2021 Summer Strong DC
Request for Applications

RFA Release Date: October 30, 2020
Applications Due Date: December 7, 2020, by 5:00 pm EST

There are no mandatory meetings in order to apply for this grant competition. All information is available on 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) wants to support successful applicants and encourages all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Seamless Docs (linked here). Successfully submitted applications will receive a confirmation email upon receipt of submission. If an email confirmation is not received, contact RFASummer2021@dc.gov **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 high-quality out-of-school-time (OST) programming.

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

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, 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 2021 Summer Strong DC RFA invites high-performing, fiscally responsible, non-profit, or Local Educational Agencies (LEAs) that focus on youth development and has a history of success with increasing participants academic knowledge, skills, and behaviors and serve school age children and youth[1] with summer programs to apply. Organizations applying must serve youth through a positive youth development approach. Organizations may serve children and youth who reside outside the District; however, these funds may only be applied to children and youth[2] who reside in the District. For this RFA, the term youth will be used to describe both children and youth.

Summer programs have been shown to support academic recovery and reduce summer learning loss. The typical summer learning loss experienced in a regular year can often be reduced through participation in a summer program, especially when that program focuses on an academic area the youth enjoys. This summer OST programs are more important than ever and will provide both social-emotional learning (SEL) and academic support. The impacts of COVID have exacerbated the need to provide support and academic recovery for youth most at-risk.

For the purposes of this RFA, summer programming is defined as a structured, supervised learning, and youth development opportunity offered to a distinct group of District youth during the summer months for a minimum of 5 hours per day, 5 days a week, for 5 consecutive weeks. Applicants must describe a program that offers academic content, social-emotional learning (SEL), and enrichment in the program design.

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. The OST Office anticipates awarding up to $1,115,000 in total awards. Applicants may request up to $110,000. The OST Office maintains the right to adjust the grant award amount.

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

[2] "Youth" means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares youth to meet the challenges of childhood, adolescence, and adulthood and achieve their full potential by offering activities and experiences that help 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 measurable academic increases for at-risk youth. The OST Office is seeking to fund youth-serving organizations that provide intentional opportunities that help youth with learning and help prepare them academically for the upcoming School Year.

A.2.3 Target Population

Grants will be awarded to organizations serving school age youth with a youth development approach. Preference will be given to applicants that serve youth who are most in need or at-risk[3] and require access to high-quality, low- or no-cost summer opportunities. Robust summer retention over the program period will be strongly encouraged. If incentives are utilized to retain youth, grant funds may not be applied for these efforts.

Considerations for need include family income, specific populations, neighborhood conditions, transportation issues, ages served, and the number of programs offered in the community. Organizations must be able to describe the specific community needs that the program addresses in the narrative. 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 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. Programs are expected to serve the same youth over all 5 weeks. These funds are for a continuous 5-week program, NOT five one-week programs. In order to be awarded the full grant award of $110,000 applicants must serve a minimum of 60 unduplicated youth.

A.2.4 Summer Grant Term

The grant term will run from May 1, 2021, through August 27, 2021.

A.2.5 Program Period

Summer programming must take place for 5 continuous weeks between June 14, 2021, and August 27, 2021. Programming may occur at any time during the program period to meet the minimum dosage, but the weeks of programming must be continuous.

[3] 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.2.6 Program Hours

Programs must offer services for a minimum of 5 hours per day, 5 days per week, for 5 consecutive weeks to the same group of youth. The District reserves the right to provide additional points for applications that exceed the minimum programming hours.

A.2.7 Program Locations

Grants are programmatic and site-specific. Sites must be clearly described in the application. Programming may occur at any accessible and safe location in the District or outside the District. Proposed program locations must be listed on cover sheet.

A.3 Eligibility

In order to achieve equitable outcomes for youth, the OST Office offers a variety of grant opportunities which will provide diverse programming opportunities. Applicants may apply for multiple Learn24 Summer Strong Grant Competitions however; applicants are only eligible to receive one grant award.

Any organization that is receiving a School Year 2020-21 Year-Round grant or has a grant from the OST Office for a summer program, is not eligible to apply to this competition.

