



2020 Summer Strong Coordinating Entity 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, the District of Columbia Housing Authority (DCHA) and the DC Department of Human Services (DHS) want to support successful applicants and encourage all applicants to participate in the various opportunities for support.

To submit an application, email the complete application and attachments to United Way NCA at proposals@uwnca.org. 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.

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

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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 Coordinating Entity DC RFA invites high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth to apply for this grant competition. Organizations applying must demonstrate (1) experience managing a summer camp or youth programming, (2) experience managing subcontractors or willingness to work with subcontractors and (3) ability to implement evidence-based practices that support positive youth development. This RFA is being offered in partnership with DCHA and DHS. The intent of this RFA is to select coordinating entities that will manage high-quality summer camps and subcontract with grassroots entities to provide educational, social, emotional and physical health opportunities and activities for children and youth at any of the predetermined DCHA or DHS properties for children and youth ages 5-17. The OST Office will issue a RFA in November for subcontractors to apply to work with the coordinating entity. 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 youth¹ who reside in the District. For this RFA, the term youth will be used to describe both children and youth.

¹ "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.

For the purposes of this RFA, summer camp is defined as a structured, supervised learning or youth development opportunity offered to a distinct group of District youth during the summer months for a minimum of 8 hours per day, 5 days a week for 6 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 a total of up to \$500,000 to serve as many of the identified sites as possible. Applicants may request up to \$100,000. 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 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 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 organizations with the ability to coordinate high-quality summer camps that offer educational, social, emotional, and physical health opportunities and activities for youth throughout the District.

A.2.3 Target Population and Location

Grants will be awarded to organizations serving youth between the ages of 5 – 17 years. Applicants must serve youth who reside in the identified DHS or DCHA community as the primary population to serve. However, youth from surrounding neighborhoods are eligible to participate if eligibility requirements are met. Applicants must select a minimum of one location to coordinate services. Potential service locations are listed below:

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

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

Applicant must serve a minimum of 30 youth during the grant period.

Applicant must ensure and maintain an adult to participant ratio of at least 1:15 at all times.

A.2.4 Summer Grant Period

The grant term will run from April 6, 2020 through August 28, 2020.

A.2.5 Camp Programming Period

Summer camp programming must take place between June 5, 2020 and August 28, 2020. Specific weeks may be determined by key stakeholders such as resident council, DCHA, or DHS.

A.2.6 Camp Programming Dosage

Programs must offer combined services covering a minimum of 8 hours per day, 5 days per week for a minimum of 6 consecutive weeks during the camp programming period to the same group of youth. Priority points may be awarded for applications that exceed the minimum dosage expectations.

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. Applicant must submit 501(c)(3) designation letters. (Appendix 7)

Applicant must be incorporated and registered to operate in the District of Columbia. Applicants 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 8)

All applicants 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 11)
 - ii. DCRA Certificate of Good Standing, (Appendix 10)
 - iii. Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 9)

If the applicant is a prior Learn24 grantee, the applicant 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. Organizations must clearly define how the summer camp will measure and define outputs and outcomes to support youth achieving developmental outcomes.

Additionally, organizations must have demonstrated success managing youth programs at public housing or temporary housing communities and/or demonstrate the ability to coordinate youth programs at public housing or temporary housing communities. The District is seeking coordinating entities that will subcontract with grassroots and community led entities to provide a rich variety of summer experiences for our youth.

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. LEA's and higher educational institutions are exempt from this requirement.

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
 - 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, 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

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 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 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.

A minimum of 40% of the grant amount must be used for a minimum of four (4) subcontractors per site to provide services directly to the youth.

SECTION B: APPLICATION SUBMISSION

B.1 Application Format

B.1.1 Application Format

Application narratives should be formatted as follows:

- 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 12 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 (12 pages maximum, including budget narrative)
- Summer Agenda (Appendix 4)
- Organizational and Camp Budget (Appendix 5)
- IRS Determination Letter of 501(c)(3) status, dated December 10, 2017 or earlier (Appendix 7)
- 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 8)
- 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 9)
- DCRA Certificate of Good Standing valid through August 28, 2020 or later (Section A.3.1, Appendix 10)
- DCRA Basic Business License Charitable Solicitation dated December 10, 2017 or later (Section A.3.1, Appendix 11)

