



2020 Summer Strong DC Enrichment at DCPS/DPR Request for Applications

RFA Release Date: October 8, 2019
Applications Due Date: December 10, 2019, by 5:00 pm EST

There are no mandatory meetings in order to apply for this grant competition. All information is available on United Way of the National Capital Area's (United Way NCA) [website](#) and Learn24 [website](#). The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) and United Way NCA wants to support successful applicants and encourage all applicants to participate in the various opportunities for support.

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. Exceptions will be granted to organizations that are serving as fiscal sponsors for one or more entities.

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

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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 a high-quality enrichment experience at a designated District of Columbia Public School (DCPS) or Department of Parks and Recreation (DPR) facility.

The funds available through this Request for Applications (RFA) will be made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME), and grant awards are contingent upon the availability of funds. United Way of the National Capital Area (United Way NCA) is the grantmaking partner that will award and administer these funds on behalf of the OST Office.

United Way NCA works to help all members of the community have a better life. United Way NCA focuses on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health. United Way NCA convenes people and organizations to create solutions to the region's most pressing challenges. United Way NCA collaborates with effective partners, serves as the catalyst for community change, and brings together the voices, expertise, and resources needed to define, articulate, and create community impact in the national capital area.

Organizations do not need to be a member of United Way NCA to apply for this grant competition.

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

A.2 Scope

The 2020 Summer Enrichment at DCPS/DPR Sites RFA invites high-performing, fiscally responsible non-profits to apply. Applicant must focus on youth development and serve children and youth between the ages of 5 – 21¹ years with summer programs to apply. Organizations applying must serve youth through a positive youth development approach. For this RFA, the term youth will be used to describe both children and youth.

For the purposes of this RFA, summer programming is defined as engaging, fun, and educational enrichment in a structured, supervised learning or youth development opportunity offered to a distinct group of District youth at

- a. DCPS summer school sites in the afternoons only from June 29, 2020 to July 31, 2020
- b. DPR sites for week long experiences from June 22 to June 26; August 10 to August 14; and August 17 to August 21
- c. DPR sites for evening or weekend teen experiences anytime from June 22 to August 28 for a minimum of 30 hours

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

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding up to \$500,000 in total awards.

Applicants may request up to \$100,000. In order to receive the full amount, applicant must program at multiple sites or for multiple weeks. The OST Office maintains the right to adjust the number of grant awards and award amounts.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares children and youth to meet the challenges of childhood, adolescence, and adulthood and achieve his or her full potential by offering activities and experiences that help youth develop social, emotional, physical, cognitive and spiritual competencies.

Positive youth development (PYD) or advancing youth development (AYD) is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

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

A.2.3 Target Population

Grants will be awarded to organizations serving school age youth, as defined above, with a youth development approach.

If applicant proposes to programming at DCPS, participants will be funneled to the applicant's program from Summer School locations and will be between the ages of 5-13.

If applicant proposes to programming at DPR, preference will be given to applicants that serve youth who are most in need or at-risk² and require access to high-quality, no-cost summer opportunities. Additional information may be found through the D.C. Policy Center's [Needs Assessment of Out-of-School Time Programs and Policy Studies Associates' Voices of DC Parents and Youth on OST.](#)

Programs applying for DPR sites must be available to any youth across the District that meets the programs' target population.

Organizations must serve a minimum of 30 unduplicated District youth by the end of the grant period for the entire program. In order to be awarded the full grant award of \$100,000 applicants must serve a minimum of 60 unduplicated youth.

A.2.4 Summer Grant Term

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

² Fair Student Funding and School – Based Budgeting Amendment Act of 2013

Section 4 (a) (2A) "At-risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

- (A) Homeless;
- (B) In the District's foster care system;
- (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or
- (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

A.2.5 Program Period

Summer programming must take place during the hours and weeks as described in A.2 above and A.2.6 below.

