four sections
- Each row will be scored from 1 - 4 points
- Checkboxes are listed under each description
- Applicant will receive completed score sheets

Section 1: Organization Capacity & Relevant Experience (16 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	☐ Describes history and mission of organization, in detail ☐ Describes organization's approach or philosophy towards youth development in detail	☐ Details history and mission of organization ☐ Describes organization's approach or philosophy towards youth development in detail ☐ 100% of organization mission currently focused on serving children and youth ages 5 - 21
☐ 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 leadership	☐ Describes leadership	☐ Describes leadership ☐ Describes personnel with the expertise to lead and manage	☐ Details leadership ☐ 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 ☐ Staff has expertise, experience and success in managing grant funds ☐ Organization provides quantitative and qualitative evidence

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.

Program History and Staff Experience 16 Points (pg. 8 & 28 of RFA)

While the summer grants are programmatic grants, the application must also discuss:

- Organization's history and philosophy towards youth development
- Programming successes and evidence
- Explanation of leadership expertise and
- Capacity to manage grant funds in the past.

Description of Program(s) to be funded by the Learn24 grant-20 Points (pg. 9 & 28 of RFA)

- Detail the target population
- Provide explanation why the population needs the program with supporting data
- Describe the organization's history serving the target population.
- Describe in detail the gap in the community if not funded
- Provide strategies to continue if not funded.

Budget -20 Points (pg. 9 & 29 of RFA)

- The budget is now a part of the narrative not a separate section
- Financial attachments can be any length and format
- Provide program and organizational budgets
- Detail how grant award will be used
- Describe other sources of funding and status
- Provide all necessary documentation

Logic Models (pgs. 9-10 of RFA)

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

SUBMISSION AND REVIEW

References (pgs. 8 & 15 of RFA)

Applicant must include a list of two references that can attest to the programs quality, community connection and success. DCPS and/or DPR may contact the references to verify community connection and program quality. List should include name of contact, organization, email and phone number.

Required Documents (pg. 8 of RFA)

- ❑ Cover Sheet (Appendix 2)
- ❑ Proposal Narrative (not to exceed 6 pages)
- ❑ Certification and Assurances (Appendix 3)
- ❑ Program Budget (any format) (Appendix 4)
- ❑ Summer Syllabus (Appendix 5)
- ❑ Reference List
- ❑ Attachments (Program and Financial)

Submission (pg. 10 of RFA)

- Proposals and attachments must be compressed and submitted via email to proposals@uwnca.org. Applications MUST be in by 5p.m. on Tuesday, December 10, 2019. 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 Tuesday, December 10, 2019.

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

Review Process (pg. 10 of RFA)

- Each application may be reviewed by members of United Way NCA, DME, DCPS and/or DPR. Selection of applicants will be based on the information provided in the narrative and the programming described therein as well as the specific needs of each location as determined by DCPS/DPR. The syllabus, references, financial and organizational information will also be taken into consideration.
- Applicant interviews may be requested
- All applicants will be notified via email about the status of award by February 2020.

Notification of Awards (pg. 10 of RFA)

- All applicants will be notified via email about the status of award by late February 2020.
- Applicants will receive reviewer scores sheets in March 2020.

Additional Information

- Applicant may apply for up to $100,000 to ensure diverse programming options for children and youth – program budget must be provided
- Programming may take place on-site or off-site but description of how the children and youth will be transported safely must be described
- Insurance Requirements - Grantees must be compliant with the specific insurance requirements of the program location
- Questions may be submitted at any time to proposals@uwnca.org

Application Tips

- Make sure application exactly follows order in RFA
- Do not submit documents/materials that are not requested in the RFA (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:
  - Program activities and schedule
  - How you have used evaluation to improve your program
  - How you have incorporated youth voice in program design and evaluation
  - How you are tapping other revenue streams for your program

Successful Grant Applicant Requirements (pg. 11-14 of RFA)

If Awarded, the grantee will 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

Important Dates (pg. 9-10 of RFA)

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

Point of Contact

For grant competition updates please contact

Learn24@dc.gov

OR

United Way NCA Grants Team

Office: (202) 488-2044

proposals@uwnca.org

www.uwnca.org