A.3.1 Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of two (2) years at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). 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 sponsor must be incorporated and registered to operate in the District of Columbia. Applicant and fiscal sponsor must 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 sponsors must be in good standing with the:

a. IRS as evidenced by two (2) years of Form 990 filings.
b. District as evidenced by:
    i. Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 9)
    ii. DCRA Certificate of Good Standing, (Appendix 10)
    iii. DCRA Charitable Solicitation Basic Business License, (Appendix 11)

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

A.3.2 Programmatic Focus and Experience

Organizations' primary mission and program focus must be on serving District youth with intentional opportunities that help youth increase academic knowledge, skills, abilities, support SEL, and offer enriching experiences. A history of success will be determined by the applicant's ability to describe how success is measured using formative assessments for the target population. Organization may choose any academic content area or areas in the program design. Organization must have offered the program for at least two (2) years. A logic model or theory of change is required to supplement the narrative and does not count toward the narrative page limitation.

A.3.3 Finance

The District supports fiscally responsible organizations. As part of the District's efforts to support fiscally responsible organizations annual overhead expenses, or indirect costs, should not exceed 30% of the total budget. Organizations may not receive more than $50,000 from the District without providing an audit or financial review in any fiscal year.

The applicant and fiscal sponsor must include copies of:

1. Income Statement and Balance Sheet: Current and past two (2) years of these financial documents
2. IRS Form 990 & All Schedules: Two (2) years of the most recently filed Form 990, 990EZ, or 990N, must have the signature of an officer and all applicable schedules.
3. Current board approved organization budget.
4. Organizations must submit a copy of the most current audit conducted by an independent Certified Public Accountant (CPA) if applicant will receive more than $50,000 from the District this fiscal year. If an audit is unavailable the organization must show evidence that a CPA is retained and under contract to perform the audit. The agreement must include the name and contact information of the CPA, scope of work and date the audit is anticipated to start and be completed. The audit must be received prior to any grant funds being distributed.

A.3.4 Grant Fund Limitations

Grant funds may not be used for any of the following activities:

> Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans and retirement 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; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fundraising or grant-writing; 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, volunteer, or board incentives; tuition of any kind; awards and scholarships of any kind; youth cash incentives or gift cards (other than for nominal amounts); subcontracting more than 40% of grant funds (approval must be provided prior to grant award); re-granting (also known as sub-granting); and payment or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy.

Grant funds may not be used in conjunction with other District of Columbia government grants to serve the same program and the same youth, such as the Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP). SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving programming funds from DOES.

A.3.5 Program Expenses

Grant funds may be used for functional program expenses across multiple programs and across multiple locations and must be described in the narrative.

A minimum of 90% 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, educational/learning field trip expenses, staff time, expenses related to procuring background checks, staff time related to data entry, reporting, and accounting costs when related to program expenses, cleaning supplies, Personal Protection Equipment (PPE), program equipment and supplies necessary to create and sustain programming.

A maximum of 10% of grant funds may be used for general operating costs, overhead, or indirect costs (expenses that cannot be directly associated with programming) such as audits, organizational rent, and management salary.

SECTION B: APPLICATION SUBMISSION

B.1 Application Submission Checklist

All required documents from the checklist must be submitted as PDF, Microsoft Word, or Microsoft Excel files and must be uploaded.

The application will not be under consideration for a grant award if applicant fails to follow the requirements, does not meet eligibility, or fails to submit all required documents. Do not submit any additional documents not requested; they will not be reviewed or considered and will be removed from the application materials.

Required documents:

- ☐ Cover Sheet and Program Location, to be submitted online
- ☐ Application Narrative (not to exceed 14 pages)
- ☐ Program Budget
- ☐ Board approved Organization Annual Budget
- ☐ Certifications and Assurances
- ☐ Program Logic Model and/or Theory of Change
- ☐ 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.

B.2 Narrative (14 pages maximum including budget narrative)

Responses should be written according to the sections below in the following order to receive maximum scoring.