A.2.6 Program Hours

At a DCPS site, programs must offer services from 1:00 pm – 6:00 pm, 5 days per week, between June 29, 2020 and July 31, 2020 to the same group of youth.

At a DPR site, programming must be offered from a minimum of 9:00 am – 5:00 pm, Monday – Friday for any or all of the weeks identified.

A.2.7 Program Locations

Grants are programmatic and site-specific. General program location must be requested in the application, but the District has the right to change the location based on need.

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

- Waived rental fees
- Waived custodial fees
- Waived DCPS Letter of Support
- Security provided free of charge
- DCPS summer school students will be funneled to program so there is no need for recruitment efforts
- Subsidized background checks for staff

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

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

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 DC Grant Competitions however, with the exception of 2020 Summer Strong DC Coordinating Entity competition, applicants will be eligible to receive one grant award.

A.3.1 Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS) and have been operating for a minimum of two (2) years at the time of submission. Organizations may partner with another 501(c)(3) entity as a fiscal sponsor to apply. Both applicant and fiscal sponsor must submit 501(c)(3) designation letters. (Appendix 7)

Applicant and fiscal sponsors must be incorporated and registered to operate in the District of Columbia. Applicant and fiscal sponsors are required to submit a District of Columbia Department of Consumer Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity. (Appendix 8)

All applicants and fiscal sponsor must be in good standing with the:

- a. DCPS and/or DPR
- b. IRS as evidenced by two (2) years of Form 990 filings.
- c. 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 or fiscal sponsor is a prior Learn24 grantee, both must also be in compliance and meet performance measures 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. A logic model is optional to supplement the narrative and does not count toward the narrative page limitation.

If programming at a DPR site, providers are expected to enroll and recruit youth for the program.

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.

As part of the application, the applicant and/or fiscal sponsor must include copies of:

- Fiscal Year 2017 (FY17) and Fiscal Year 2018 (FY18) Audits or Financial Reviews conducted by an independent Certified Public Accountant (CPA). The report must clearly have the name and contact information of the CPA, with Income Statements and Balance Sheets
 - Organizations with revenues of \$250,000 or greater are required audits to submit FY17 and FY18. If the FY18 audit is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 audit
 - Organizations with revenues of less than \$250,000 may choose to submit an audit but are required to submit FY17 and FY18 financial review reports. If the financial review for FY18 is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the FY18 financial review.
- Pages 1-6 of 2017 and 2018 signed by an officer of the organization in Part II, signature block of Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status, dated December 10, 2017, or earlier
- DCRA Certificate of Incorporation or Registration as a Foreign Entity dated no later than December 10, 2017
- 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.

SECTION B: APPLICATION SUBMISSION

B.1 Application Format

B.1.1 Application Format

Application narratives should be formatted as follows:

- 1-inch margin
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 6 pages or less

B.1.2 Application Submission

Application attachments must include all of the listed documents below. Documents not requested 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 (6 pages maximum, including budget narrative)
- Summer Program Syllabus (Appendix 4)
- Applicant must include a list of two references that can attest to the programs quality, community connection and success. DCPS and/or DPR may contact the references to verify community connection and program quality. List should include name of contact, organization, email, and phone number.
- Programmatic Budget (Appendix 7)
- IRS Determination Letter of 501(c)(3) status, dated April 6, 2018 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 April 6, 2018 (Appendix 9)
- Two most recent years or FY18 and FY19 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 OTR Clean Hands Certificate dated April 6, 2018 or later (Section A.3.1, Appendix 11)
- DCRA Certificate of Good Standing valid through August 28, 2020 (Section A.3.1, Appendix 10)
- DCRA Basic Business License Charitable Solicitation dated April 6, 2018 or later (Section A.3.1, Appendix 11)

B.2 Narrative (6 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 Program History and Staff Experience (16 points)

- Describe the organizations' past history with DCPS and/or DPR, including specific project(s), if applicable.
- How many years has the program been offered and describe past successes and challenges. Describe the impact the program has had on children and youth in the community with supporting stories, data, or numbers.
- Describe the professional development that summer staff, volunteers, and contractors will receive in order to deliver the summer program.
- Describe how the organization identifies structural racism and methods used to dismantle those systems.

