School Year 2018-19 Out of School Time 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. 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 (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 strong 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. 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 Out of School Time Grant Competition RFP invites high-performing, fiscally responsible, non-profit or Local Educational Agencies (LEAs) 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 through 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   Total 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 $2,050,000 in total awards.

Applicants may request up to $100,000. The DME and OST Office maintain 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 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 grant is to support high quality OST organizations or LEAs that improve the educational, social, emotional, and 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. Applicants must select and measure two (2) developmental outcomes. (Appendix 5)

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's 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 30 unduplicated District youth by the end of the grant period.

A.2.4   Grant Period
The grant period is from 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 throughout the grant period. These must cover a minimum of 3 school breaks for a minimum of 15 days over the grant period.

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

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 School (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 have non-profit 501(c)(3) status and have been operating for a minimum of two years at the time of submission. Organizations may partner with another 501(c)(3) entity as a fiscal sponsor to apply. Both applicant and fiscal sponsor must submit 501(c)(3) designation letters from the Internal Revenue Service. (Appendix 6)

Organizations must be incorporated and registered to operate in the District of Columbia. Organizations will be required to submit a District of Columbia, Department of Consumer Regulatory Affairs Certificate of Incorporation or District of Columbia Registration as Foreign Entity. (Appendix 7)

All applicants must be in good standing with DME, OST Office and grantmaking partner. Note that applicants with incomplete or delinquent reports from any prior OST funding may be ineligible to receive funds.

A.3.2   Programmatic Experience

Organizations' primary vision and program focus must be on serving District youth. Additionally, organizations must be able to demonstrate at least two years of success in measuring and achieving youth developmental outcomes.

Strong partnerships and relationships with community members, other organizations and families support positive outcomes for youth. Provide a reference list with contact information for a minimum of three partners and/or supporters and provide a brief description of those partnerships and/or supporters. The grantmaking partner reserves the right to contact references during the grant review process.

A.3.3   Operations and Finance

In order to qualify for this grant competition, and as a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, may not exceed 20% of the organization's total budget. LEAs and higher educational institutions are exempt from this requirement.

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.

Organizations must provide the following financial information prepared by an independent Certified Public Accountant (CPA). Each report must clearly show the name of the firm that issued the report and contact information:
- Organizations with revenues of $250,000 or greater are required to submit current and past fiscal year financial statements and audits that have been completed.
    - Organizations without a current or past year audit may still apply. Applicant must have an audit completed before acceptance of any grant award and must supply evidence that an independent CPA has been retained and is under contract to perform an audit upon notification of grant announcement.
- Organizations with revenues of less than $250,000 may choose to have an audit, but are only required to submit current and past fiscal year financial statements and financial reviews.
    - Organizations without a current or past year financial statement and financial review may still apply. Applicant must supply evidence that an independent CPA has been retained and is under contract to perform the financial review upon notification of grant announcement.

A.3.4   Grant Fund Limitations

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, social activities or recruitment; food or beverages for staff or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff or board incentives; tuition, award and scholarships; youth cash incentives; 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:
- Standard 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 10 pages or less

B.1.2 Proposal Submission

Proposal attachments should include all of the listed documents on the Proposal Checklist. (Appendix 1)
Additional documents will not be reviewed or considered.

B.2 Narrative (10 pages maximum)

The use of tables, graphs or charts is permitted and count towards the narrative page limit. To help ensure maximum point allocation, responses should be written within the section they are requested and in the following order:

B.2.1 Organization History and Staff Experience (20 points)
- Describe the organization's history, mission and leadership.
- Name the key personnel and describe their expertise and ability to manage the grant funds and reporting.
- Share the expertise of the program team. Describe their experience working with DC children and youth.
- Describe the strategies, resources, training opportunities, or other supports the organization has in place to support and retain youth workers, teachers, and/or volunteers. Describe the training opportunities that staff and volunteers have received or are planning to receive.

B.2.2 Need, Description and Justification of Program(s) (25 points)

If the organization offers more than one program (e.g., elementary academic program, high school leadership program, etc.), please ensure the description is clear on the individual program(s) and provides adequate information on the following core components of all programs:
- Describe where programming has historically occurred.
- Describe the target youth population and why the organization is proposing to serve this population and any history serving the target population.
- Describe the program(s) activities and how these activities make the overall program objectives possible.
- Describe the duration of the program (number of weeks, days, and hours of service) and what the youth experience in the program.
- Describe the unique need that the program meets that is not addressed by other programs in the community. If program did not exist, would the youth served have any programmatic options in the community?
- Describe any evidence-based youth development practices used by the program.