B.2.1 Narrative Format

The narrative must be formatted as follows:

- Margins: Use 1-inch margins.
- Font: Use 11-point Times New Roman font. Figures and captions can be no smaller than 8-point font.
- Page Numbering: Number each page of the document consecutively.
- Spacing: Use single spacing.
- The use of tables, graphs, or charts is permitted and count towards the narrative page limit.

B.2.2 Organization Capacity and Relevant Experience (16 points)

- Describe the organization's history and mission. Describe the organization's approach and philosophy towards youth development.
- Describe the organizational leadership structure and the personnel with the expertise in leading and managing a youth-focused nonprofit.
- 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, financial expenditures, and ability to secure criminal background checks for personnel (paid and unpaid). Describe the personnel responsible for the various elements of the grant.
- Describe how the organization identifies structural racism and methods used to dismantle those systems.

B.2.3 Need and Justification of Program(s) to be funded by the Learn24 grant (16 points)

If the organization offers more than one program (e.g., elementary academic program, high school sports/math academic program, etc.), that will be funded through this grant, ensure the description is clear on the individual program(s) and provides adequate information on the following core components of all programs:

- Describe the target population served and needs the program(s) proposes to address. Describe if the population served is "at-risk" as defined in the RFA and how the "at-risk" determination is made. Describe why the population needs or desires the proposed programming.
- Describe the recruitment plan and process for enrolling at-risk youth.
- Describe the retention goal for the program and the percentage of youth that will be retained.
- Describe the strategies employed for retaining youth throughout the program period.

B.2.4 Description of Youth Program(s) to be funded by Learn24 grant (24 Points)

Program Design:

- 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 the specific academic content focus or foci. Describe the schedule and content participants will experience throughout the day and through the end of the program.
- Describe the youth's involvement and role(s) in contributing to the design and content of the program or opportunities for youth leadership.
- Describe if the program will be in-person, virtual, or hybrid. Describe how the program model will be amended while ensuring outcomes are achieved in relation to previous historical success.

Staff and Volunteer Qualification:

- Describe the professional qualifications, expertise, and experience of key program staff and/or volunteers that deliver and manage the program. Describe previous experience working with youth or other relevant areas of expertise.
- Describe the professional development that summer staff, volunteers, and contractors will receive in order to deliver the summer program.

B.2.5 Program Measures (28 Points)

One-page logic model or theory of change (per program to be funded with the Learn24 grant) are required and will be used in scoring this section of the application.

- Describe the organization's expertise in youth development and the organization's history of success in delivering youth programming, including measures of success in achieving academic increases and/or SEL outcomes.
- Describe the formative assessment used to measure academic content. Describe why the assessment is the best measure for that content area. Describes how the assessments are used to increase individual participants skills and knowledge to achieve success.
- Describe past evaluations and success of the program with at-risk youth. Disaggregated data may be used to demonstrate the ability of the program to achieve success.

- Describe the goals, targeted number of youth engaged, outputs, and short-term outcomes the program plans to achieve within the minimum five weeks.

Quality Improvement

- Describe changes made to the program design based on data received in previous years.
- Describe any evidence-based youth development practices used by the program. Cite sources and provide proof of evidence-based practice used.
- Describe how the organization measures program quality or commits to continuous improvement.

B.2.6 Budget (16 points)

Attach the organizational annual budget and program budget(s) in any format. Indicate all revenue and expenses and describe the use of the grant dollars. LEAs are exempt from providing organizational budgets. (Appendix 5)

- 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 program budget fits within the organization's overall budget. Identify the percentage of the organization's overhead and if the organization's overhead is above 30%.
- If there is a program fee, describe how the program will accommodate youth whose families cannot afford to pay.
- Describe in detail how the organization plans to raise revenue for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Include details on other funding sources the organization is applying for or has secured for the program.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- Friday, October 30, 2020: RFA released
- Friday, November 6, 2020: Grant Information Session
- Monday, November 16, 2020: Logic Model Workshop
- Friday, November 13, 2020: Questions submitted to RFASummer2021@dc.gov
- Friday, November 20, 2020: Frequently Asked Questions published
- Monday, December 7, 2020: Completed applications due electronically to Seamless Docs (linked here) by 5:00 p.m.
- January 2021: If needed, questions to applicants to clarify applications
- March 2021: Awards announced via email

