



Fiscal Year 2022 Year Round Out of School Time Invitation Only Request for Applications

RFA Release Date: June 25, 2021
Applications Due Date: July 26, 2021, by 5:00 pm EST

There are no mandatory meetings to apply for this grant competition. All information is available on the Learn24 website, learn24.dc.gov. The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) wants to support applicants and encourages all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Seamless Docs ([here](#)). Successfully submitted applications will receive a confirmation via the browser upon receipt of submission. If a confirmation is not received, contact RFA.SY21-22@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed.

One application per organization will be accepted in response to this Request for Applications.

Late (at or after 5:01 pm on July 26), incomplete, paper, or email applications will not be considered. All funding decisions are final and are not subject to review, appeal, or protest.

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SECTION A: STATEMENT OF WORK

A.1 Introduction

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

The funds available through this Request for Applications (RFA) will be awarded 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). Federal funds have been made available by the Office of the State Superintendent (OSSE) and grant awards are contingent upon the availability of funds.

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

A.2 Scope

The Fiscal Year 2022 Year Round Out of School Time Invitation Only RFA invites recipients of both School Year 2020-21 (SY 20-21) Out of School Time and 2021 Summer Strong DC or School Year 2020-21 Small Nonprofit Out of School Time and 2021 Summer Strong DC Small Nonprofit, or School Year 2020-21 and 2021 Summer Strong Coordinating Entities to apply. Organizations applying must serve youth with a positive youth development approach. Organizations may serve children and youth who reside outside the District; however, these funds may only be applied to children and youth¹ who reside in the District. For this RFA, the term youth will be used to describe both children and youth.

For the purposes of this RFA, OST programming is defined as a structured and supervised program offered to a group of District youth before school, after school, on weekends and during seasonal school breaks.

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. The OST Office anticipates awarding up to \$1,800,000 in total awards. Applicants may request up to \$300,000. The OST Office maintains the right to adjust the grant award amount.

A.2.2 Youth Development Outcomes

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

Positive Youth Development (PYD) 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.

¹ "Youth" means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency

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

A.2.3 Evidence-Based Intervention

To receive the maximum grant award, applicants must have a history of using an evidence-based intervention (ex. high impact tutoring, READ 180, etc.) that support academic, social emotional learning (SEL), or other youth development outcomes. The evidence-based intervention should meet the American Rescue Plan Act criteria and is defined as activities, strategies, or interventions that:

- A. Demonstrate a statistically significant effect on improving student outcomes or other relevant outcomes based on
 1. Strong evidence from at least one well-designed and well-implemented experimental study; or
 2. Moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or
 3. Promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias; or

- B. Demonstrate a rationale based on high-quality research findings or positive evaluation that such activities, strategies, or interventions are likely to improve student outcomes or other relevant outcomes; and include ongoing efforts to examine the effects of such activities, strategies, or interventions.

Please see the US Department of Education's guidance on using evidence to strengthen education investments for more information. If the applicant seeks the maximum award amount, a one-page citation or bibliography of the research supporting the evidence-based intervention must be submitted.

A.2.4 Target Population

Grants will be awarded to organizations serving school-aged youth, as defined above, with a youth development approach. Preference will be given to applicants that serve youth who are most in need or at-risk and require access to high-quality, low- or no-cost out-of-school-time opportunities. As defined by the 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.

The District maintains the right to provide priority points based on location for programs located in Wards 5, 7, and 8 based on the information found through the DC 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.

Number of youth served must not be less than SY20-21 and Summer 2021. If the proposed number is less than SY20-21 and Summer 2021, this must be explained in the cover sheet. Applicant must provide details in the budget narrative regarding the program cost and the number of youth served.

In order to receive the full grant award, applicants should serve a minimum of 60 unduplicated youth.

A.2.5 School Year Grant Term

The grant term will run from October 1, 2021 through September 30, 2022.

A.2.6 Program Period

The program period is from October 1, 2021 through August 26, 2022.

A.2.7 Program Dosage

Organizations must offer a school year and summer program that is offered consistently and on-going, designed to enroll the same group of youth at the proposed site(s) as described below.

The school year program must operate:

- Programming that occurs continuously during the school year for a minimum of once weekly for at least one (1) hour per week for a minimum of 24 weeks during the grant period, **OR**
- An intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period, **OR**
- Specifically, when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days over the grant period.

The summer program must be consistent and on-going, designed to enroll the same group of summer youth at the proposed site(s), and operates for a minimum described below.

Summer Strong and Summer Strong SNP	Coordinating Entity
<ul style="list-style-type: none">• five (5) hours per day,• five (5) days per week,• Over five (5) continuous weeks	<ul style="list-style-type: none">• eight (8) hours per day,• five (5) days per week,• Over six (6) continuous weeks

Programming may occur at any time during the grant period to meet the minimum dosage described above. Learn24 supports in-person and virtual programs but has a preference for in-person programming. All in-person programs will need to adhere to safety and security measures required by Mayoral Orders, DC Department of Health, or any DC Law.

A.2.6 Program Locations

Organizations may apply to serve youth at one site or multiple sites. OST program(s) may be offered at any location either in or outside of the District.