B.2 Narrative (12 pages maximum including budget narrative)

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

B.2.1 Organization History, Capacity and Relevant Experience (20 Points)

- Describe the organization's history and mission. Describe the organization's approach and philosophy towards youth development.
- Describe the organization's expertise in coordinating and/or delivering youth development programs. Provide examples of success in coordinating and/or delivering the services.
- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements. Describe the personnel responsible for the various elements of the grant.
- Describe the organization's history of working within public housing and/or temporary housing communities.
- Clearly list which location(s) the applicant wishes to coordinate services. Describe why and describe any existing relationships or experience at the location selected. Describe where the summer camp will take place (address or location) if applying for DHS sites or if additional space is required if programming at DCHA sites and describe the transportation plan.

B.2.2 Subcontractors (24 Points)

- Describe the organization's internal financial management controls with respect to managing subcontractor agreements.
- Describe the organization's process to manage subcontractors.
- Describe how the applicant will ensure all staff, contractors, and volunteers will receive background checks and clearances and are suitable to work with children and youth.
- Describe the frequency of support applicant foresees subcontractors will require on a daily basis and how the applicant plans to address the need.
- Describe any challenges the applicant foresees with subcontractors and how those issues may be resolved. Among other challenges identified, please include applicant's plan to address accident/incident reports, health and safety issues, attendance (of youth and subcontractors), budget and financial reporting concerns.
- Describe what applicant will require from DHS or DCHA in regard to space, facilities, or other requirements.

B.2.3 Details about the Summer Camp (36 Points)

Describe the goals and objectives of the summer camp and which services the applicant will provide, or if the coordinating entity will seek or identify specific services for the youth. Describe information on the following core components:

- Program Schedule:
 - Describe the overall summer camp design, include or use a chart that explains the daily schedule. The schedule should show the total hours of camp, total days of camp, and the number of weeks the camp will operate. The schedule can change daily or weekly but must be described.
 - Describe if the coordinating entity will provide direct services for any portion of the camp day, describe the activities, opportunities, services, supports and projects that youth will experience and be engaged with during the that time period, including age ranges and dosage of service.
 - Describe the types of services and variety of programming applicant will be seeking from a minimum of four (4) subcontractors in order to cover the necessary camp programming dosage. Note that a minimum of 40% of the programming must be provided by subcontractors.
 - Describe how the applicant plans to engage youth of various ages, the types of activities, and how these groups will be arranged.
- Staff and Volunteer Qualifications:
 - Describe the professional qualifications, expertise and experience of key program staff and/or volunteers that will be responsible for the day-to-day operations of the summer camp.
 - Describe previous experience working with youth or other relevant areas of expertise, including as a coordinator of services.
 - Describe the training, resources, or other supports the coordinator has in place to support summer staff and volunteers.
- Youth Involvement
 - Describe the role(s) youth have in contributing to the design and content of the camp or opportunities for youth leadership during camp.
 - Describe strategies of how the applicant will recruit and retain youth.
 - Provide the number and ages of youth the summer camp proposes to serve.

B.2.4 Budget (12 Points)

- Describe how the grant funds will be used. Provide the organization and camp budget.
- Describe in detail how the organization plans to raise money for the camp if there is a deficit (e.g., fundraising events, private donations, government initiatives, etc.). Describe any in-kind services and supports and who will provide those in-kind services and supports.
- Describe how the coordinating entity will subcontract and utilize the expertise of various grassroots organizations to enhance the programming offered at the summer camp.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- Tuesday, October 8, 2019: RFA released
- 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

- 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

C.1.1 Grant Technical Assistance (GTA)

- Grant Information Sessions: United Way NCA, OST Office, DCHA and DHS will host information sessions to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
 - Friday, October 25, 2019: Shaw Neighborhood Library, 1630 7th Street NW, Washington, DC 20001 from 10:00 am – 11:30 am
- Logic Model Training: Fair Chance will host workshops centered on creating optional 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](#)
- 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 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.

C.2 Review Process

C.2.1 Scoring

Each application will be reviewed by three reviewers utilizing the scoring rubric. (Appendix 15)

Applicants will be reviewed on a 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)

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 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.

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 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. Grantees will also need to provide evidence of automobile (if appropriate) and worker's compensation coverage.

