

# 2021 Summer Strong Coordinating Entity Grant Information Session

Available November 10, 2020

The funding for the 2021 Summer Strong Coordinating Entity Request for Applications will be made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) and grant awards are contingent upon the availability of funds.

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

The purpose of this grant competition is to:

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

Organizations must demonstrate:

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

- The OST Office will issue a Request for Applications for subcontractors in December.
- These applications are for grassroots organizations and businesses to apply as vendors to provide programming.
- The coordinating entity, with the help of the OST Office, will review the applications and use them to create a full day summer camp.
- Grantees and subcontractors may not charge a fee to any District youth attending the camp.

# Total Amount of Funding

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OST Office anticipates awarding a total of up to \$400,000 with grant awards up to \$100,000 per grantee.

OST Office maintains the right to adjust the grant awards.

Grant awards are contingent on the availability of funds.



# Youth Development Outcomes

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

**Youth Developmental Outcomes:** the results of programs and supports that are designed to engage youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors, and abilities that youth develop in an environment that uses an asset-based approach and positive youth development.

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

- Grants will be awarded to organizations serving school age youth.
- Applicants must serve youth who reside in DHS or DCHA communities and explain their relationship to the identified community. OST Office, with the assistance of DHS and DCHA, will contact applicants regarding site locations and may request a change of location.
- Applicants who have experience delivering services at public housing or temporary housing communities may receive additional points.
- For DCHA locations, youth from surrounding neighborhoods are eligible to participate as long as they are District residents.



- Grant period is May 1, 2021 through August 27, 2021.
- Programming must take place between June 14, 2021 and August 27, 2021.
- Programs must offer services for a minimum of:
  - 8 hours per day
  - 5 days per week
  - 6 consecutive weeks
- Applicant must serve a minimum of 30 unduplicated District children and/or youth during the grant period.
- Programs must maintain Adult to Child ratio of 1:15, unless a lower ration is required.

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

# ELIGIBILITY AND REQUIREMENTS



- Organizations must be a 501(c)(3).
- Operating for a minimum of two years.
- Fiscal sponsors are NOT eligible to apply.
- Organizations must have been incorporated and registered to operate in the District of Columbia.
- Organizations should have an overall operating expense of no more than 30% of their total annual organizational budget.

All applicants must be in good standing with the:

- IRS as evidenced by two (2) years of Form 990 filings.

District as evidenced by:

- Office of Tax and Revenue (OTR) Clean Hands Certificate,
- DCRA Certificate of Good Standing
- DCRA Charitable Solicitation Basic Business License

If the applicant is a prior Learn24 grantee, the applicant must be in compliance with all prior grant agreements.

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

A minimum of 93% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, or educational/learning field trip expenses.

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

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

# Grant Fund Limitations

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Grant funds may not be used in conjunction with other District of Columbia government grants, such as Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP) to serve the same program and the same youth.

SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving funds from DOES.

- Grantees will be required to comply with specific insurance requirements from DCHA and the Government of the District of Columbia which are listed in the RFA.
- Grantees will coordinate directly with DCHA or DHS regarding any site specific requirements.



# SCORING RUBRIC

Applicants will be reviewed on a 96 point scale as follows:

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

# About the Scoring Rubric

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

Section 1: Organizational History, Capacity and Relevant Experience (20 points)			
Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <li>Does not define history and mission of organization</li> <li>Does not describe organization's approach or philosophy towards youth development</li> </ul>	<ul style="list-style-type: none"> <li>Describes history and mission of organization; lacks details</li> <li>Describes organization's approach or philosophy towards youth development</li> </ul>	<ul style="list-style-type: none"> <li>Describes history and mission of organization in detail</li> <li>Describes organization's approach or philosophy towards youth development in detail</li> </ul>	<ul style="list-style-type: none"> <li>Describes history and mission of organization in detail</li> <li>Describes organization's approach or philosophy towards youth development in detail</li> <li>100% of organization mission currently focused on serving children and youth between ages 6 to 17</li> </ul>
<ul style="list-style-type: none"> <li>Does not describe expertise in coordinating youth development program AND</li> <li>Does not describe organization's history of success in delivering youth programs</li> <li>Does not cite internal capacity to manage or comply with the grant requirements</li> </ul>	<ul style="list-style-type: none"> <li>Describes expertise in coordinating youth development program OR</li> <li>Describes organization's history of success in delivering youth programs</li> <li>Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements but does not specify details</li> </ul>	<ul style="list-style-type: none"> <li>Describes expertise in coordinating OR delivering youth development program</li> <li>Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements</li> <li>Describes internal operations with financial management and expertise for delivering youth programs</li> <li>Specifies details in at least one area of programmatic or financial grant reporting</li> </ul>	<ul style="list-style-type: none"> <li>Describes expertise in coordinating youth development program AND</li> <li>Describes organization's history of success in delivering youth programs</li> <li>Provides strong examples of success</li> <li>Describes internal capacity to manage and comply with the programmatic and financial grant reporting requirements</li> <li>Describes strong internal operations with financial management and expertise for delivering youth programs and grants management</li> <li>Specifies details in programmatic and financial grant reporting areas</li> <li>Shows a history of compliance</li> </ul>
<ul style="list-style-type: none"> <li>Does not describe any history of working with public housing or temporary housing communities</li> </ul>	<ul style="list-style-type: none"> <li>Describes history of working with public housing or temporary housing communities</li> </ul>	<ul style="list-style-type: none"> <li>Describes history of working with public housing or temporary housing communities</li> <li>Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities</li> </ul>	<ul style="list-style-type: none"> <li>Describes history of working with public housing or temporary housing communities</li> <li>Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities</li> <li>Describes history of working at any of the proposed locations</li> </ul>
<ul style="list-style-type: none"> <li>Does not define which location the applicant wishes to serve</li> </ul>	<ul style="list-style-type: none"> <li>Specifies which location the applicant wishes to serve</li> </ul>	<ul style="list-style-type: none"> <li>Specifies which location the applicant wishes to serve</li> <li>Shares why the location is selected</li> <li>Cites existing relationship with location and residents</li> </ul>	<ul style="list-style-type: none"> <li>Specifies which location the applicant wishes to serve</li> <li>Shares why the location is selected, makes a strong connection and knowledge to the community; aligns to the entities mission and goals</li> <li>Cites existing relationship with location and residents</li> </ul>