B.2.3 Program Measures (30 Points)

Logic models are optional. If the organization offers more than one program (e.g., elementary academic program, high school leadership program, etc.), please provide adequate information on the objectives and outcomes of all programs:

- Describe how the program supports youth development and identify two (2) youth development outcomes that the program will work towards and measure. (Appendix 5)
- Define the goals and targets for the grant period. Specifically, how many youth would be served by the organization and retained by the end of the grant period.
- Describe the types of outputs and outcomes the organization tracks. Describe data collection methods and tools for measuring the outputs and outcomes and how often this occurs.
- Describe how the organization will know when the proposed outcomes have been achieved.
- Describe the organization's plan for continuous improvement, if any.
- Describe any changes made to the program based on data collected in previous years.

B.2.4 Youth Involvement (15 Points)
- 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.
- Describe specific strategies the program uses to recruit youth into program. If these techniques have been used previously, describe both the successes and challenges. If the strategies are new, describe the rationale that suggests success.
- Describe strategies the program uses to retain youth. If these techniques have been used previously, describe both the successes and challenges. If the strategies are new, describe the rationale that suggests success. If no retention strategies are used, explain why not.

B.2.5 Making Connections (10 Points)
- Describe how the program supports youth with connecting to the larger community and being responsible citizens.
- Describe any other role the program staff and/or volunteers have in the youth's life. Examples include a connection to the school, family, community or other system (such as foster care, adjudication, etc.).

B.3 Budget and Budget Narrative Instructions (2 pages)

Grant funds may be used across multiple programs and across multiple locations. Grant funds may only be used for District youth. 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, or educational/learning field trip expenses. No more than 10% 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.

Matching funds are not required.

B.3.1 Budget Narrative (20 Points)
Please describe the following in the budget narrative not to exceed two pages:
- Describe how grant funds will be used. If the organization also serves youth outside the District, describe how these grant dollars will be used specifically for District youth.
- Indicate how many youth would directly benefit from the grant funds and explain how the number indicated is calculated.
- Describe in detail how the organization has raised money (e.g., fundraising events, private donations, government initiatives, etc.). Include, aside from United Way NCA grants, details on other funding the organization is applying for and/or has secured.
- Organizations may charge a nominal fee (e.g., less than $50 per session). However, if families cannot afford the fee, then the youth cannot be prevented from participating in the program. Please describe the organization's policy and process to ensure that all youth have access to programming even if fees are collected.

B.3.2 Organization and Program Budget
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. (Appendix 3)

List all sources of revenue in the budget report such as foundations, government grants, fundraising, etc.

List each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct program costs.

SECTION C: PROPOSAL PROCESS AND SCORING

C.1   Important Dates
- May 22: RFP released
- May 24: Technical Assistance Session
- May 25: Deadline to submit questions
- May 30: Questions and answers available
- May 31: Technical Assistance Session
- June 21: Proposals due
- June: If needed, questions to applicants to clarify proposals.
- July: Awards announced

C.1.1   Technical Assistance Sessions (TA)
Applicants are strongly encouraged to participate in the various Technical Assistance (TA) sessions available.
1. TA session provided by United Way NCA to be held
   - May 24 from 10:00 – 11:30
     Southeast Neighborhood Library, 403 7th Street SE
   - May 31, 2018 10:00 – 11:30 am
     Shaw Neighborhood Library, 1630 7th Street NW, Washington
2. Grant Application Workshops provided by Fair Chance 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 25, 2018 at 5:00 p.m. All questions and answers will be posted on the United Way NCA website and Learn24 by May 30, 2018 by 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 within 24 hours. If an email is not received, please contact abonder@uwnca.org immediately. 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 three reviewers utilizing the scoring rubric. (Appendix 13)

Applicants will be reviewed on a 120 point scale as follows:
- Organization History and Staff Experience (20 points)
- Need, Description and Justification of Program(s)(25 points)
- Program Measures (30 points)
- Youth Involvement (15 points)
- Making Connections (10 points)
- Budget and Budget Narrative (20 points)

In the event that three reviewer scores differ by 10 points or more from the average score, a fourth review will be completed and the outlier will be discarded.

