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2020 Summer Strong Coordinating Entity Grant Information Session

Available October 08, 2019

Partnership Roles

The funding for the 2020 Summer Strong Coordinating Entity Request for Applications 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 Deputy Mayor of Education's OST Office.

For the purposes of this grant, summer camp locations are predetermined by District of Columbia Department of Human Services (DHS) or District of Columbia Housing Authority (DCHA) properties.

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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 the 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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Intent of Request for Application

The purpose of this grant competition is to:

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

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Scope of Grant (pg. 3 of RFA)

Organizations must demonstrate:

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

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Subcontracts (pg. 3 of RFA)

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

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Total Amount of Funding (pg. 4 of RFA)

United Way NCA anticipates awarding a total of up to \$500,000 with grant awards up to \$100,000 per grantee.

Grant awards are contingent on the availability of funds.

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Youth Development Outcomes (pg. 4 & 20 of RFA)

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

Youth Developmental Outcomes: the results of programs, 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.

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

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Target Population and Location (pg. 4 of RFA)

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

Applicants must serve youth who reside in the identified DHS or DCHA community. Please note that DHS and DCHA have the right to change site locations.

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

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

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Target Population Location (pg. 4 of RFA)

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

DHS Short Term Family Housing Locations (programming must be offered off site and applicants must describe viable transportation plan to the proposed location):

- Ward 3 – 3320 Idaho Avenue NW
- Ward 4 – 5505 5th Street NW
- Ward 5 – 1700 Rhode Island Ave NE
- Ward 6 – 850 Delaware Ave SW

DCHA Locations:

- Benning Terrace - 4450 G Street SE
- Syphax Gardens (Greenleaf communities) – 1501 Half Street SW
- Kenilworth – 4500 Quarles Street NE

*Please note that DHS and DCHA have the right to change site locations.

Grantees and subcontractors may not charge a fee to any District youth attending the camp.

Summer Grant Period Camp Programming Period and Dosage (pg. 4 & 5 of RFA)

- Grant period is April 6, 2020 through August 28, 2020
- Programming must take place between June 5, 2020 and August 28, 2020
- Programs must offer services for a minimum of:
 - 8 hours per day
 - 5 days per week
 - 6 consecutive weeks
- Applicant must serve a minimum of 30 unduplicated District children and/or youth during the grant period
- Must maintain Adult to Child ratio of 1:15

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Technical Assistance

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

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	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 – 12 th	Ages: 5 – 21 years Grades: K – 12 th	Ages: 5 – 17 years Grades: K – 12 th	Ages: 5 – 13 years Grades: K – 8 th 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	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> No fiscal sponsor permitted	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Fiscal sponsor permitted
Programming Experience	Two years of programming	One year of programming	Two years of programming	Two years of programming
Application items recommended/required	<input type="checkbox"/> Logic Model <input type="checkbox"/> References <input type="checkbox"/> Syllabus	<input type="checkbox"/> References <input type="checkbox"/> Syllabus	<input type="checkbox"/> Camp Agenda	<input type="checkbox"/> References <input type="checkbox"/> Syllabus
Financials	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits or financial reviews (or commitment)	<input type="checkbox"/> 990's <input type="checkbox"/> Income statements <input type="checkbox"/> Balance sheets	<input type="checkbox"/> 990's <input type="checkbox"/> Financial audits of financial reviews (or commitment)	<input type="checkbox"/> 990's <input type="checkbox"/> 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	<input type="checkbox"/> 80% in May, 2020 <input type="checkbox"/> 20% in September, 2020	<input type="checkbox"/> 80% in May, 2020 <input type="checkbox"/> 20% in September, 2020	<input type="checkbox"/> 90% in May, 2020 <input type="checkbox"/> 10% in September, 2020	<input type="checkbox"/> 80% in May, 2020 <input type="checkbox"/> 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 Structure and Status Requirements (pg. 5 & 6 of RFA)

- Organizations must be a 501(c)(3)
- Operating for a minimum of two years
- Organizations must have been incorporated and registered to operate in the District of Columbia.
- Organizations must have an overall operating expense of no more than 25% of their total annual organizational budget to qualify.

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Operations & Finance (pg. 6 of RFA)

As part of the Application, the applicant 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
- 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, 2017 or 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, 2017 or 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

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Grant Fund Limitations (pg. 6 & 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.

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

A minimum of 40% of the grant amount must be used for at least 4 subcontractors to provide services directly to the youth.

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Grant Fund Limitations (pg. 6-7 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

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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.