C.1.1 Grant Technical Assistance (GTA)

- Grant Information Sessions: Learn24 will host an information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
    - Friday, November 6, 2020 from 10:30 am – 12:00 pm, click here to participate
- Logic Model Training: Learn24 will host a workshop centered on creating a required program logic model
    - Monday, November 16, 2020 from 2:00 pm – 3:00 pm, click here to register

C.1.2 Questions

Questions regarding the RFA must be submitted by Friday, November 13, 2020, at 5:00 pm to be included in the published Frequently Asked Questions (FAQ) and responses will be posted on the Learn24 website by Friday, November 20, 2020, at 5:00 pm. Questions may be sent to RFASummer2021@dc.gov at any time related to this RFA.

C.1.3 Application Submission and Deadline

Applications and attachments must be submitted through Seamless Docs (linked here) by Monday, December 7, 2020, 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 12)

Applicants will be reviewed on a 100-point scale as follows:

- Organization Capacity and Relevant Experience (16 points)
- Need and Justification of Program(s) to be funded by the Learn24 grant (16 points)
- Description of Youth Program(s) to be funded by Learn24 grant (24 Points)
- Program Measures (28 Points)
- Budget (16 points)

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 reviewer scores will be used to calculate a final score that is then used to rank applications. The scores and ranks are used by the OST Office to make final award determinations. The District may provide additional points for priorities to ensure equity across the District. Additional points will be awarded consistently and objectively based on information supplied in the proposal.

The District may award priority points for programs offering in-person programming

Any application that scores 50% or less than the overall points available will not be eligible for funding.

C.2.2 Reviewers

Learn24 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 March 2021. Applicants will receive reviewer scores sheets in March 2021.

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 Learn24 and submit all required documents by April 2021.

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 Learn24 in writing for review and approval.

A minimum of one (1) mandatory grantee meeting will be held during the grant period to discuss grant compliance, data use, forms, reporting requirements, academic recovery tool utilized, and other relevant details.

D.1.3 Training and Certification

Grantees must have at least one (1) mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees must provide the policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter. LEA's must comply with D.C. law on mandated reporter training for all personnel identified as a mandated reporter.

The grantee must provide the organization's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy.

At least one (1) person per site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion will be verified during site visits and must be uploaded in the Cityspan database. All staff must be aware of the location of the trained CPR personnel on-site.

D.1.4 Operations and Insurance

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

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Grantee (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee, and not the additional insured. The additional insured status under the Grantee's Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grants Manager in writing. All of the Grantee's liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Agreement by the Grantee, or anyone for whom the Grantee may be liable. These policies shall include a separation of insured clause applicable to the additional insured.

If the Grantee maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee.

1. Commercial General Liability Insurance ("CGL") - The Grantee shall carry a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the Grants Manager in writing), covering liability for all ongoing and completed operations of the Grantee, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.

2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grants Manager in writing) including coverage for all owned, hired, borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage. Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy

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

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

5. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

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

7. Sexual/Physical Abuse & Molestation - The Grantee shall carry $1,000,000 per occurrence limits; $2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include

physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable.

8. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

   All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

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

DURATION. The Grantee shall carry all required insurance for two (2) years after the Final Report is accepted by the District.

LIABILITY. Section XVII are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee's liability under this Agreement.

GRANTEE'S PROPERTY. Grantee are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance.

NOTIFICATION. The Grantee shall ensure that all policies provide that the Grants Manager shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Grants Manager with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the Grants Manager with an updated Certificate of Insurance should its insurance coverages renew under this Agreement.

CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the Grants Manager.

The Grants Manager may request, and the Grantee shall within three (3) business days provide updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of this Agreement, renewal certificates of insurance, additional insured, and other endorsements shall be furnished to the Grants Manager prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grants Manager on an annual basis as the coverage is renewed (or replaced).