The three reviewer scores will be used to calculate both a mean and median score, the highest of which will be utilized. The District may provide additional preferences and priorities in order to make final award decisions.

C.2.2   Reviewers
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. Each reviewer will receive training on how to score proposals.

C.2.3   Notification Process
All applicants will be notified via email about the status of award in July 2018, pending the availability of funds and Council's approval of the FY19 budget. Applicants will receive reviewer scores sheets within two weeks of award announcement.

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 FY19 grantmaking partner and submit all required documents in July.

D.1.2   Mandatory Grantee Meetings
Two mandatory grantee meetings will be held during the course of the grant period to discuss grant compliance, data use, form and reporting completion and other relevant details. These meetings provide important technical assistance and information about compliance and accountability.

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

D.1.4   Training and Certification
Grantees are expected to have staff participate in the following two 2-hour trainings:
- 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.

Program supervisor or director must have certificates of completion for the Introduction to Youth Development course and one additional course from the Youth Work Methods courses. Exemptions to this requirement will be granted, but are not limited to, DCPS and/or DCPCS staff members that have received similar trainings.

Grantees must identify the organization's mandated reporter and ensure the certificate of completion of the mandated reporter training is on file and uploaded in the citywide database. Certificates will be verified by random sampling 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. LEA's must meet D.C. law on mandated reporter training for all personnel identified as a 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. Certification of completion will be verified during site visits and must also be uploaded in the citywide database.

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 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 and/or District staff will also make periodic scheduled and unscheduled visits to sites. During such visits, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary. (Appendix 11) Monitoring may involve interviews and review of reports, documents, 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 finger print and background check
- o   Results from the online National Sex Offender Registry
- o   Metropolitan Police Department (MPD), DC Criminal Background Check
- o   Child and Family Services Agency (CFSA), 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.

Random personnel files will be viewed during monitoring visits. (Appendix 11)

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
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 on the behalf of the District.

By certifying the expenditure report, grantee also acknowledges and consents that both 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 Chief Financial Officer (or closest applicable title) and by the Executive Director/Chief Executive Officer.

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, 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.

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   40% of total grant award – Payment 2 (~December 2018)
- o   40% of total grant award – Payment 3 (~March 2019 after quarterly and six month report is received and accepted)
- o   10% of total grant award – Payment 4 (~July or August 2019, after receipt and acceptance of all reports)

SECTION E: APPENDICES

Appendix 1: Proposal Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in following order.

☐ Proposal Cover Page (Appendix 2)

☐ List of proposed program(s), location(s), address(s), ward(s), age range(s) to be served, estimated number of youth served per site and ward.

☐ Contact information for a minimum of three partners and supporters and a brief description of the partnerships.

☐ Proposal narrative (not to exceed 10 pages)

☐ Program budget (Appendix 3)

☐ Organization annual budget (any format, Appendix 3)

☐ Budget narrative (not to exceed two pages)

Attachments

☐ Certifications and Assurances (Appendix 4)

☐ Logic Model (optional)

☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated August 1, 2016 or earlier (Appendix 6)

☐ District of Columbia, DCRA Certificate of Incorporation (Appendix 7) or District of Columbia Registration as Foreign Entity dated no later than August 1, 2016

☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated August 1, 2016 or later (Appendix 8)

☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated August, 2016 or later (Appendix 9)

☐ District of Columbia Basic Business License Charitable Solicitation dated August 1, 2016 or later (Appendix 10)

☐ Financial statements

☐ Audits or financial review report for past two fiscal years (Section A.2.3)

☐ Pages 1-6 of signed IRS Form-990 for past two fiscal year (Section A.2.3)

Appendix 2: Proposal Cover Page

Organization Name:	
Organization Address:	
Organization Address Ward:	
Contact person:	
Title of contact person:	
Telephone:	
Contact person e-mail:	
Proposed number of District children and youth served by the organization during the grant period:	
Estimated number of participants that would directly benefit from the grant:	
Proposed programming period:	
Participant age range:	
Amount requested:	
Total organizational annual budget:	
Total youth program budget:	
Number of full-time employees employed for youth program(s):	
Number of part-time employees employed for youth program(s):	
Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s):	
Number of volunteers engaged in youth program(s):	

Appendix 3: Sample Organization Annual Budget

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: Certifications and Assurances

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

Terrorist Exclusion

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

_____
Signature/Date

Non-Discrimination Policy and Delivery of Services

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law.

