School Year 2018-19 Community Based Request for Proposals

RFP Release Date: May 22, 2018
Applications Due Date: June 21, 2018 by 5:00 pm

There are no mandatory meetings for this grant competition. All information will be available on the United Way of the National Capital Area's website and Learn24 website. The Office of Out of School Time Grants and Youth Outcomes located at the Office of the Deputy Mayor for Education and United Way of the National Capital Area want to support successful applicants and encourage all applicants to participate in the various opportunities for support.

To submit a proposal, email the complete proposal and attachments to Abby Bonder, Director of Grants Administration at United Way NCA, abonder@uwnca.org. Successfully submitted proposals will receive a confirmation email upon receipt of submission. If an email is not received, contact abonder@uwnca.org.

Only one proposal per organization will be accepted in response to this Request for Proposals.

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 (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the District is seeking to build and support community based organizations that can provide children and youth with high-quality out-of-school-time (OST) programming.

The funds available through this Request for Proposals (RFP) 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 in the final budget approved by Council. United Way of the National Capital Area (United Way NCA) is the FY18 grantmaking partner and is assisting the OST Office with the grant competition. The DME and OST Office will name the FY19 grantmaking partner in July 2018 who will award these funds on behalf of the District.

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

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

A.2 Scope

The School Year 2018-19 Community Based RFP invites high-performing, fiscally responsible, community based, non-profits that focus on youth development and serve children and youth between the ages of 5 – 21 years with OST programs to apply. Organizations applying must serve youth with a general philosophy of positive youth development. Organizations may serve children and youth who reside outside the District; however, these funds may only be applied to children and youth who reside in the District.

For the purposes of this RFP, OST programming is defined as a structured, supervised learning or youth development program offered to a distinct group of District children or youth before school, after school, on weekends, or during seasonal school breaks.[1]

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds approved by the Council of the District of Columbia. The OST Office, in partnership with the FY19 grantmaking partner, anticipates awarding up to $400,000 in total awards.

Applicants may request up to $25,000. The District maintains the right to adjust the number of grant awards.

A.2.2 Child and Youth Development Outcomes

Child and youth development is a process that prepares children and youth to meet the challenges of childhood, adolescence and adulthood and achieve his or her full potential. OST supports the development by offering activities and experiences that develop social, emotional, physical, cognitive and spiritual competencies. For this RFP, the term youth will be used to describe both children and youth.

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; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

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

The intent of this RFP is to support high quality OST organizations that improve the educational, social, emotional, and/or physical health outcomes of youth. The OST Office seeks to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

At no cost to the organization, applicants will be required to use a youth assessment provided by the OST Office. The assessment will be administered twice during the programming period; a pre and a post assessment. The assessment measures (1) Safety and Structure and (2) Mastery and Future. If the organization chooses to measure additional outcomes, these outcomes must be described in the application narrative.

A.2.3 Target Population

Grants will be awarded to youth development organizations serving youth between the ages of 5 – 21 years. Preference will be given to applicants that serve youth who are most in need or at-risk[2] and require access to high-quality, low- or no-cost OST opportunities. Considerations for need include family income, specific populations, neighborhood conditions, ages served and number of programs offered in the community. Organizations must be able to describe the specific community need that the program addresses in the narrative. Additional information may be found through the D.C. Policy Center Needs Assessment of Out-of-School Time Programs.

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

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

Organizations must serve a minimum of 15 unduplicated District youth by the end of the grant period.

A.2.4 Grant Period

The grant period is August 1, 2018 through July 31, 2019.

A.2.5 Program Dosage

Organizations must offer consistent and on-going programming, designed to enroll the same group of youth at the proposed site(s), which operate:

- year round and continuously for a minimum of once a week for at least one-hour-per-week for a minimum of 25 weeks during the grant period, **OR**
- an intensive program across six continuous weeks, that meets at least 4 hours per week during the grant period, **OR**
- a minimum of 6 hours per day specifically when schools are closed for seasonal breaks, intersessions, holidays or single day closures. The dosage must cover a minimum of 3 school breaks for a minimum of 15 days.

Programming may occur at any time during the grant period to meet the minimum dosage.

A.2.6 Location Requirements

Organizations may apply to serve youth at one site or multiple sites. Youth program(s) may be offered at any qualified location, including but not limited to the following sites:

- Community-Based Organization (CBO) Sites
- Cultural Institutions
- District of Columbia Public Schools (DCPS) Sites
- District of Columbia Public Charter School (DCPCS) Sites
- Department of Parks and Recreation (DPR) Sites
- District of Columbia Public Library (DCPL) Sites
- District of Columbia Housing Authority (DCHA) Sites

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[2] Fair Student Funding and School – Based Budgeting Amendment Act of 2013
Section 4 (a) (2A) "At–risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

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

Programming itself may occur outside of the District.