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

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

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

Logic Models are required

- Learn24 will host a logic model workshop on **November 16, 2020** from 2:00 - 3:00

Questions

- Submit questions to [RFASummer2021@dc.gov](mailto:RFASummer2021@dc.gov) by **November 13, 2020** to be published by **November 20, 2020**
- Questions may be asked at any time

# SUBMISSION PROCESS



- IRS Determination Letter of 501(c)(3) non-profit organization dated December 7, 2018 or earlier.
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity dated December 7, 2018 or earlier.
- Clean Hands Certificate with the DC Office of Tax and Revenue dated December 7, 2019, or later.
- Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs valid, or renewed to be valid, through dated August 27, 2021, or later.
- DCRA Basic Business License, valid through, or renewed to be valid through, August 27, 2021 or later.



- Two (2) years of the most recently completed Income Statement and Balance Sheet.
- One year of most recent audit, financial review, or CPA engagement letter.
- Two (2) years of the most recently completed Form 990, 990EZ, or 990N.
- Cover sheet and program locations.
- Narrative (not to exceed 12 pages).
- Budgets (programmatic and organization).
- Certification and Assurances.
- Logic Model or Theory of Change.
- Summer Syllabus/Agenda.

Applications and attachments must be submitted by 5p.m. on Monday, December 7, 2020. Applications received after the deadline will not be reviewed.

- Applications without a confirmation email will not be reviewed.
- Incomplete applications will NOT be accepted.
- Applications will NOT be accepted by fax.
- Applications will NOT be accepted in person.
- No extensions will be granted for the submission of missing application components.
- Absolutely no applications will be accepted after Monday, December 7, 2020 at 5:00 pm EST.

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

- OST Office will organize panels of three (3) independent grant reviewers who have a background and knowledge of youth development and out-of-school time.
- Each application will be read by three reviewers.
- In the event that the three reviewer scores have a standard deviation of 10 or more, a fourth review will be completed and the initial score with the greatest difference from the mean will be discarded.
- The three reviewer scores will be used to calculate an average score and to rank applications. These scores and ranks will be used to determine grant awards.
- The grant reviewers will read and score applications utilizing a rubric.
- All reviewers are trained in the use of the rubric for consistency.
- All reviewers are screened for conflicts of interest.

# Interview Process

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- In addition to the review process, the top three ranking applicants per site will be invited for an interview. The interview panel includes key stakeholders that may include representatives from DME, OST Office, 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.

- All applicants will be notified via email about the status of award by March 2021.
- Applicants will receive reviewer scores sheets in March 2021.
- Any application that scores 50% or less than the overall points available will not be eligible for funding.
- All funding decisions are final and are not subject to review, appeal, or protest.

- Make sure Application exactly follows order in RFA
- Do not submit documents/materials that are not requested in the RFA (e.g. curriculum, photos, etc.)
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Avoid general language, be detailed and specific especially regarding:
  - How you have improved your organization
  - Ability to manage subcontractors
  - Program activities and schedule
  - How you have incorporated youth voice
  - How you are tapping other revenue streams

If Awarded, the grantee will be required to:

- Attend grantee meetings and activities
- Participate in research and evaluation activities
- Comply with insurance requirements
- Participate in administrative and programmatic site visits
- Ensure that ALL staff, volunteers, and subcontractors acquire the required clearances
- Utilize the District's database - Learn24
- Provide programmatic updates
- Provide financial documentation

# Important Dates

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- Friday, October 30, 2020: RFA released
- Tuesday, November 10, 2020: Grant Information Session
- Monday, November 16, 2020: Logic Model Workshop
- Friday, November 13, 2020: Questions submitted to [RFASummer2021@dc.gov](mailto:RFASummer2021@dc.gov)
- Friday, November 20, 2020: Answers to Questions published
- Monday, December 7, 2020: Completed applications due electronically to Seamless Docs by 5:00 p.m.
- January 2021: If needed, questions to applicants to clarify applications
- February/March 2021: Interviews requested
- March 2021: Awards announced via email





# Point of Contact

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For grant competition questions please contact  
[Learn24@dc.gov](mailto:Learn24@dc.gov)