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

_____
Signature/Date

Youth Bullying Prevention Act of 2012

I certify that the organization named in this application has a Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012 that is enforced on its property, sponsored functions, in transportation and electronic communications to youth.

_____
Signature/Date

Staff Clearances and Requirements

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

_____
Signature/Date

Accuracy of Information

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

_____
Signature/Date

Appendix 5: Youth Developmental Outcomes

Youth Development: the human growth and development characterized by several distinct and unique stages of growth and development. The domains are physical/biological, cognitive/academic, and social, emotional and spiritual aspects are developed to support transition from adolescence to adulthood.

Youth Development Program: a service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a youth development approach. The program 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 supports needed to build on their strengths.

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

In the District of Columbia, the youth development outcomes have been framed into two categories:
   Identity: a sense of personal well-being and a sense of connection and commitment to others.
   Ability: knowledge, skills and attitudes that prepare children and youth for adulthood.

Developmental Outcomes

Twelve developmental outcomes are organized into two categories: Identity and Ability. Within each category, we have listed 6 attributes. Within each attribute, we have provided three examples of outcomes. A quality program is designed to achieve and measure a minimum of two outcomes

ASPECTS OF IDENTITY

Children and youth demonstrate a positive identity when they have a sense of personal well-being and a sense of connection and commitment to others.

1. SAFETY & STRUCTURE: a perception that one is safe in the world and that daily events are somewhat predictable.
   o Feels safe in school, program and neighborhood
   o Signs in and out of program
   o Enforces rules/regulations with their peers
2. SELF-WORTH: a perception that one is a "good person" who contributes to self and others.
   o Openly shares thoughts and ideas
   o Has a positive self-concept: "I'm okay"
   o Is willing to help others
3. MASTERY & FUTURE: a perception that one is "making it" and will succeed in the future.
   o Is able to identify three future goals and how to attain them
   o Prepares for or asks questions about the future (e.g. When is the next test?)
   o Is able to identify three recent accomplishments
4. BELONGING & MEMBERSHIP: A perception that one values, and is valued by, others in the family and in the community.
   o Interacts easily with peers
   o Joins or volunteers in one or more organizations or clubs
   o Has one or more close friends
5. RESPONSIBILITY & AUTONOMY: a perception that one has some control over daily events and is accountable for one's own actions and for the consequences on others.

- o Consistently accepts accountability for his or her actions and consequences thereof
- o Demonstrates leadership by taking responsibility for roles and tasks as assigned
- o Understands the difference between right and wrong

6. SELF-AWARENESS & SPIRITUALITY: a perception that one is unique and is intimately attached to extended families, cultural groups, communities, higher deities, and/or principles.
   - o Is able to describe or identify 3 personal strengths and/or unique characteristics
   - o Identifies with cultural group, higher deity, and/or philosophy
   - o Expresses his or her own ideas and opinions

ASPECTS OF ABILITY

Children and youth demonstrate ability when they gain knowledge, skills and attitudes that prepare them for adulthood

7. PHYSICAL HEALTH: the ability and motivation to act in ways that best ensure current and future physical health for self and for others.
   - o Abstains from alcohol, tobacco, and other drugs
   - o Participates in physical activities
   - o Eats a healthy balanced diet

8. MENTAL HEALTH the ability and motivation to respond affirmatively to and cope with positive and adverse situations, to reflect on one's emotions and surroundings, and to engage in leisure and fun.
   - o Demonstrates coping skills
   - o Has hobbies
   - o Demonstrates good sense of humor and works well with others

9. INTELLECTUAL ABILITY: the ability and motivation to learn in school and in other settings, to gain the basic knowledge needed to graduate from high school, to use critical thinking, to be creative, to use problem-solving and expressive skills, and to conduct independent study.
   - o Ask questions or demonstrates curiosity about new areas of knowledge beyond current learning
   - o Applies critical thinking (compare and contrast, pro and con) and problem-solving skills
   - o Communicates well when speaking