A.3   Eligibility

Organizations may apply for either the School Year 2018-19 Out of School Time RFP or the School Year 2018-19 Community Based RFP, but not both.

A.3.1   Organizational Structure and Status Requirements

Organizations must be a non-profit 501(c)(3) organizations operating for a minimum of two years at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS) and the past two years of income statements and balance sheets.

Organizations must have been incorporated and registered to operate in the District of Columbia. Organizations will be required to submit a District of Columbia, Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity.

All applicants must be in good standing with IRS as evidenced by current Form-990s, the District of Columbia as evidenced by Clean Hands Certificate, and the OST Office grantmaking partner.

A.3.2   Programmatic Experience

Organizations' primary vision and program focus must be on serving District youth. Organization must have offered the program for at least one year. Organization must demonstrate success and past history by submitting evidence such as links to video, testimonials, letters of support, or photographs.

A best practice in offering high-quality OST programming is strong partnerships. Therefore, applicants must submit contact information for a minimum of three partners and supporters and a brief description of those partnerships. The grantmaking partner reserves the right to contact the partners during the grant review process.

A.3.3   Operations and Finance

The District supports fiscally responsible organizations. Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded.

In order to qualify for this grant competition the organization must have a budget of $250,000 or less. The organization's annual overhead expenses, or indirect costs, may not exceed 20% of the total budget.

A.3.4   Grant Fund Limitations

Grant funds may be used across multiple programs and across multiple locations. Grant funds may only be used for District youth. A minimum of 80% 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. Not more than 20% 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, administrative, rent and grant-writing.

Grant funds may not be used for any of the following activities: serving youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff or board incentives; youth cash incentives; tuition, awards and scholarships; re-granting (also known as sub-granting); and payment or fees to other government agencies.

SECTION B: PROPOSAL NARRATIVE

B.1   Application Format

B.1.1   Proposal Format
Proposal narratives should be formatted as follows:
- o   Standard 1 inch margins
- o   11-point Times New Roman font
- o   Single-spaced with appropriate paragraph spacing
- o   Page numbers
- o   6 pages or less

B.1.2   Proposal Submission
Proposal attachments must include all of the listed documents below:
- o   Cover Page (Appendix 1)
- o   Certification (Appendix 2)
- o   Narrative
- o   Evidence of Program Success and Quality (Section A.3.2)
- o   List of Partner and Supporter (Section A.3.2)
- o   Organizational and Programmatic Budget (Appendix 3)
- o   Income statement (also known as statement of activities) for the past two years (Section A.3.1)
- o   Balance sheet (also known as statement of financial position) for the past two years (Section A.3.1)
- o   Two most recent fiscal years of IRS Form-990 or Form 990 EZ, pages 1-6 (Section A.3.1)
- o   DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.1)
- o   DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing (Section A.3.1)
- o   DCRA Basic Business License Charitable Solicitation (Section A.3.1)

B.2   Narrative (6 pages maximum)

B.2.1 Program History and Staff Experience (15 points)
- o   Describe your program's history and mission, including how it meets the criteria of being community based.
- o   Name the key personnel that will deliver the program and manage the grant funds and reporting. Describe their experience working with DC children and youth and their ability to manage the grant. Explain how personnel are best suited to serve the target population, including their connection with the community they serve.
- o   Describe the successes and challenges of the program. Describe the impact the program has had on children and youth in the community with supporting stories and data or numbers.

B.2.2   Program Description and Success (20 points)
- o   Define the target population and how the program meets the needs of the target population.
- o   Describe how the organization connects to youth outside of programming (school, family, and/or community) or why the organization does not connect with youth outside of programming.
- o   Describe the program(s) and how the organization measures quality. Include goals and activities and how the organization defines success for participants.
- o   Describe youth involvement in the development or implementation of the program(s). Include the leadership role(s) youth have in contributing to the design and content of the program, opportunities, or organization. If youth are not involved, please explain why.

B.2.3   Budget (10 points) Complete the budget form attached (Appendix 2)
- o   Describe how the organization will track grant expenditures and the systems that are in place to manage and comply with grant requirements.
- o   Provide budget information that is detailed, accurate and directly related to the activities in the grant.
- o   Provide a budget narrative including clarifying information regarding the sources of funding and whether the funding is secured or pending.