B.2.2 Description of Program(s) to be funded by the Learn24 grant (20 points)

- Describe the target population to be served and how the program will enrich the target population
- Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and align with the syllabus provided.
- Describe how the organization measures success. Describe the goals, outputs, and short-term outcomes the program plans to achieve within the minimum five weeks.
- Describe the youth's involvement and role(s) in contributing to the design and content of the program or opportunities for youth leadership.
- Describe how the organization measures program quality or commits to continuous improvement.

B.2.3 Budget (20 points)

Attach the program budget(s) in any format. Indicate all revenue and expenses and describe the use of the grant dollars. (Appendix 5)

- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements including but not limited to progress reports and financial expenditure reports.
- Describe and justify how the grant funds will be used, the number of youth that will be served by the grant funds, and the cost per participant.
- Describe how the organization will track grant expenditures and the systems that are in place to manage and comply with grant requirements.
- Provide budget information that is detailed, accurate, and directly related to the activities in the grant.
- Provide a budget narrative which includes clarifying information regarding the sources of funding and whether the funding is secured or pending.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- Tuesday, October 8, 2019: RFA released
- Monday, October 28, 2019: Grant Information Session
- Tuesday, October 29, 2019: Logic Model Workshop, optional Part I
- Wednesday October 30, 2019: Logic Model Workshop, optional Part I repeated
- 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 will host an information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
 - Monday, October 28, 2019: Shaw Library, 1630 7th St NW, Washington, DC 20001 10:00 am – 11:30 am
- Logic Model Training: Fair Chance will host workshops centered on creating the optional program logic model
 - 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 and 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 13)

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

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

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 ranked applicants per site will be invited for an interview. The interview panel includes key stakeholders that may include representatives from DME, United Way NCA, DCPS and/or DPR, parents, 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.

If programming at a DCPS site, grantees may be subject to attend a kick-off meeting at their assigned site prior to the start of programming.

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.

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.

All sites will have at least one (1) person that is certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid. All staff must be aware of the location of the trained CPR personnel on-site.

D.1.4 Operations

Grantees will be required to add the grantmaking partner and the Government of the District of Columbia as additionally insured for minimum general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Grantees will also need to provide evidence of automobile (if appropriate) and worker's compensation coverage.

Grantees must be compliant with the specific insurance requirements of the program location.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, United Way NCA and/or the District may request the organization's invoices, vouchers, receipts, statements, and/or audits. If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment. Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within 30 days of receipt of written notification.

Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by United Way NCA.

D.1.5 Data

Grantees are required to submit data directly to the District using Cityspan. These activities include, but are not limited to enrollment and demographics of participants and attendance.

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 12)

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.

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 12 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 will work with the OST Office to 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:

- 80% of total grant award – Payment 1 (May 2020)
- 20% of total grant award – Payment 2 (September 2020 after receipt, review, and approval of all reports)

SECTION E: APPENDICES

Appendix 1: Application Checklist

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

- Application Cover Page (Appendix 2)
- List of 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)
- Applicant must include a list of two references that can attest to the programs quality, community connection and success. DCPS and/or DPR may contact the references to verify community connection and program quality. List should include name of contact, organization, email and phone number.
- Application Narrative (not to exceed 6 pages)
- Summer Program Budget (Appendix 5)
- Organization Annual Budget (Appendix 5)

Attachments

- Certifications and Assurances (Appendix 3)
- Sample syllabus of proposed summer program by week including theme; the objective of learning; anticipated activities; ultimate deliverable or end product, if any (Appendix 4)
- 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 FY18 and FY19 (Section A.2.3)
- Pages 1-6 of signed IRS Form-990 for FY18, and FY19 (Section A.2.3)
- Sample Monitoring Checklist (Appendix 12)
- Scoring Rubric (Appendix 13)