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.

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
- Insurance Certificates

D.2.5 Program Reporting

At the program start, grantees must enter the following information into the Learn24 database (Cityspan):

- Confirmed list of all program site(s)
- Hours of programming
- General program schedule

No later than the second week of programming, the grantee must provide the following information:

- Number of youth enrolled in the program
- 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:

- Number of youth enrolled in the program

- Number of youth who attended the program
- Enrollee information
 - Full name
 - Date of birth
 - Home address
 - School grade
 - Gender
- Written report, including relevant data, on achievement and progress toward the organization's outcomes or stated goals.

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:

- Balance Sheet or Statement of Financial Position
- Current Period Expenditures
- 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:

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

- 90% of total grant award – Payment 1 (May 2020)
- 10% 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 12 pages)
- Summer Camp Budget (Appendix 5)
- Organization Annual Budget (Appendix 5)

Attachments

- Certifications and Assurances (Appendix 3)
- Summer Agenda (Appendix 4)
- Internal Revenue Service Determination Letter of 501(c)(3) non-profit status, dated December 10, 2017, or earlier (Appendix 7)
- District of Columbia, DCRA Certificate of Incorporation (Appendix 8) 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 9)
- Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs valid through August 28, 2020 or later (Appendix 10)
- District of Columbia Basic Business License Charitable Solicitation dated December 10, 2017, or later (Appendix 11)
- 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)
- DCHA Insurance Requirements (Appendix 12)
- DHS Insurance Requirements (Appendix 13)
- Sample Monitoring Checklist (Appendix 14)
- Scoring Rubric (Appendix 15)

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 Camp Agenda

Weekly Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30 am	BREAKFAST				
8:30 – 10:00 am	Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine				Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition
10:00 – 11:30 am	Literacy Time- delivered by our team				
11:30 – 12:30 pm	Mindfulness and/or Meditation Activity delivered by our team				
12:30 – 1:30 pm	LUNCH and RECESS				
1:30 – 3:00 pm	Sports Math Curriculum: Learning math through sports and analytics in partnership from our Math partner				
3:00 – 4:30 pm	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
4:30 - 6:00 pm	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD	
6:00 – 7:00 pm	Dinner and Recess				
7:00 – 7:30 pm	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options				
7:30 - 8:00 pm	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

The weekly agenda will be used for all six weeks of the summer camp.

Appendix 5: 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	
Camp			
	Salaries (Program Director) and other staff	150,000	58,200
	Benefits	12,000	2,000
	Clearances (Staff and Volunteers)	300	300
	Camp Supplies	12,000	10,000
	Camp 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 6: 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 7: 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: [redacted]
Dec. 23, 2011 LTR 4168C E8
[redacted] 000000 00
00017549
BDDC: TE

[redacted]
WASHINGTON DC 20003-2802



018320

Employer Identification Number: [redacted]
Person to Contact: [redacted]
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.

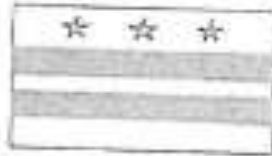
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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/efo 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 8: 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:

[REDACTED]

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


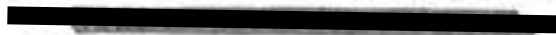
Tracking #: Q90RCINA1

Appendix 9: 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 10: 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

[REDACTED]

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 #: bOx/Abujx

Appendix 11: 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#: [REDACTED]
License Period: 9/1/2014 - 8/31/2016

BASIC BUSINESS LICENSE

Billing Name and Address: [REDACTED]
Washington, DC 20003

Premise/Application's Name and Address: [REDACTED]
WASHINGTON, DC 20003

Registered Agent's Name and Address: [REDACTED]
Washington DC20003

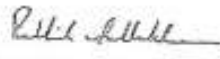
Owner's Name
Corp. Name: [REDACTED]
Trade Name

Co/O/HOP#: CO116788	SSL: 0904-0959	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 Date of Issued or Start of License-Period Date