DISCLOSURE OF INFORMATION. The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, contractors consultants, or servants in the performance of this Agreement.

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, 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 include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

If needed at any time during programming, at the request of the District, grantees may be required to accept and enroll as many as three youth experiencing housing uncertainty. Grantees will have the opportunity to discuss this requirement with Grantor at the time of referral.

D.1.5 Data

Grantees are required to collect consent forms and participate in research and evaluation activities commissioned by the District. Grantees will submit data directly to the District using Cityspan. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of youth/family consent forms, and distribution and entry of youth surveys.

The youth survey, SAYO-Y, is an online tool that grantees will administer to participants in 4th grade and above.

D.2 Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. 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.

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 the organization's staff, volunteers and contractors who have regular (at least once weekly) and unsupervised access to youth, including those conducting virtual programming:

- Federal Bureau of Investigation (FBI) Criminal Background Check;

- Metropolitan Police Department (MPD) Criminal Background
- National Sex Offender Registry; and
- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR)

Background checks are valid for 2 years from the effective date. Signed Affidavits must be uploaded one year after the effective date for all background checks.

Clearances must be valid through August 27, 2021. If background checks will expire during the program period, they must be renewed in a timely manner prior to expiration.

One-day visitors, guests, and volunteers that shall always be 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 or renewed prior to expiration, 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 within two (2) business days. Said staff, volunteer, or contractor involved may not have unsupervised interactions with youth until the issue is resolved and communicated to the Grantee.

D.2.2 Attendance

Grantees will be required to provide access to daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 database. Attendance must be entered at least weekly into the Learn24 database.

D.2.3 Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17, unless a lower ratio is required by the District.

D.2.4 Safety

If awarded, District may request access to the following.

- 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
- Incident reports,
- Safety and security virtual protocols,
- Process for contacting parents to ensure youth access to technology,
- Process for tracking technical equipment that is loaned to youth,
- Social distancing policies, if applicable, and
- Certificates of Insurance.

D.2.5 Program Reporting

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

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

- General program schedule

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

- Number of youth enrolled in the program
- Number of youth attending the program

Following the completion of all programming, but no later than September 25, 2021, 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 as referenced in the logic model or theory of change.

D.2.6 Financial Reporting

Grantees will receive information on use of grant reimbursement system at the mandatory grantee meeting. 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.

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 Grantor.

D.2.7 Payment of Funds

Pending the availability of funds, the first payment will occur after the grant agreement is fully executed, all required documents have been received, and compliance with prior grants completed. The final payment will be based on meeting reporting deadlines.

APPENDICES

Appendix 1: Application Cover Sheet and Program Location

The template is for informational purposes only and information must be submitted online.

Applicant Information

Organization Name	
Mailing Address	
Has the organization had a contract or grant agreement with any DC Government agency that was terminated within the past 5 years? If yes, please explain.	

Contact Information

Name and title			
Email		Phone	

Program Information

Describe the mission and vision in 50 words or less:			
Learn24 grant amount requested			
Organization Annual Budget		Total Program Budget	
Number of unduplicated District youth who will be directly served by the Learn24 grant			
Program Start Date		Program End Date	
Maximum number of hours per week open to youth participation			
Number of weeks program would be offered			
Check all ages the program will serve	☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ Students over 18 but still in high school (Grant funds must serve school-age participants)		
Target or Special Population, if any			

Staff Information

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

Appendix 2: 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 Grantor 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 the District access to these records at their request or during monitoring visits and will ensure to upload them into the database redacting all Personally Identifiable Information beforehand. 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, that I have the signing authority on behalf of the organization, and I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the grant. I understand and agree that this certification will carry through to the end of the grant period.

Signature/Date

Appendix 3: Logic Model

LEARN24
LEARN24.DC.GOV

[Organization's Name] Logic Model for [Program Name]

Program and Mission statement (note the target population, audience served and what you hope to impact)

Type the mission statement here.

Challenge to be Addressed

What is the problem that your organization is trying to address through your programs?

Assumptions

Assumptions are the beliefs you have about your program, the people involved and how you think the change will occur. They might also include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.