10. EMPLOYABILITY: the ability and motivation to gain the functional and organizational skills necessary for employment, including an understanding of careers and options, and the steps necessary to reach goals.
    - o Schedules time and plans ahead
    - o Follows directions
    - o Negotiates and resolves problems

11. CIVIC & SOCIAL ABILITY: the ability and motivation to work collaboratively with others for the larger good and to sustain caring friendships and relationships with others.
    - o Behaves ethically toward others
    - o Is able to lead and/or discuss two or more current community issues
    - o Listens to, respects, and responds to ideas of others

12. CULTURAL ABILITY: the ability and motivation to respect and affirmatively respond to differences among groups and individuals with diverse backgrounds, interests, and traditions.
    - o Appreciates and respects the differences among individuals and groups
    - o Identifies with cultural group has one or more close friends of a different race or ethnicity

Appendix 6: 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:
Dec. 23, 2011   LTR 4168C   EO
                000000 00
                        00017549
                BODC: TE

WASHINGTON DC 20003-2892

019330

Employer Identification Number:
Person to Contact:
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 7: DCRA Certificate of Incorporation

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION
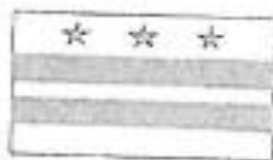
CERTIFICATE

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:

The above named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to conduct its affairs in the District of Columbia as of the date mentioned above.

WE FURTHER CERTIFY that the above entitled corporation is at the time of issuance of this certificate in Good Standing, according to the records of the Corporations Division, having filed all reports as required by the District of Columbia Nonprofit Corporation Act.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 08/24/2011

Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Vincent C. Gray
Mayor

Tracking # Q90RCIINA1

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Appendix 8: OTR Certificate of Clean Hands

The application available at: https://otr.cfo.dc.gov/page/online-clean-hands-application
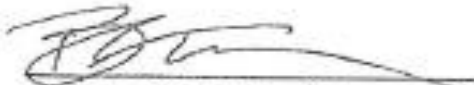
Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

WASHINGTON, DC 20002-5330

EIN : *****■

As reported in the Citywide Clean Hands system, the above referenced individual or entity has no outstanding liability with the District of Columbia. As of the date herein, you have complied with the following official DC code and therefore are issued this Certificate of Clean Hands.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS AND FEES
CHAPTER 28. GENERAL LICENSE LAW
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. Code § 47-2862 (2006)
§ 47-2862. Prohibition against issuance of license or permit.

Authorized By Bobby Tucker
Chief Collection Division

Date: Tuesday this 22nd day of September 2015 03:24 PM

Tracking#:379271
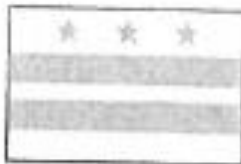
This document is a certified, complete and true copy

Appendix 9: DCRA Certificate of Good Standing
The application available at: https://dcra.dc.gov/corporate-registration-information

Initial File #: 742391

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION

C E R T I F I C A T E

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

████████████████████

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 #: oOsAbuJx

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Appendix 10: DCRA Basic Business License Charitable Solicitation

The application available 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#: License Period: 9/1/2014 - 8/31/2016

BASIC BUSINESS LICENSE

Billing Name and Address:	Premise/Application's Name and Address:	Registered Agent's Name and Address
▓▓▓▓▓ ▓▓▓▓▓ Washington, DC 20003	▓▓▓▓▓ ▓▓▓▓▓ WASHINGTON, DC 20003	▓▓▓▓▓ ▓▓▓▓▓ Washington DC 20003

Owner's Name
Corp. Name   ▓▓▓▓▓▓▓▓▓▓▓▓▓
Trade Name

CofO/HOP#: CO115788	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 11: Sample Monitoring Visit Checklist

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, a member of the grantmaking partner team must have access to the following items:

- ☐ Personnel file for all staff (paid and unpaid) to verify clearances and safety requirements
  - ☐ FBI finger print and background check
  - ☐ Results from National Child Sex Offender Registry
  - ☐ DC Criminal Background Check
  - ☐ DC Child Protection Registry (CPR Check)
  - ☐ Clean TB tests – required for DCPS sites only
  - ☐ Certificate of Completion of Mandated Reporter Training
  - ☐ CPR/First Aid Certification
- ☐ Policy and procedure handbooks
  - ☐ Sign-in or attendance procedures
  - ☐ Exit and pick-up procedures
  - ☐ Field trip procedures
  - ☐ Code of Conduct
  - ☐ Confidentially
  - ☐ Incident reports
  - ☐ Conflict resolution/behavior management plan or procedure
  - ☐ Bullying Prevention Policy
  - ☐ Mandated Reporter Policy
- ☐ Safety
  - ☐ Emergency Plan
  - ☐ All exits and entrances are clear from obstruction
  - ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
  - ☐ Emergency contacts for youth and important health information (allergies, medications, etc.)
  - ☐ Procedure for handling health emergencies
- ☐ Insurance
  - ☐ General Liability Insurance coverage of $1,000,000 per occurrence and $2,000,000 aggregate. Umbrella Liability may be used to supplement coverage. The grantmaking partner and the Government of the District of Columbia must be additionally insured.
  - ☐ Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation

Appendix 12: Glossary

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 and management.

Evidence Based Practices: Practices or programming that have been shown through research or data to improve outcomes.

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.

Frontline staff: staff that work directly with children and youth.

Goal: an indicator established to determine whether you have achieved your objective (ex: All participating youth have improved their literacy scores).

Opportunities: availability, situation, chance, or event for children and youth to participate in that may normally not be an option and is accompanied by appropriate supports and services.

Outcome: what young people do or say that shows progress (ex: changes in school grades, behaviors or attitudes)

Outputs: tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. Examples include number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events and guest speakers.

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 children's behavior or development.

Services: provision of resources, knowledge or goods.

Supports: interpersonal relationships addressed by expectations, guidance, and boundaries.

Target: an indicator established to determine how successfully you are achieving an objective (ex: x% of youth will improve their literacy scores by at least one grade level).

Youth Development: the human growth and development characterized by several distinct and unique stages of growth and development. The domains are physical/biological, cognitive/academic, and social, emotional and spiritual aspects are developed to support transition from adolescence to adulthood.

Youth Development Program: A service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a positive youth development approach.

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

Youth Participation: children and youth having the power to make and implement decisions, together with a share of the responsibility for the outcomes.

Youth Worker or Youth Development Practitioner: an individual who works with children and youth to promote developmental outcomes. Youth Workers range from frontline staff to program managers who work with children and youth in structured, semi-structured, or unstructured settings.

Appendix 13: Scoring Rubric

Section 1: Organization History & Staff Experience (20 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not define history and mission of organization □ Does not describe leadership	□ Describes history and mission of organization □ Describes leadership	□ Details history and mission of organization with strong alignment to youth development □ 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	□ Clearly describes key personnel that will manage grant funds and reporting □ Staff has expertise, experience and success in managing funds □ Organization provides quantitative and qualitative evidence of success	
□ Does not describe program team	□ Describes the program team, expertise and tenure	□ Details the program team and tenure □ All members of team have many years of expertise working with children and youth	
□ Does not describe the strategies, resources, training opportunities, or other supports the organization has in place to support and retain youth workers	□ Describes the strategies, resources, training opportunities, or other supports the organization has in place to support and retain youth workers	□ Details the strategies, resources, training opportunities, or other supports the organization has in place to support and retain youth workers □ Describes training opportunities that staff and volunteers have received or organization is planning to provide	
		Section 1 Total	**0**

Section 2: Need, Description and Justification of Program(s) (25 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe where programming has historically occurred	□ Describes where programming has historically occurred	□ Details where programming has historically occurred □ Describes impact of program on youth and community	
□ 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	□ Describes 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	
□ Does not describe the activities, projects or opportunities for youth in the program	□ Describes the activities, projects or opportunities for youth in the program □ Program meets minimum dosage requirement	□ Details the activities, projects and opportunities for youth □ Program meets minimum dosage requirement □ Program design and activities are intentional to achieve program objectives	
□ Does not describe programs unique need in community	□ Describes programs unique need in community	□ Describes programs unique need in community □ Describes other programmatic options in the community □ Provides strategies to continue programming regardless of funding and/or how services for youth would continue without the program	
□ Does not describe any evidence based practices used by the program	□ Describes some evidence based practices used by the program	□ Details evidence based practices used by the program and why they are used □ Cites sources of evidence based practices and connection to program	
		Section 2 Total	**0**