Director:
Rabbiah A. Sabbakhan

Appendix 12: DCHA Requirements

Insurance Requirements

- Commercial General Liability Insurance covering bodily injury, personal injury, contractual liability and property damage, with a minimum coverage limit of \$1 million per occurrence; \$3 million in the aggregate; and a deductible no greater than \$25,000. For those entities that currently have greater coverage limits, nothing would change.
- Commercial Auto Liability Insurance covering bodily injury and property damage with a minimum coverage limit of \$1,000,000 per occurrence for vehicles owned and hired by the Service Provider as well as non-owned autos (this insurance is required only if the Service Provider will be using automobiles to carry out the purposes listed in the License Agreement);
- Child Molestation Coverage with a minimum coverage limit of \$1 million per occurrence; \$3 million in the aggregate, applicable if working with youth under the age of 18, within the coverage limits of the General Liability coverage; and
- Worker's Compensation and Employer's Liability Insurance providing statutory worker's compensation coverage and minimum limits based on the number of employees and salaries of each and underwriting and statutory standards.

With respect to provisions (i) and (iii), these policies shall be endorsed to name DCHA as an additional insured.

Employee Background Checks Requirements

Prior to the provision of services, the grantee shall conduct background checks, at its own expense, on all employees, contract staff or volunteers working on the DCHA Licensed Premises or have contact with participants/families under this License. Grantee shall retain in its personnel files all pertinent information with respect to background checks. This includes a good faith effort to obtain a background check from any other state in which the individual has resided during the previous three (3) years. Grantee shall also obtain a Federal Background Check for any employee, contract staff, or volunteer working on the DCHA Licensed Premises who has lived outside the District of Columbia during the previous three (3) years. Notwithstanding the above, for students and other temporary or seasonal employees whose principal residence is not the District of Columbia, Grantee may obtain a Criminal Background Check from the principal state of residence. Copies of the background checks should be submitted to the Office of Resident Services (ORS), along with the other required documentation and shall be updated as personnel changes occur or every two (2) years.

Appendix 13: DHS Insurance Requirements

The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Provider shall have its insurance broker or insurance company submit a Certificate of Insurance. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to DHS. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Grantee shall require all of its vendors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia. The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee and its vendors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia.

1. Commercial General Liability Insurance ("CGL") - The Provider shall provide evidence satisfactory to DHS with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Provider, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source).

Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to DHS of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by DHS in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Provider, with minimum per accident limits equal to the greater of (i) the limits set forth in the Provider's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to DHS of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

4. Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to DHS of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

5. Crime Insurance (3rd Party Indemnity) - The Grantee shall provide a 3rd Party Crime policy to cover the dishonest acts of Provider's employees which result in a loss to the District. The policy shall provide a limit of \$10,000 per occurrence.

6. Cyber Liability Insurance - The Grantee shall provide evidence satisfactory to DHS of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of

copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

7. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

7. Sexual/Physical Abuse & Molestation - The Grantee shall provide evidence satisfactory to DHS with respect to the services performed that it carries \$2,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable.

8. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to DHS of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Provider's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$1,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

PRIMARY AND NONCONTRIBUTORY INSURANCE. The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

DURATION. The Grantee shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

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: Scoring Rubric

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)
<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history and mission of organization; lacks details <input type="checkbox"/> Describes organization's approach or philosophy towards youth development 	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes expertise in coordinating youth development program OR <input type="checkbox"/> Describes organization's history of success in delivering youth programs 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes expertise in coordinating OR delivering youth development program 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes expertise in coordinating youth development program <input type="checkbox"/> Describes organization's history of success in delivering youth programs <input type="checkbox"/> Provides strong examples of success
<ul style="list-style-type: none"> <input type="checkbox"/> Does not cite internal capacity to manage or comply with the grant requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements but does not specify details 	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe any history of working with public housing or temporary housing communities 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history of working with public housing or temporary housing communities 	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <input type="checkbox"/> Does not define which location the applicant wishes to serve 	<ul style="list-style-type: none"> <input type="checkbox"/> Specifies which location the applicant wishes to serve 	<ul style="list-style-type: none"> <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"/> Describes camp location and transportation plan 	<ul style="list-style-type: none"> <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 <input type="checkbox"/> Details camp location and transportation plan