SECTION C: PROPOSAL PROCESS AND SCORING

C.1   Important Dates

- o   May 22: RFP Released on United Way NCA's website
- o   May 30: Technical Assistance Session
- o   May 28: Questions submitted to abonder@uwnca.org
- o   May 31: Questions and Answers will be available on United Way NCA website
- o   June 5: Technical Assistance Session
- o   June 21: Completed proposals due electronically to United Way NCA by 5:00 p.m.
- o   June: If needed, questions to applicants to clarify proposals.
- o   July: Awards announced via email

C.1.1   Technical Assistance Sessions (TA)
Applicants are strongly encouraged to participate in the various Technical Assistance (TA) sessions available.
- o   United Way NCA will hold two TA sessions.
    1.   May 30 from 9:30 – 11:00 am
        Marshall Heights Community Development Organization, 3939 Benning Road NE
    2.   June 5 from 10:00 – 11:30 am
        Benning Neighborhood Library, 3935 Benning Road NE, Washington DC 20019
- o   Logic models are not required for this grant. However, Fair Chance is providing a Grant Application Workshop on June 4th and June 11th. This two day workshop will provide support for creating the optional logic model and is limited to 30 people.

C.1.2   Questions
Questions regarding the RFP must be submitted by May 28, 2018 at 5:00 pm to be included in the published Questions and Answers which will be posted on the United Way NCA website and Learn24 by May 31, 2018 at 5:00 pm. Questions may be sent to abonder@uwnca.org at any time related to this RFP.

C.1.3   Proposal Submission and Deadline
All proposals, including attachments must be submitted via email to abonder@uwnca.org by June 21, 2018 at 5:00 pm. Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late or incomplete proposals will not be reviewed. No extensions will be granted for the submission of missing proposal components.

C.2   Review Process

C.2.1   Scoring
Each proposal will be reviewed by a panel of reviewers. The role of a panelist is to review and score an application's content according to the established review criteria using the attached rubric. (Appendix 4)

C.2.2   Reviewers
The grantmaking partner will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school time programming. All reviewers will be screened for conflicts of interest and must be impartial. The role of the reviewer is to serve as review panelist for the grants process.

C.2.3   Notification Process
All applicants will be notified via email about the status of award by late July 2018. Applicants will receive comments by August 2018.

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 the FY19 grantmaking partner and submit all required documents in July.

D.1.2   Grantee Meeting
Grantees are required to attend a mandatory meeting during the grant cycle. Notice of the meeting including date and time will be provided with at least three weeks in advance. This meeting will provide important information about compliance, reporting and accountability.

D.1.3   Quality Improvement and Capacity Building
Grantees are required to take part in a citywide effort to build a quality OST system by participating in a Quality Improvement Process led by the Institute for Youth Development (The Institute).

Grantee is expected to participate in capacity building workshops throughout the year.

D.1.4   Training and Certification
Grantees are expected to have staff participate in two 2-hour training sessions:
- Introduction to Youth Development
- One Youth Work Methods Series workshop

Training opportunities will be provided periodically by The Institute. On-site training opportunities are available following communication with The Institute. Training opportunities are offered at no cost to grantees and must be completed by October 31, 2018.

Grantees must identify the organization's mandated reporter and ensure the certificate of completion of the mandated reporter training is on file. Certificates will be verified during monitoring visits. Mandated reporters are professional obligated by law to report known or suspected incidents of child abuse and/or neglect. Grantee must provide the policy on how staff and volunteers are trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter.

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, in transportation and 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 role of the Youth Bullying Prevention Task Force, the OHR complaint procedure, and related matters.

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR)/First Aid training. Certificate of completion will be verified during site visits.

D.1.5   Operations
Grantees will be required to add the grantmaking partner and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of $1,000,000 per occurrence and $2,000,000 aggregate. Grantees will also need to provide evidence of automobile (if appropriate) and worker's compensation coverage.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, the grantmaking partner and/or DME may request the organization's invoices, vouchers, receipts, statements and/or audits. 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 is identified, the organization shall return funds within 30 days of receipt of written notification.

D.1.6   Data

Grantees are required to collect consent forms and participate in research and evaluation activities commissioned by the District. These activities include, but are not limited to: tracking of enrollment and attendance information, collection and submission of youth/family consent forms and information, and survey distribution and collection activities.

D.2   Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. Grantmaking partner staff will make one scheduled and one unscheduled monitoring visit. During such visit, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary by the grantmaking partner.