Inputs/Resources
(Needed to operate program)

<u>Inputs</u> or resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities. Examples include Funding, Program staff, curricula, Volunteers, and Research.

Activities
(Program Opportunities for Kids)

<u>Activities</u> (program activities) are the actions or events provided to generate desired outcomes. You should also include the <u>**dosage**—the amount of time or number of activities.</u> For example, Workshops (4 @ 2 hours), Guest Speakers (6 per year), or Training Programs (2 hours/week for 10 weeks). The dosage is an important determining factor for whether your program can achieve its outcomes. A program that does one hour of tutoring per semester should not claim to improve grades. However, a program that does one hour of tutoring per week for a semester could make that claim.

Outputs
(Result of Program Activities)

<u>Outputs</u> are the direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. Examples include # of individuals who will complete training, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.

External Factors
(Realities)

Those factors that are outside of your control that might influence your ability to do the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.

Short Term Outcomes
(Awareness, Knowledge, Attitude)

<u>Outcomes</u> are the measurable, meaningful, and expected ***changes*** in the population served that result from a program's activities.

Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.

Intermediate Outcomes
(Skills, Action, Behavior)

Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes you desire by the program end. Think about 0-3 months after your program ends when identifying these outcomes.

Long Term Outcomes
(Status or Condition)

Long-term outcomes generally focus on changes in status or condition. These are the outcomes you desire for participants to achieve or exhibit 6 months or longer after the end of your program. The time period for achieving this outcome should take into consideration how long you track participants beyond the actual program.

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	Mathletes workshop: Math games; individualized tutoring; group activities				
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

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 Organization Annual Budget and Program Budget

Organization Operating Budget
(January 1 – December 31, 2021)

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	
Learn24 – Summer 2021 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 21 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 3 other staff	150,000	58,200
Benefits	12,000	2,000
Clearances (Staff and Volunteers)	300	300
Program Supplies (tablets, math games)	12,000	10,000
Program Equipment (math assessment)	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 several tools available through Youth Program Quality Intervention (YPQI).

Youth Program Quality Intervention (YPQI): a data-driven continuous improvement model created by The David P. Weikart 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 E0
[redacted]
000000 00
00017549
BODC: TE

[redacted]
WASHINGTON DC 20003-2802

015320

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/eo 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

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Vincent C. Gray
Mayor

Tracking #: Q90RCIINA1

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

[redacted]

WASHINGTON, DC 20002-5330

EIN : *****[redacted]

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

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: nOsAbujx

Appendix11: DCRA: Basic Business License or Charitable Solicitation License

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]
[redacted]
Washington, DC 20003

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

Registered Agent's Name and Address
[redacted]
[redacted]
Washington DC20003

Owner's Name
Corp. Name [redacted]
Trade Name

CofO/HOP#: CO116788	SSL: 0904 0869	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 Later of Issued or Start of License-Period Date

Director:
Rabbiah A. Sabbakhan

Appendix 12: Scoring Rubric

Section 1: Organization Capacity & Relevant Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define history and mission of organization □ Does not describe organization's approach or philosophy towards youth development	□ Describes history and mission of organization, lacks details □ Describes organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development □ 100% of organization mission currently focused on serving children and youth ages 5 - 21
□ Does not describe leadership structure	□ Describes leadership structure	□ Describes leadership structure □ Describes personnel with the expertise to lead and manage	□ Details leadership structure □ Details personnel with the expertise to lead and manage □ Describes directors and board members with broad expertise
□ Does not describe key staff that will manage grant funds and reporting	□ Describes key staff that will manage grant funds and reporting	□ Details key staff that will manage grant funds and reporting □ Staff has experience in managing and complying with grant requirements	□ Clearly describes key personnel that will manage grant funds and reporting and role in organization □ Staff has expertise, experience, and success in managing grant funds □ Organization provides quantitative and qualitative evidence of success in managing and complying with grant requirements
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Details how the organization identifies structural racism	□ Details how the organization identifies structural racism □ Includes examples of work done to dismantle those identified systems in the community