Section 2: Subcontractors (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not cite internal control to manage subcontractor agreements 	<ul style="list-style-type: none"> <input type="checkbox"/> Cites internal control to manage subcontractor agreements but does not specify details 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes internal control to manage subcontractor agreements <input type="checkbox"/> Specifies details in at least one area of expected subcontractor challenges and ways to manage 	<ul style="list-style-type: none"> <input type="checkbox"/> Details internal control to manage subcontractor agreements <input type="checkbox"/> Specifies details in several areas of expected subcontractor challenges and ways to manage <input type="checkbox"/> Shows a history of ability to manage subcontractor agreements and challenges
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe any process to manage subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes a process to manage subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes a process to manage subcontractors <input type="checkbox"/> Provides details of the process to manage subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes a process to manage subcontractors <input type="checkbox"/> Provides details of the process to manage subcontractors <input type="checkbox"/> Describes process to ensure subcontractors compliance and accountability
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the applicant will support the subcontractor to ensure background checks and clearances are complete 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete <input type="checkbox"/> Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete <input type="checkbox"/> Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers <input type="checkbox"/> Describes how applicant will verify that subcontractors are in compliance with the clearance expectations
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe any support to subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes supports to subcontractors <input type="checkbox"/> Describes frequency of support to subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp <input type="checkbox"/> Describes the frequency of support to subcontractors that is realistic and obtainable 	<ul style="list-style-type: none"> <input type="checkbox"/> Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp <input type="checkbox"/> Describes the frequency of support to subcontractors that is realistic and obtainable <input type="checkbox"/> Details the process and timeline for supporting subcontractors
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe any foreseeable challenges with subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes one foreseeable challenge with subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some foreseeable challenges with subcontractors <input type="checkbox"/> Provides details of how applicant will address challenges <input type="checkbox"/> Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some foreseeable challenges with subcontractors <input type="checkbox"/> Provides details of how applicant will address challenges <input type="checkbox"/> Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed <input type="checkbox"/> Describes technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale

Does not describe what applicant will require from DCHA or DHS

Cites some needs of what applicant will require from DCHA or DHS

Details what applicant will require from DCHA or DHS with respect to facilities, space, or other requirements

Details what applicant will require from DCHA or DHS with respect to facilities, space, or other requirements
 Describes applicant's need regarding facilities, space, or other requirements by providing context and connection to the camp schedule

Section 3: Details about the Summer Camp (36 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
Program Schedule			
<ul style="list-style-type: none"> <input type="checkbox"/> Does not provide camp schedule <input type="checkbox"/> Does not detail the activities and what will be provided directly or subcontracted <input type="checkbox"/> Does not describe goals and objectives 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a camp schedule <input type="checkbox"/> Describes the activities and what will be provided directly or subcontracted <input type="checkbox"/> Describes goals and objectives 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a camp schedule for the entire summer camp <input type="checkbox"/> Provides a camp schedule and details which activities will be provided directly, and which activities will be subcontracted <input type="checkbox"/> Details how the camp will reach the targeted age groups and how camp can manage the different age groups <input type="checkbox"/> Details goals and objectives 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a camp schedule for the entire summer camp <input type="checkbox"/> Provides a camp schedule and details which activities will be provided directly and which activities will be subcontracted <input type="checkbox"/> Details how the camp will reach various age groups and how camp can manage the different age groups <input type="checkbox"/> Describes the dosage of service anticipated for each age group <input type="checkbox"/> Details goals and objectives and they align to activities
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the types of services sought from subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the types of services sought from subcontractors, but does not provide details 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the types of services sought from subcontractors, and provides details 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the types of services sought from subcontractors and provides details <input type="checkbox"/> Describes a variety of services sought from subcontractor <input type="checkbox"/> Types and varieties of services clearly align with camp syllabus and vision
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe plan to engage youth of various ages 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes plan to engage youth of various ages 	<ul style="list-style-type: none"> <input type="checkbox"/> Details plan to engage youth of various ages <input type="checkbox"/> Details types of activities various ages will be engaged in 	<ul style="list-style-type: none"> <input type="checkbox"/> Details plan to engage youth of various ages <input type="checkbox"/> Details types of activities various ages will be engaged in <input type="checkbox"/> Describes how the groups will be arranged and <input type="checkbox"/> Plan aligns to syllabus
Staff and Volunteer Qualifications			
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe key program staff and/or volunteer qualifications 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes key program staff and/or volunteer qualifications 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes key program staff and/or volunteer qualifications, expertise or experience 	<ul style="list-style-type: none"> <input type="checkbox"/> Details key program staff and/or volunteer qualifications, expertise or experience <input type="checkbox"/> Describes clear connections between staff and/or volunteers and community
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe experience working with youth 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes experience working with youth 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes relevant experience working with youth 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes relevant experience working with youth including as a coordinator of services
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe training, resources or other supports for program staff and volunteers 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes training, resources or other supports for program staff and volunteers 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes training, resources or other supports for program staff and volunteers <input type="checkbox"/> Describes a supportive environment for all staff and volunteers 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes training for frontline staff and volunteers <input type="checkbox"/> Describes a supportive environment for all staff and volunteers <input type="checkbox"/> Describes a wrap-up meeting for all frontline staff at the end of summer camp
Youth Involvement			