Appendix 2: Application Cover Page

I. Applicant Information

| | | | |
|---|---------------------------------|--|--|
| Organization Name | | | |
| Mailing Address | | | |
| Tentative DCPS Locations Note: DCPS will make the final decision as to where grantees are placed. | <input type="checkbox"/> Ward 1 | <input type="checkbox"/> Ward 7 | |
| | <input type="checkbox"/> Ward 4 | <input type="checkbox"/> Ward 8 | |
| | <input type="checkbox"/> Ward 5 | <input type="checkbox"/> No preference | |
| Requested DPR Location Note: DPR will make the final decision as to where grantees are placed. | <input type="checkbox"/> Ward 7 | <input type="checkbox"/> Ward 8 | <input type="checkbox"/> No preference |
| 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. | | | |

II. Contact Information

| | | | |
|----------------|--|-------|--|
| Name and Title | | | |
| Email | | Phone | |

III. Program Information - If selected as an applicant, information in this section may be shared with children, youth and families for recruitment and marketing of the camp.

| | | | |
|---|--|--|--|
| Describe the program in 50 words or less. This description should be geared towards children and youth. | | | |
| | | | |
| Target Age(s) and Grade(s) | | | |
| Minimum number of students per session | | Maximum number of students per session | |
| Will the programming take place on-site or off-site? If off-site occasionally, please explain and describe transportation plan. | | | |
| Describe resources, facilities and space requirements you may request for the programming such as sink, computer lab, electrical outlets, field space, etc. | | | |
| At the end of summer, what will the children or youth have learned as a result of the program? | | | |
| | | | |

IV. Staff Information

| | | |
|--|--------------------------------|---|
| Number of full-time employees: | Number of part-time employees: | Number of front line staff engaged in youth programs: |
| | | |
| Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s): | | Number of volunteers engaged in youth program(s): |
| | | |

Appendix 3: Certifications and Assurances

The authorized designee (Executive Director, Officer, etc.) please sign after each statement acknowledging you have read and agree to provide these policies if awarded funds. These policies will be reviewed and verified for compliance during onsite monitoring visits.

Terrorist Exclusion

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries and entities, or individuals subject to economic sanctions administered by the U. S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any changes in circumstances pertaining to this certification occur at any time, the organization will immediately notify both United Way NCA and Office of Personnel Management's Combined Federal Campaign Operations.

Signature/Date

Non-Discrimination Policy and Delivery of Services

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

Signature/Date

Youth Bullying Prevention Act of 2012

I certify that the organization's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, in transportation and electronic communications to youth.

Signature/Date

Staff Clearances and Requirements

In the best interest of the children and youth served, I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Record Check, and results from the National Sex Offender Registry on file. We grant United Way NCA and/or the District access to these records at their request or during monitoring visits. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall be at all times under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above and I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature/Date

Appendix 4: Summer Syllabus Sample

Week Agenda

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|---|---|---|---|--|
| 8:00 – 8:30 | BREAKFAST | | | | |
| 8:30 – 9:00 | 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 |
| 9:00 – 10:00 | Literacy Time- delivered by our team | | | | |
| 10:00 – 10:15 | Mindfulness and/or Meditation Activity | | | | |
| 10:15 – 11:15 | Sports Math Curriculum: Learning math through sports and analytics | | | | |
| 11:15 – 12:15 | Computer Programming or Building Robots | Web Design or Computer Literacy Classes | Computer Programming or Building Robots | Web Design or Computer Literacy Classes | |
| 12:15 – 1:00 | LUNCH and RECESS | | | | |
| 1:00 - 2:00 | Dance or Dodgeball | Visual Arts – TBD | Dance or Dodgeball | Visual Arts - TBD | |
| 2:00 - 3:00 | Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options | | | | |
| 3:00 - 3:30 | Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase | | | | |

Literacy Time Syllabus

Objective: Scholars will select a book of their choice to read. Scholars will complete the “Story Map and Movie Trailer to display at the summer end showcase.