Section 2: Need and Justification of Program(s) to be Funded by the Learn24 Grant (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe the target youth population and why organization is proposing to serve this population	□ Describes the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program □ Describes if population served is "at-risk" as defined in RFA	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program and provides supporting data □ Describes ways that youth express interest in the program □ Describes if population served is "at-risk" as defined in RFA □ Describes how the "at-risk" determination is made
□ Does not describe the recruitment plan □ Does not describe retention goal of the program □ Does not describe retention strategies	□ Describes the recruitment plan □ Describes the retention goal □ Describes retention strategies	□ Details the recruitment plan for at-risk youth □ Describes historical success with the recruitment plan □ Describes the retention goal □ Describes the percentage of youth that will be retained □ Describes successful strategies that retain youth for the duration of the program	□ Details the recruitment plan for at-risk youth □ Describes historical success with the recruitment plan □ Provides qualitative or quantitative historical success of recruiting youth □ Details the retention goal □ Describes the percentage of youth that will be retained □ Describes historical success with retaining youth □ Details successful retention strategies employed by program □ Provides qualitative or quantitative examples of past retention strategies

Section 3: Description of Youth Program(s) to be Funded by the Learn24 Grant (24 points)			
Unacceptable or Did Not Respond (1 point)	**Acceptable (2 points)**	**Good (3 points)**	**Excellent (4 points)**
Program Design			
☐ Does not provide a syllabus ☐ Does not describe the activities, opportunities, services, supports, and projects for youth in the program	☐ Provides a syllabus ☐ Describes the activities, opportunities, services, supports, and projects for youth in the program	☐ Provides a syllabus ☐ Details the activities, opportunities, services, supports, and projects for youth in the program ☐ Activities, opportunities, services, supports, and projects align to syllabus	☐ Provides a detailed syllabus ☐ Details the activities, opportunities, services, supports, and projects for youth in the program ☐ Activities, opportunities, services, supports, and projects align to syllabus and overall goal of the program
☐ Does not describe the specific area of academic content or focus ☐ Does not describe the schedule and content participants will experience	☐ Describes the specific area of academic content or focus ☐ Describes the schedule and content participants will experience throughout the day	☐ Describes the specific area of academic content ☐ Describes how the program delivers the content ☐ Describes the schedule and content participants will experience throughout the day and through the end of the program	☐ Describes the specific area of academic content ☐ Details the schedule and content participants will experience throughout the day and through the end of the program ☐ Describes how the program delivers the content in various engaging methods
☐ Does not describe youth voice in the design of the program or ☐ Does not describe youth leadership opportunities	☐ Describes youth voice in the design of the program or ☐ Describes youth leadership opportunities	☐ Describes youth voice in the design of the program and ☐ Describes youth leadership opportunities	☐ Details authentic youth voice in the design of the program and ☐ Details authentic youth leadership opportunities ☐ Provides examples of specific youth voice and leadership ☐ Provides examples of changes made to program as a result of youth input
☐ Does not describe if the program will be in-person, virtual, or hybrid	☐ Describes if the program will be in-person, virtual, or hybrid	☐ Describes if the program will be in-person, virtual, or hybrid ☐ Describes how the program model will be amended from historical success.	☐ Describes if the program will be in-person, virtual, or hybrid Describes how the program model will be amended from historical success. ☐ Describes how program will continue to ensure success with outcomes in the amended model.
Staff and Volunteer Qualifications			
☐ Does not describe the key people that will deliver the program	☐ Describes key personnel but lacks details ☐ Staff has experience working with youth	☐ Details staff qualifications and experience ☐ Details staff experience working with youth	☐ Details staff qualifications, expertise and experience ☐ Key staff has several years of experience working with youth or other relevant areas of expertise
☐ Does not describe any professional development that summer staff, volunteers, or contractors will receive	☐ Describes professional development that summer staff, volunteers, or contractors will receive	☐ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served	☐ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served ☐ Describes additional professional development opportunities available