Section 3: Program Measures (30 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe how the program promotes youth development	□ Describes how the program promotes youth development based upon the definition provided in the RFP □ Identify two (2) youth development outcomes that the program will work towards	□ Details how the program promotes youth development based upon the definition provided in the RFP □ Identify two (2) youth development outcomes that the program will work towards and explains the measurement used	
□ Does not define goals and targets	□ Defines goals and targets	□ Details achievable goals and targets □ Defines how many youth would be served by the organization □ Defines how many youth will be retained by the end of the grant period	
□ Does not define, describe or list outputs □ Does not describe short, medium or long term outcomes	□ Describes outputs and how outputs are measured □ Describes short, medium AND long term outcomes	□ Describes outputs and how outputs are measured □ Describes short, medium AND long term outcomes □ Describes method or tool for measuring outputs and outcomes that are appropriate and accurate	
□ Does not describe how the organization will know when the proposed outcomes have been achieved	□ Describes how the organization will know when the proposed outcomes have been achieved	□ Describes how the organization will know when the proposed outcomes have been achieved □ Describes how often outcomes are achieved and provides details	
□ Does not provide any plan for continuous improvement	□ Provides a plan for continuous improvement	□ Provides a plan for continuous improvement □ Describes a continuous cycle of improvement through self-assessment, external assessment or other methods	
□ Does not describe any changes made to the program based on data collected in previous years	□ Describes changes made to the program based on data collected in previous years	□ Describes changes made to the program based on data collected in previous years □ Describes how those changes affect the youth	
		Section 3 Total	**0**

Section 4: Youth Involvement (15 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe youth voice in the design or content of the program □ Does not describe youth involvement in implementation of the program	□ Describes youth voice in the design or content of the program □ Describes youth involvement in implementation of the program	□ Describes youth voice in the design or content of the program □ Describes youth involvement in implementation of the program □ Provides opportunities and examples of youth voice and leadership	
□ Does not describe strategies used to recruit youth into the program	□ Describes strategies used to recruit youth into the program	□ Describes strategies used to recruit youth into the program □ Describes challenges encountered with various recruitment strategies	
□ Does not describe strategies used to retain youth in the program	□ Describes strategies used to retain youth in the program	□ Describes strategies used to retain youth in the program □ Describes how being retained in the program benefits the youth involved	
		Section 4 Total	**0**

Section 5: Making Connections (10 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Does not describe how program supports youth with connecting to the larger community OR □ Does not describe reasons for not supporting youth with community connections	□ Describes how program supports youth with connecting to the larger community OR □ Describes reasons for not supporting youth with community connections	□ Describes how program supports youth with connecting to the larger community □ Describes how these connections benefit the youth OR □ Details reasonable rationale for not supporting youth with community connections	
□ Does not describe other role the organization has in the youth's life either through a connection to the school, family, community or other system OR □ Does not describe reason for not having other role	□ Describes other role the organization has in the youth's life either through a connection to the school, family, community or other system OR □ Describes reason for not having other role	□ Describes why opportunities for engagement with community or neighborhood is part of the program □ Describes how the community engagement benefits the youth OR □ Describes reasonable rationale for not having other engagement	
		Section 5 Total	**0**

Section 6: Budget and Budget Narrative (20 points)

Unacceptable or Did Not Respond (1 point)	Good (3 points)	Excellent (5 points)	Reviewer Score
□ Did not describe how the grant funds will be used □ Did not provide an organizational and programmatic budget	□ Describes how the grant funds will be used □ Provides an organizational and programmatic budget	□ Describes how the grant funds will be used □ Provides a detailed organizational and programmatic budget □ Details how grant award will be used specifically for the program and site and is aligned to program description and activities	
□ Did not describe how many youth would benefit from the grant funds	□ Describes how many youth would benefit from the grant funds	□ Describes how many youth would benefit from the grant funds □ Describes the calculations involved in determining that number	
□ Does not describe other sources of funding	□ Describes other sources of funding	□ Describes other sources and status of funding □ Fundraising strategies are varied □ 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	□ 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 □ Describes organization's policy that ensures all youth have access to programming	
		Section 6 Total	**0**
		Total Score	**0**