| Time | Goals | Sample Activities |
|--------|---|---|
| Week 1 | Selection of Book: Three Cups of Tea (Read up to chapter 3) or Nothing But the Truth (Read Chapter 1) | Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group’s discussions. |
| Week 2 | Three Cups of Tea (Read up to chapter 9) or Nothing But the Truth (Read Chapter 5) | Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group’s discussions. |
| Week 3 | Three Cups of Tea (Read up to chapter 13) or Nothing But the Truth (Read Chapter 13) | Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, drafting Story Map |
| Week 4 | Three Cups of Tea (Read up to chapter 18) or Nothing But the Truth (Read up to Chapter 15) | Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, finalizing story map and start video production |
| Week 5 | Three Cups of Tea (Read up to chapter 22) or Nothing But the Truth (Read up to Chapter 19) | Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and group discussions, finalize video production. |

The remaining items on the schedule are contracted services and details are unavailable at this time. We are happy to share it if awarded.

Appendix 5: Sample Programmatic Budget

Organization Operating Budget FY 20 (July 1, 2019 – June 30, 2020)

| Revenue- List all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required. | | | |
|---|--|---------------------------|--------------------------------|
| Description | | Projected Income | |
| | Corporate Donations (Walmart, KPMG) | 50,000 | |
| | Individual Contributions (United Way, CFC) | 10,000 | |
| | Interest | 136 | |
| | Cafritz Foundation Grant | 15,000 | |
| | Meyer Foundation Grant | 10,000 | |
| | United Way NCA/Learn24 – Summer 2020 Grant | 75,000 | |
| | Other Grants (description provided in the narrative) | 100,000 | |
| | Program Fees | 5,000 | |
| | Events | 20,000 | |
| | Total Revenue | \$285,136 | |
| Expenses - Describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. Program expenses should be separated from overall operating expenses. | | | |
| Description | | Projected Expenses | Summer 20 Grant Expense |
| Management and General | | | |
| | Salaries (Executive Director) | 60,000 | |
| | Benefits | 14,400 | |
| | Administrative Supplies | 2,000 | |
| | Building Expenses Rent | 12,000 | |
| | Insurance | 1,200 | |
| | Utilities | 2,400 | |
| | Equipment | 3,000 | |
| | Legal Fees | 2,000 | |
| | Professional Fees | 7,000 | |
| | Phone and IT Services | 1,200 | |
| | Subtotal Expenses | 105,200 | |
| Program | | | |
| | Salaries (Program Director) and other staff | 150,000 | 58,200 |
| | Benefits | 12,000 | 2,000 |
| | Clearances (Staff and Volunteers) | 300 | 300 |
| | Program Supplies | 12,000 | 10,000 |
| | Program Equipment | 3,000 | 2,500 |
| | Field Trip | 1,500 | 1,000 |
| | Food and Meals | 1,000 | 1,000 |
| | Subtotal Expenses | 68,300 | 75,000 |
| | Total Expenses | \$241,800 | 75,000 |

Appendix 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.

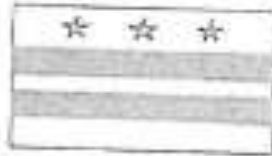
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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


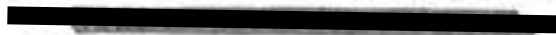
Tracking #: Q90RCINA1

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

Rabbiah A. Sabbakhan
Director:
Rabbiah A. Sabbakhan

Appendix 12: 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
 - 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 13: Scoring Rubric