<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how youth will contribute to the design or content of the summer camp AND <input type="checkbox"/> Does not describe opportunities for youth leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how youth will contribute to the design or content of the summer camp OR <input type="checkbox"/> Describes opportunities for youth leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how youth will contribute to the design or content of the summer camp AND <input type="checkbox"/> Describes opportunities for youth leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes opportunities for how youth will contribute to the design or content of the summer camp and provides examples AND <input type="checkbox"/> Describes opportunities for youth leadership and provides examples
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe recruitment strategies <input type="checkbox"/> Does not describe retention strategies 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes recruitment strategies <input type="checkbox"/> Describes retention strategies 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes recruitment strategies that are appropriate for a housing community <input type="checkbox"/> Describes retention strategies that are appropriate and if using incentives are reasonable 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes recruitment strategies that are appropriate for a housing community and provides examples <input type="checkbox"/> Describes retention strategies that are appropriate and if using incentives are reasonable and provides examples <input type="checkbox"/> Describes strategy for not meeting recruitment and/or retention goals
<ul style="list-style-type: none"> <input type="checkbox"/> Does not define the number and ages of youth anticipated to serve 	<ul style="list-style-type: none"> <input type="checkbox"/> Defines the number and ages of youth anticipated to serve 	<ul style="list-style-type: none"> <input type="checkbox"/> Defines the number and ages of youth anticipated to serve <input type="checkbox"/> Numbers and ages of youth aligns to overall vision of camp 	<ul style="list-style-type: none"> <input type="checkbox"/> Defines the number and ages of youth anticipated to serve <input type="checkbox"/> Numbers and ages of youth aligns to overall vision of camp <input type="checkbox"/> Plans to serve over 50 youth

Section 4: Budget (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Did not provide a summer camp budget OR <input type="checkbox"/> Did not provide an organizational budget 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a summer camp budget OR <input type="checkbox"/> Details how grant award will be used AND <input type="checkbox"/> Provides an organizational budget 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides an accurate summer camp budget <input type="checkbox"/> Details how grant award will be used specifically for the program and site and is aligned to program description and activities <input type="checkbox"/> Provides an organizational budget <input type="checkbox"/> Describes use of subcontractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides an accurate summer camp budget that is reasonable for the program design and the number of youth served <input type="checkbox"/> Details how grant award will be used specifically for the summer camp and is aligned to camp description and activities <input type="checkbox"/> 100% of grant funds will be directly used for program expenses <input type="checkbox"/> Provides an organizational budget that details how the program budget relates to the organizational budget <input type="checkbox"/> Details funds and clear plan for subcontracting to leverage the expertise of grassroots organizations
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe other sources of funding 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources of funding 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources and status of funding (secured, pending) and describes in-kind services <input type="checkbox"/> Fundraising strategies are varied <input type="checkbox"/> Expenses do not exceed revenue 	<ul style="list-style-type: none"> <input type="checkbox"/> Details other sources and status of funding (secured, pending) and describes in-kind services <input type="checkbox"/> Fundraising strategies are varied and likely to support the summer camp <input type="checkbox"/> Revenue does not include other local government sources <input type="checkbox"/> Expenses do not exceed revenue

Did not describe ways to utilize subcontractors

Describes ways to utilize subcontractors

Details ways organization will utilize subcontractors

Details ways organization will utilize subcontractors
 Details how subcontractors will enhance camp programming