Section 4: Program Measures (28 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe historical successes and/or academic outcomes achieved	□ Describes some successes or expertise in achieving academic outcomes □ Does not detail history in achieving academic outcomes	□ Describes successes or expertise in achieving academic outcomes □ Details at least two years of history in achieving academic and/or SEL outcomes that are clear, specific, and can be attributed to the organization	□ Details successes or expertise in achieving academic outcomes □ Details at least two years of history in achieving academic and/or SEL outcomes that are clear, specific, and can be attributed to the organization □ Provides quantitative and qualitative evidence of specific academic outcomes
□ Does not describe formative assessment	□ Describes formative assessment to measure content focus	□ Describes formative assessment to measure content focus □ Describes the selection for the formative assessment for the content area and the validity of the assessment to measure the content focus	□ Describes formative assessment to measure content focus □ Describes the selection for the formative assessment for the content area and the validity of the assessment to measure the content focus □ Describes how the formative assessment is used to increase individual participant skills and knowledge and achieve success.
□ Does not describe program evaluation methods	□ Describes program evaluation methods	□ Describes program evaluation methods □ Describes program past evaluations and success with at-risk youth	□ Details program evaluation methods □ Details program past evaluations and success with at-risk youth □ Provides disaggregated data on improving academic improvements.
□ Does not describes goals □ Does not define anticipated number of youth served □ Does not describe or list outputs □ Does not describe short term outcomes	□ Describes goals □ Defines anticipated number of youth served □ Describes or list outputs □ Describes short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served with qualitative or quantitative evidence □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes □ Provides evidence of past outputs and outcomes reached □ Describes how the program knows when the outcomes have been achieved
Quality Improvement			
□ Does not describe any changes made to the program based on data collected in previous years or does not explain why it didn't change	□ Describes changes made to the program based on data collected in previous years or describes why no changes were made	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples □ Describes how those changes affect the youth
□ Does not describe any evidence-based practices used by the program or does not explain why no evidence-based practices are used	□ Describes some evidence-based practices used by the program or describes why no evidence-based practices were used	□ Details evidence-based practices used by the program or details why no evidence-based practices were used and provide examples	□ Details evidence-based practices used by the program and why they are used or details why no evidence-based practices were used and provide examples □ Cites sources of evidence-based practices and connection to program
□ Does not describe how the organization measures program quality	□ Describes how the organization measures program quality	□ Describes how the organization measures program quality □ Defines continuous improvement for the organization	□ Details how the organization measures program quality □ Describes the organizations commitment to continuous improvement and provides examples

Section 5: Budget (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Did not describe how the grant funds will be used □ Did not define the number of youth that will be served □ Did not define the cost per participant	□ Describes how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant	□ Details and justifies how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant	□ Details and justifies how the grant funds will be used □ Defines the number of youth that will be served □ Defines the cost per participant □ Details how grant award will be used specifically for the program and site and is aligned to program description and activities
□ Did not provide an organizational, unless exempt □ Did not provide programmatic budget □ Did not identify percentage of organization's overhead, unless exempt	□ Provides an organizational budget, unless exempt □ Provides programmatic budget □ Identifies percentage of organization's overhead, unless exempt	□ Provides an organizational budget, unless exempt □ Provides a programmatic budget □ Programmatic budget fits within organizational overall budget □ Organizational overhead is under 25%, or provides rational	□ Provides a detailed organizational budget, unless exempt □ Provides a detailed programmatic budget □ Programmatic budget fits within organizational overall budget □ Organizational overhead is under 20%, or provides rationale □ Expenses are listed and do not exceed revenue
□ Applicant charges a fee and does not explain how the organization allows youth to participate if families cannot afford to pay OR □ Does not discuss fee or that the program is free	□ If applicant charges a fee, briefly explains how the organization allows youth to participate if families cannot afford to pay	□ If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay	□ If applicant charges a fee, fully explains how the organization allows youth to participate if families cannot afford to pay □ Describes organization's policy that ensures all youth have access to programming OR □ Applicant never charges a fee, program is free
□ Does not describe other sources of funding	□ Describes other sources of funding	□ Details other sources of funding and status of funding	□ Describes other sources and status of funding □ Fundraising strategies are varied □ Describes a plan for continuing to secure funding in the future