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. Monitoring visits differ from the Quality Improvement Process and program observations.

D.2.1   Staff and Volunteer Clearance Requirements

Grantees will be required to have the following background checks on all of the organization's staff and volunteers who have direct access to youth:
- o   FBI background check
- o   Results from National Sex Offender Registry
- o   DC Criminal Background Check
- o   DC Child Protection Register (CPR Check)

All clearances must be valid for the duration of the grant period (through August 31, 2019) and align with the program site requirements (DCPS, DCPCS, etc.). Employees, volunteers or contractors who are newly hired or under contract by the organization and have direct and unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first two weeks of employment and the organization must maintain proof of submission within the personnel file. One-day visitors and guests shall at all times be under the direct supervision of a staff member with appropriate clearances.

Personnel files selected at random will be reviewed during monitoring visits.

D.2.2   Attendance

Grantees will be required to provide access to daily attendance/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.

D.2.3   Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for children and/or youth ages 5 – 17.

D.2.4   Safety Requirements

If awarded, the grantmaking partner may request access to the following:
- o   Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- o   Youth safety information (emergency contacts, health information to be updated as needed)
- o   Sign-in or attendance procedures
- o   Exit and pick-up procedures
- o   Code of Conduct
- o   Field trip procedures
- o   Incident Reports
- o   Conflict Resolution Plan

D.2.5   Program Reporting

PROGRAM START	QUARTERLY* (Due November, February, March and August)	6 MONTHS & YEAR END (Due February and August)
- Confirmed list of all programs and program sites - Hours of programming - Anticipated number of youth per site - General program schedule - Description of specific services provided to youth	- Student ID/Unique Identifier (if available) - Full name and DOB - Home address - School name and grade - Daily attendance of youth - Number of youth enrolled - Number of program slots still available - Enrollment consent forms with Family Educational Rights and Privacy Act (FERPA)	- Written report, including relevant data, on achievement and progress toward the minimum of two (2) youth development outcomes selected in the organization's proposal and scope of work

* Grantees will be required to use and/or submit data in a format compatible with the Learn24 database.

D.2.6   Financial Reporting

Grantees are required to submit **quarterly** expenditure certifications along with a General Ledger report. The quarterly expenditure report must include the following information:
- o Expenditure Certification Report
- o Detailed General Ledger

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.

Grantee must also certify that the expenditure report represents an accurate accounting of the expenses paid in conjunction with this grant, administered by the grantmaking partner on the behalf of the District.

By certifying the expenditure report, grantee acknowledges and consents that the District and the grantmaking partner reserve the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant.

Each expenditure report must be signed and certified by the Grantee's Executive Director/Chief Executive Officer, the Chief Financial Officer (or closest applicable title), and by a Board Member of the organization.

The Grantee shall provide the grantmaking partner the following records for funded expenditures through the Expenditure Reports and Program Reports, and during monitoring and site visits by staff, as applicable:
- o Documentation of staff time;
- o Documentation of all equipment, materials, supplies and travel expenses;
- o Inventory records and supporting documentation for allowable equipment purchased to carry out the program;
- o Rationale supporting allocation of space charges;
- o Any other records that support charges to the budget, and;
- o A listing of all expenditures incurred during the current period.

Upon request, accounting records shall be supported by source documentation, including but not limited to, 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 the grantmaking partner.

D.2.7   Disbursements of Funds

Pending the availability of funds, the initial funding advance (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. Subsequent payments will be based on meeting quarterly reporting deadlines. Payment schedules will be fully determined in the grant agreements but may be made in the following way:
- o 10% of total grant award – Payment 1 (~September 2018)
- o 80% of total grant award – Payment 2 (~December 2018)
- o 10% of total grant award – Payment 3 (~July or August 2019, after receipt and acceptance of all reports)

SECTION E: APPENDICES

Appendix 1: Cover Sheet

Applicant Information

Organization Name	
Mailing Address	
Ward in which Headquarter is located	
Program locations and Ward	
Organization Annual Budget		Grant Amount Requested:	

Contact Information

Name and title			
Email		Phone	

Program Information

Describe the mission and vision in 50 words or less:			
Target Age(s)		Target or Special Population	
Expected number of youth impacted by program:		Proposed programming period:	
Describe the typical schedule for a daily session:			
At the end of the program, what will the children or youth have learned?			

Staff Information

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

Appendix 2: Certifications and Assurances

Executive Director or Board President must sign this document acknowledging and agreeing to these policies.

Financial Management

I certify the organization has effective financial controls that ensure safe care of assets; divides financial responsibilities among several people; and are fully disclosed to, and understood by, all concerned parties.

