FY20 Summer Strong DC Grant Competition:
Grant Information Session

Available October 8, 2020
Partnership Roles

The funding for the FY20 Summer Strong DC 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 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.
The FY20 Summer Strong DC Grant Competition Request for applications (RFA) invites high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth between the ages of 5 – 21 years with a summer program that addresses key youth development outcomes to apply.

Summer grants support specific program sites and slots.
Total Amount of Funding (pg. 3 & 4 of RFA)

United Way NCA anticipates awarding a total of up to $1,600,000 and up to $120,000 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 & 23 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.
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.
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 15, 2020 and August 28, 2020
• Programs must offer services for a minimum of:
  5 hours per day
  5 days per week for
  5 consecutive weeks
  *CANNOT be 5 one week programs
• 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 if serving youth under the age of 17
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 proposed DCPS Non-Summer School Site, applicant must submit a letter of support 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 ages 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@dc.gov for approval. All letter requests must be submitted to Ms. Franken by 5:00 pm on December 3, 2020. The letter will be signed and returned to the applicant to provide services at the proposed site, pending grant award.
<table>
<thead>
<tr>
<th></th>
<th>2020 Summer Strong DC RFA</th>
<th>2020 Small Non Profit Summer Strong DC RFA</th>
<th>Summer 2020 Coordinating Entity RFA</th>
<th>Summer Enrichment Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of youth served by the grant</td>
<td>Same 30 youth throughout the grant period</td>
<td>Same 15 youth throughout the grant period</td>
<td>Same 30 youth throughout the grant period</td>
<td>Same 30 youth throughout the grant period</td>
</tr>
<tr>
<td>Geography</td>
<td>District wide</td>
<td>District wide</td>
<td>3 DCHA sites 4 DHS temporary housing sites – all subject to change</td>
<td>DCPS Summer School Sites and/or DPR locations to be identified</td>
</tr>
<tr>
<td>Maximum grant award</td>
<td>$120,000</td>
<td>$25,000</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Organization status</td>
<td>□ 501(c)3</td>
<td>□ 501(c)3</td>
<td>□ 501(c)3</td>
<td>□ 501(c)3</td>
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<tr>
<td></td>
<td>□ Fiscal sponsor permitted</td>
<td>□ No fiscal sponsor permitted</td>
<td>□ Fiscal sponsor permitted</td>
<td>□ Fiscal sponsor permitted</td>
</tr>
<tr>
<td>Programming Experience</td>
<td>Two years of programming</td>
<td>One year of programming</td>
<td>Two years of programming</td>
<td>Two years of programming</td>
</tr>
<tr>
<td>Application items</td>
<td>□ Logic Model</td>
<td>□ References</td>
<td>□ Camp Agenda</td>
<td>□ References</td>
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<tr>
<td>recommended/required</td>
<td>□ References</td>
<td>□ Syllabus</td>
<td>□ Syllabus</td>
<td>□ Syllabus</td>
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<tr>
<td>Financials</td>
<td>□ 990’s</td>
<td>□ Financial audits or financial reviews (or commitment)</td>
<td>□ 990’s</td>
<td>□ Financial audits or financial reviews (or commitment)</td>
</tr>
<tr>
<td>Organizational budget limit</td>
<td>None</td>
<td>$250,000</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Maximum percent of grant funds permitted for indirect expense</td>
<td>10%</td>
<td>20%</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Payment disbursements schedule, pending the availability of funds</td>
<td>□ 80% in May, 2020</td>
<td>□ 80% in May, 2020</td>
<td>□ 90% in May, 2020</td>
<td>□ 80% in May, 2020</td>
</tr>
<tr>
<td></td>
<td>□ 20% in September, 2020</td>
<td>□ 20% in September, 2020</td>
<td>□ 10% in September, 2020</td>
<td>□ 20% in September, 2020</td>
</tr>
<tr>
<td>Dosage Minimum</td>
<td>5 hours per day 5 days per week 5 continuous weeks</td>
<td>5 hours per day 5 days per week 5 continuous weeks</td>
<td>8 hours per day 5 days per week 6 continuous weeks</td>
<td>1 to 6 pm daily 5 days per week 5 continuous weeks OR Week long camp(s) or Evening/weekends</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Can apply for multiple grants, but with exception of Coordinating Entity, may only receive one</td>
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**UnitedWayNCA.Org**
ELIGIBILITY AND REQUIREMENTS
Organizational Structure and Status Requirements (pg. 5 & 6 of RFA)

• Organizations may submit applications for either 2020 Summer Strong DC RFA or 2020 Small Nonprofit Summer Strong DC RFA, but not both.
• Organizations must be a 501(c)(3)
• Operating for a minimum of two years
• Organizations designated 501(c)(3) who partner with another 501(c)(3) as a fiscal sponsor 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.
As part of the application, the applicant and/or fiscal sponsor must include copies of:

- The organization’s Fiscal Year 17 (FY17) and Fiscal Year 18 (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.
- If the audit for FY18 is unavailable, 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.
- Pages 1-6 of 2017 and 2018 signed IRS Form 990 or Form 990 EZ.
- IRS Determination Letter of 501(c)(3) status.
- DCRA Certificate of Incorporation or Registration as a Foreign Entity.
- DC Office of Tax and Revenue Clean Hands Certificate.
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing.
- DCRA Basic Business License Charitable Solicitation.
As part of the application, the applicant and/or fiscal sponsor must include copies of:

- May submit an independent audit OR
- FY17 and FY18 financial review reports completed by an independent CPA firm. Each report must clearly show the name and contact information of the CPA firm. 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 IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status
- DCRA Certificate of Incorporation or Registration as a Foreign Entity
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation
Grant Fund Limitations (pg. 7 of RFA)

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

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 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 Limitation (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 (pg. 11 of RFA)

Applicants will be reviewed on a 84 point scale as follows:

• Organization Capacity and Relevant Experience (16 points)
• Need and Justification of Program(s) to be funded by the Learn24 grant (8 points)
• Description of Youth Program(s) to be funded by Learn24 grant (28 Points)
• Program Measures (16 Points)
• Budget (16 points)
About the Scoring Rubric (pg. 32 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 completed score sheets
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.
Organizational Capacity & Relevant Experience - 16 Points (pg. 8, 9 & 32 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.
Need and Justification of Program- 8 Points (pg. 9 & 33 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.
Description of Youth Program Offered - 28 Points (pg. 9 & 34 of RFA)

• This section is worth the greatest number of points
• Applicant must have a clear vision of their program
• This section covers:
  • Program Design
  • Staff and Volunteers Qualification
  • Program Outputs and Outcomes and
  • Quality Improvement.
• If one has not already been created, a detailed programmatic syllabus should be written
• Detail what the participants will be doing every day and how these activities promote youth development
• Detail authentic youth voice throughout program and youth leadership opportunities available
Description of Youth Program Offered - Continued

• Details program staff and expertise
• Details training opportunities for staff and volunteers
• Be explicit when describing program outputs and outcomes including how they will be measured
• Make sure that they are achievable and realistic
• Provide evidence of past outputs and outcomes reached
• Details the target number of youth for the program and discuss how program will reach enrollment numbers
Description of Youth Program Offered - Continued

- Details plans to change and improve program as well as changes made to the program design based on data received in previous years
- Details use of evidence based practices and cites sources
Program Measures
16 Points (pg. 9 & 35 of RFA)

• Overall goal to successfully transition youth from childhood to adolescence or young adulthood.
• Evaluation methods and achievement towards the youth developmental outcomes.
• The goals, targeted number of youth engaged, outputs, and short-term outcomes the program plans to achieve within the minimum five weeks.
• Defines equitable outcomes for youth.
Budget

12 Points (pg. 9-10 and 36 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 (pg. 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
• Applicants must have between 2 and 5 programmatic partners complete a short reference form directly to United Way NCA
  
  – Eligible references include program partners who provides free and sustained program for participants, volunteers and mentors, principals or school staff, family members of youth, youth, ANC Commissioner, or others who can attest to the programs quality, success, and connection to the community.

  – 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.
Reference Survey Continued
(pg. 6, 8 & 21 of RFA)

• Each reference will respond to 9 questions about the partnership

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)

**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.

<table>
<thead>
<tr>
<th>1 - Least Connected</th>
<th>2</th>
<th>3 - Neutral</th>
<th>4</th>
<th>5 - Most Connected</th>
</tr>
</thead>
</table>
Reference Survey Continued
(pg. 6, 8 & 21 of RFA)

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?
Reference Survey Continued  
(pg. 6, 8 & 21 of RFA)

• Responses from references will be provided to reviewers and will become part of the application and review  
• Responses from references will not be provided to the applicants and will be kept confidential  
• Applicants will be notified via confirmation email as to whether the reference requirements have been met and  
• Applications without the minimum number of references will not be reviewed.
Required Documents  (pg. 8 of RFA)

- Cover Page (Appendix 2)
- Narrative (not to exceed 14 pages)
- Certification and Assurances (Appendix 3)
- Summer Program Budget (any format)
- Organization annual budget with narrative (any format)
- Survey link to between 2 and 5 references, [click here to access survey]
- Attachments (Program and Financial)

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.
Applications and attachments must be submitted through the E-CIImpact website, [click here](#). Applications MUST be in by 5p.m. on Tuesday, December 10, 2019. **Applications received after the deadline will not be reviewed.**

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 Tuesday, December 10, 2019 at 5:00 pm EST.

*A confirmation email will be sent out upon receipt of successfully submitted applications.*
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), United Way NCA staff and/or the OST Office will score the application and may discard any outliers.

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.
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 in March 2020.
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 (pgs. 11-15 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. 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-Climpact by 5:00 p.m.
• January 2020: If needed, questions to applicants to clarify applications
• February 2020: Awards announced via email
United Way NCA 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