Section 1: Program History and Staff Experience (16 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 past history with DCPS and/or DPR | <ul style="list-style-type: none"> <input type="checkbox"/> Describes past history with DCPS and/or DPR | <ul style="list-style-type: none"> <input type="checkbox"/> Details past history with DCPS and/or DPR | <ul style="list-style-type: none"> <input type="checkbox"/> Details relevant and substantial past history with DCPS and/or DPR |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe number of years program has been offered <input type="checkbox"/> Does not describe historical successes and/or youth outcomes achieved | <ul style="list-style-type: none"> <input type="checkbox"/> Describes some successes or expertise in achieving youth outcomes <input type="checkbox"/> Describes history or impact of program | <ul style="list-style-type: none"> <input type="checkbox"/> Describes successes or expertise in achieving youth outcomes <input type="checkbox"/> Details at least two years of history and the impact on youth that is clear, specific and can be attributed to the program | <ul style="list-style-type: none"> <input type="checkbox"/> Details successes or expertise in achieving youth outcomes <input type="checkbox"/> Details at least two years of history and the impact on youth that is clear, specific and can be attributed to the program <input type="checkbox"/> Provides quantitative and qualitative evidence |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe any professional development that summer staff, volunteers, or contractors will receive | <ul style="list-style-type: none"> <input type="checkbox"/> Describes professional development that summer staff, volunteers, or contractors will receive | <ul style="list-style-type: none"> <input type="checkbox"/> Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served | <ul style="list-style-type: none"> <input type="checkbox"/> Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served <input type="checkbox"/> Describes additional professional development opportunities available |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the organization identifies structural racism | <ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization identifies structural racism | <ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization identifies structural racism | <ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization identifies structural racism <input type="checkbox"/> Includes examples of work done to dismantle those identified systems in the community |

Section 2: Description of Program(s) to be Funded by the Learn24 Grant (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 describe the target youth population and why organization is proposing to serve this population | <ul style="list-style-type: none"> <input type="checkbox"/> Describes the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically | <ul style="list-style-type: none"> <input type="checkbox"/> Details the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically <input type="checkbox"/> Provides explanation for why this population needs the program | <ul style="list-style-type: none"> <input type="checkbox"/> Details the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Describes whether organization has served this population historically <input type="checkbox"/> Provides explanation for why this population needs the program and provides supporting data <input type="checkbox"/> Describes ways that youth express interest in the program |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not provide a syllabus <input type="checkbox"/> Does not describe the activities, opportunities, services, supports, and projects for youth in the program | <ul style="list-style-type: none"> <input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Describes the activities, opportunities, services, supports, and projects for youth in the program | <ul style="list-style-type: none"> <input type="checkbox"/> Provides a syllabus <input type="checkbox"/> Details the activities, opportunities, services, supports, and projects for youth in the program <input type="checkbox"/> Activities, opportunities, services, supports, and projects align to syllabus | <ul style="list-style-type: none"> <input type="checkbox"/> Provides a detailed syllabus <input type="checkbox"/> Details the activities, opportunities, services, supports, and projects for youth in the program <input type="checkbox"/> Activities, opportunities, services, supports, and projects align to syllabus and overall goal of the program |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describes goals <input type="checkbox"/> Does not define anticipated number of youth served <input type="checkbox"/> Does not describe or list outputs <input type="checkbox"/> Does not describe short term outcomes | <ul style="list-style-type: none"> <input type="checkbox"/> Describes goals <input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Describes or list outputs <input type="checkbox"/> Describes short term outcomes | <ul style="list-style-type: none"> <input type="checkbox"/> Details achievable and realistic goals and targets <input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Describes history of reaching number of youth served <input type="checkbox"/> Details or list achievable and realistic outputs <input type="checkbox"/> Details achievable and realistic short term outcomes | <ul style="list-style-type: none"> <input type="checkbox"/> Details achievable and realistic goals and targets <input type="checkbox"/> Defines anticipated number of youth served <input type="checkbox"/> Describes history of reaching number of youth served with qualitative or quantitative evidence <input type="checkbox"/> Details or list achievable and realistic outputs <input type="checkbox"/> Details achievable and realistic short term outcomes <input type="checkbox"/> Provides evidence of past outputs and outcomes reached <input type="checkbox"/> Describes how the program knows when the outcomes have been achieved |