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Operations

(pgs. 11-12, & 27-29 of RFA)

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

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SCORING RUBRIC

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Scoring (pgs. 10 of RFA)

92 point scale as follows:

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

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About the Scoring Rubric (pg. 31 of RFA)

- The Rubric consists of four sections.
- Each row will be scored from 1 - 4 points
- Checkboxes are listed under each description. Applicant will receive the score in which all boxes can be checked.

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

Evidence – Quantitative and Qualitative

Specific information and results based on evidence should be included in the application. The application is an opportunity to show the reviewer the effectiveness of the program.

The strongest applications include details on how evidence is collected, the data itself, program changes that have been made based on data and information on how that affects outcomes.

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Organizational History, Capacity and Relevant Experience (20 Points) (pgs. 10 & 31 of RFA)

It is important for each organization to

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

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Subcontractors (24 points) (pgs. 10 & 32 of RFA)

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

Details About the Summer Camp (36 Points) (pgs. 10 & 33-34 of RFA)

- This section is worth the greatest number of points
- Applicant must have a clear vision of their program
- If one has not already been created, a detailed programmatic syllabus should be written
- Provide a camp schedule and details which activities will be provided directly and which activities will be subcontracted what the participants will be doing every day and how these activities promote youth development
- Detail the plan to engage youth of various ages and describes the dosage of service anticipated for each age group
- Describe a variety of services sought from subcontractor that clearly align with camp syllabus and vision

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Details About the Summer Camp

- Continued (pgs. 10 & 33-34 of RFA)

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

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Details About the Summer Camp

- Continued (pgs. 10 & 33-34 of RFA)

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

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Budget

(12 Points) (pgs. 10 & 34)

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

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Logic Models (pg 10 of RFA)

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

Attend the next Fair Chance Training on creating program logic models

- Tuesday, 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](#)

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SUBMISSION PROCESS



Required Documents (pg. 7 & 8 of RFA)

- Application Cover page
- Application Narrative to include budget narrative (all not to exceed 12 pages)
- Certification and Assurances (Appendix 3)
- Camp Budget
- Organization annual budget (any format)
- Attachments (Agenda, Financial and Business Documents)

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

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Application Submission (pg. 10 of RFA)

Applications and attachments must be compressed and submitted to proposals@uwnca.org 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.

As a reminder:

- Applications without a confirmation email will not be reviewed.
- Incomplete Applications will NOT be accepted.
- Applications will NOT be accepted by fax.
- Applications will NOT be accepted by in person.
- No extensions will be granted for the submission of missing Application 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.**

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Review Process (pg. 10-11 of RFA)

- United Way NCA will organize panels of three (3) independent grant reviewers who have a background and knowledge of youth development and out-of-school time.
- Each Application will be read by three reviewers.
- In the event that panel reviewer scores differ greatly (10 points or more), a fourth reviewer will score the Application and any outliers may be discarded.
- The three reviewer scores will be used to calculate an average score and to rank applications. These scores and ranks will be used to determine grant awards.
- The grant reviewers will read and score Applications utilizing a rubric.
- All reviewers are trained in the use of the rubric for consistency.
- All reviewers are screened for conflicts of interest.
- All funding decisions are final and are not subject to review, appeal or protest.

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Interview Process (pg. 10 of RFA)

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

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Notification of Awards (pg. 11 of RFA)

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

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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:
 - How you have improved your organization
 - Ability to manage subcontractors
 - Program activities and schedule
 - How you have incorporated youth voice
 - How you are tapping other revenue streams

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Successful Grant Applicant Requirements

(pgs. 11-14 of RFA)

If Awarded, the grantee may be required to:

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

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Important Dates (pg. 9-10 of RFA)

- Tuesday, October 8, 2019: RFA released on United Way NCA's website
- Friday, October 25, 2019: Grant Information Session
- Tuesday, October 29, 2019: Logic Model Workshop, Part I (optional)
- Wednesday October 30, 2019: Logic Model Workshop, Part I repeated (optional)
- Friday, November 1, 2019: Questions submitted to proposals@uwnca.org
- Thursday, November 7, 2019: Logic Model Feedback Session, (optional)
- Friday, November 8, 2019: Frequently Asked Questions published on United Way NCA's website
- Tuesday, December 10, 2019: Completed applications due electronically to United Way NCA via proposals@uwnca.org by 5:00 p.m.
- January 2020: If needed, questions to applicants to clarify applications
- February 2020: Awards announced via email

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United Way NCA Points 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

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