Terrorist Exclusion

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

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.

Staff Clearances and Requirements

In the best interest of the children and youth served, I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Record Check, and results from the National Sex Offender Registry on file. We grant United Way NCA and/or the District access to these records at their request or during monitoring visits.

Personal Assurance

I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

_____

Signature/Title/Date

Appendix 3: Organizational and Programmatic Budget Form

Organization Operating Budget FY19
(July 1, 2018 – June 30, 2019)

Revenue			
Description		**Projected Income**	
	Corporate Donations (Walmart, KPMG)	50,000	
	Individual Contributions (United Way, CFC)	10,000	
	Interest	136	
	Cafritz Foundation Grant	15,000	
	Meyer Foundation Grant	10,000	
	United Way NCA – SY 2018/19 Grant	75,000	
	Other Grants (description provided in narrative)	100,000	
	Program Fees	5,000	
	Events	20,000	
	Total Revenue	$285,136	
Expenses			
Description		**Projected Expenses**	**SY18-19 Grant Expense**
Management and General			
	Salaries (Executive Director)	60,000	
	Benefits	14,400	
	Administrative Supplies	2,000	
	Building Expenses Rent	12,000	
	Insurance	1,200	
	Utilities	2,400	
	Equipment	3,000	
	Legal Fees	2,000	
	Professional Fees	7,000	
	Phone and IT Services	1,200	
	Subtotal Expenses	105,200	
Program			
	Salaries (Program Director) and other staff	150,000	58,200
	Benefits	12,000	2,000
	Clearances (Staff and Volunteers)	300	300
	Program Supplies	12,000	10,000
	Program Equipment		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 4: Scoring Rubric

Name of Applicant:	

Section 1: Program History and Staff Experience (15 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not define history and mission of organization	□ Describes history and mission of organization, lacks details or clarity	□ Clearly describes history and mission of organization □ Describes strong ties to the community	
□ Does not describe the key people that will deliver the program	□ Describes key personnel but lacks details □ Staff has experience and success in managing funds and program successfully □ Describes staff connection to the community	□ Clearly describes key personnel that will manage grant funds and program □ Staff has expertise, experience and success in managing funds and program successfully □ Details staff connection to the community they serve	
□ Does not describe the successes and challenges of the program □ Does not describe outcomes	□ Describes successes and challenges of the program □ Describes program outcomes	□ Clearly describes successes and challenges of the program and cites examples □ Clearly describes program outcomes and history of success with quantitative and qualitative evidence	
		Section 1 Total	**0**

Section 2: Program Description and Success (20 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe target population □ Does not describe the needs of the target population	□ Describes target population □ Describes the needs of the target population	□ Describes target population and matches the at-risk definition for OST funding □ Describes the needs of the target population and describes how the program meets the need	
□ Does not describe how the organization connects to youth outside of programming OR □ Does not describe reason for not connecting with youth outside of programming	□ Describes how the organization connects to youth outside of programming OR □ Describes reason for not connecting to youth outside of programming	□ Details how the organization connects to youth outside of programming □ Describes the role the organization plays in youth's lives that support positive youth development OR □ Describes reasons for not having other roles that are reasonable and aligned to support positive youth development	
□ Does not describe the program	□ Describes the program □ Describes goals and activities, and/or □ Describes success for participants	□ Describes a quality program □ Describes how quality is measured □ Describes goals and activities, and □ Describes success for participants	
□ Does not describe youth involvement	□ Describes youth involvement in the program □ Describes youth leadership roles or □ Provides rationale for not having youth involvement	□ Describes authentic youth involvement in the program □ Describes authentic youth leadership opportunities or □ Provides thoughtful and intentional rationale for not having youth leadership	
		Section 2 Total	**0**

Section 3: Budget (15 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe how the organization will track grant expenditures	□ Describes how the organization will track grant expenditures	□ Describes how the organization will track grant expenditures □ Describes systems/processes in place to manage and comply with the grant requirements	
□ Does not provide a budget □ Does not describe the budget expenses and revenue	□ Provides a budget □ Describes the budget expenses and revenue	□ Provides a detailed and clear organizational and programmatic budget □ Clearly describes the budget expenses and revenue and math is accurate and complete	
□ Does not provide a budget narrative	□ Provides a budget narrative	□ Provides a detailed budget narrative □ Budget narrative includes clarifying information regarding the sources of funding and whether the funding is secured or pending	
		Section 3 Total	**0**
		Total Score	**0**