| | | | |
|---|---|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe youth voice in the design of the program or <input type="checkbox"/> Does not describe youth leadership opportunities | <ul style="list-style-type: none"> <input type="checkbox"/> Describes youth voice in the design of the program or <input type="checkbox"/> Describes youth leadership opportunities | <ul style="list-style-type: none"> <input type="checkbox"/> Describes youth voice in the design of the program and <input type="checkbox"/> Describes youth leadership opportunities | <ul style="list-style-type: none"> <input type="checkbox"/> Details authentic youth voice in the design of the program and <input type="checkbox"/> Details authentic youth leadership opportunities <input type="checkbox"/> Provides examples of specific youth voice and leadership <input type="checkbox"/> Provides examples of changes made to program as a result of youth input |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the organization measures program quality | <ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization measures program quality | <ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization measures program quality <input type="checkbox"/> Defines continuous improvement for the organization | <ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization measures program quality <input type="checkbox"/> Describes the organizations commitment to continuous improvement and provides examples |

Section 3: Budget (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 describe key staff that will manage grant funds and reporting | <ul style="list-style-type: none"> <input type="checkbox"/> Describes key staff that will manage grant funds and reporting | <ul style="list-style-type: none"> <input type="checkbox"/> Details key staff that will manage grant funds and reporting <input type="checkbox"/> Staff has experience in managing and complying with grant requirements | <ul style="list-style-type: none"> <input type="checkbox"/> Clearly describes key personnel that will manage grant funds and reporting and role in organization <input type="checkbox"/> Staff has expertise, experience and success in managing grant funds <input type="checkbox"/> Organization provides quantitative and qualitative evidence of success in managing and complying with grant requirements |
| <ul style="list-style-type: none"> <input type="checkbox"/> Did not describe how the grant funds will be used <input type="checkbox"/> Did not define the number of youth that will be served <input type="checkbox"/> Did not define the cost per participant | <ul style="list-style-type: none"> <input type="checkbox"/> Describes how the grant funds will be used <input type="checkbox"/> Defines the number of youth that will be served <input type="checkbox"/> Defines the cost per participant | <ul style="list-style-type: none"> <input type="checkbox"/> Details and justifies how the grant funds will be used <input type="checkbox"/> Defines the number of youth that will be served <input type="checkbox"/> Defines the cost per participant | <ul style="list-style-type: none"> <input type="checkbox"/> Details and justifies how the grant funds will be used <input type="checkbox"/> Defines the number of youth that will be served <input type="checkbox"/> Defines the cost per participant <input type="checkbox"/> Details how grant award will be used specifically for the program and site and is aligned to program description and activities |
| <ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the organization will track grant expenditures | <ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization will track grant expenditures | <ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization will track grant expenditures <input type="checkbox"/> Describes the systems in place to manage and comply with grant requirements | <ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization will track grant expenditures <input type="checkbox"/> Describes the systems in place to manage and comply with grant requirements <input type="checkbox"/> Clearly describes key personnel that will manage grant funds and reporting and role in organization <input type="checkbox"/> Staff has expertise, experience and success in managing grant funds |
| <ul style="list-style-type: none"> <input type="checkbox"/> Did not provide programmatic budget <input type="checkbox"/> Did not identify percentage of organization's overhead | <ul style="list-style-type: none"> <input type="checkbox"/> Provides programmatic budget <input type="checkbox"/> Identifies percentage of organization's overhead | <ul style="list-style-type: none"> <input type="checkbox"/> Provides a programmatic budget <input type="checkbox"/> Organizational overhead is under 25%, or provides rational | <ul style="list-style-type: none"> <input type="checkbox"/> Provides a detailed programmatic budget <input type="checkbox"/> Organizational overhead is under 20%, or provides rationale <input type="checkbox"/> Expenses are listed and do not exceed revenue |
| <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"/> Details other sources of funding and status of funding | <ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources and status of funding <input type="checkbox"/> Fundraising strategies are varied |