A.3 Eligibility

This RFA is by invitation only. Organizations invited to apply are current grantees who have received grant awards in both the SY2021 and 2021 Summer Strong DC grant competitions.

A.3.1 Organizational Structure and Status Requirements

Applicants must be in compliance with any prior grant agreement requirement.

A.3.2 Finance

The District supports fiscally responsible organizations. As part of the District's efforts to support fiscally responsible organizations annual overhead expenses, or indirect costs, should not exceed 30% of the total budget.

The applicant and, if applicable, the fiscal sponsor must include copies of:

1. Current fiscal year Income Statement and Profit Loss Statement
2. Most recent RS Form 990, 990EZ, or 990N and any schedules filed

3. Board approved organization budget (Local Education Agency (LEA) are exempt)
4. Organizations with revenues over \$250,000 must submit a copy of an audit conducted by an independent CPA within the last two fiscal years.

Organizations with revenues of less than \$250,000 may submit an audit or financial review conducted by an independent CPA. If an audit or financial review is unavailable, the organization must show evidence that a CPA is under contract to perform the audit or financial review that must be completed by September 1, 2021. The audit or financial review must be received prior to the grant agreements being issued and extensions will not be granted.

Organizations may not receive more than \$50,000 in any fiscal year from the District without providing a clean audit conducted by an independent Certified Public Accountant (CPA).

A.3.4 Grant Fund Limitations

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

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (other than nominal amounts); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia’s Criminal Background Check policy or payroll taxes.

Grant funds may not be used with other District of Columbia government grants to serve the same youth within the same program.

Applicant may not subcontract more than 40% of grant funds without prior written approval from OST Office. The use of subcontractors must be provided in the budget narrative.

A.3.5 Program Expenses

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, staff time and expenses related to procuring background checks, staff time related to data entry, reporting, accounting costs when related to program expenses, cleaning supplies, and Personal Protection Equipment (PPE).

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimus indirect rate is 10%.

SECTION B: APPLICATION SUBMISSION

B.1 Application Submission Checklist

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

The application will not be reviewed if applicant fails to follow the requirements or fails to submit all required documents. Additional documents not requested will not be reviewed and will be removed from the application materials. Documents that exceed the page limitations will not be reviewed.

The checklist summarizes the list of required documents and is for informational purposes only. Required documents that must be uploaded as individual attachments.

- Cover Sheet to be submitted online
- Program Narrative
- Optional - evidence-based intervention, citations and bibliography
- Program Budget
- Certifications and Assurances
- DCRA Basic Business License, currently valid through September 30, 2022 or if it will expire before September 30, 2022, organization will need to renew to be valid through September 30, 2022 when it expires
- DCRA Certificate of Good Standing dated within the past year or no earlier than July 26, 2020
- OTR Clean Hands Certificate dated within the past year or no earlier than July 26, 2020
- Current fiscal year Income Statement and Profit Loss Statement
- One (1) year of most recent audit, financial review, or CPA engagement letter (audit required if requesting more than \$50,000 in any fiscal year)
- Past year of the most recently completed signed Form 990, 990EZ, or 990N and any schedules filed

B.2 Narrative (10 pages maximum)

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

B.2.1 Narrative Format

The narrative must be formatted as follows:

- Margins: Use 1-inch margins.
- Font: Use 11-point Times New Roman font. Figures and captions can be in font size 8.
- Page Numbering: Number each page of the document consecutively.
- Spacing: Use single spacing.
- The use of tables, graphs, or charts is permitted and count towards the narrative page limit. To help ensure maximum point allocation, responses should be written within the section they are requested and in the following order.

B.2.2 Need, Description and Justification of Programs (24 points)

The applicant must clearly describe both school year and summer program to be funded. The description of each program must be clear and provide adequate information on the following core components of all programs:

- Describe the target population served. Describe if the population served is “at-risk” as defined in the RFA and how the “at-risk” determination is made. Describe why the program serves the target population identified and if the population changes between the school year and summer programs.
- Describe the program(s) and activities if awarded through this grant.
- Describe the duration of the program (number of weeks, days, and hours of service) and the daily youth experience.
- Describe history of programming for the target population.
- Describe how the program meets the need of the community and any partnerships that have been formed with other youth serving organizations. If the described program did not exist, would the youth served have any other OST program options in the community?
- If applicable, describe the evidence-based intervention that will be used and the research supporting the tiers (strong evidence, moderate evidence, promising evidence, demonstrates a rationale).
- If applicable, describe how the evidence-based intervention is implemented with fidelity.
- Describe any virtual programming in the event it is needed. Describe how the program will conduct virtual programming and the ability to deliver a high-quality virtual experience.
 - Describe the platforms to be used and safety measures taken.
 - Describe how the program continues to connect with youth during the virtual program.
 - Describe how the organization will measure success with any virtual components of programming.
 - Describe how youth will contribute to the design or content of the program in a virtual setting.

B.2.3 Program Measures (16 Points)

If the organization offers more than one program (e.g., elementary academic program, high school leadership program, etc.), provide adequate information on the objectives and outcomes of all programs that will be funded through this grant application:

- Describe the assessment used to measure the youth development outcomes. Describe why the assessment was selected and used to measure the youth development outcomes. Describe how the assessment is used to increase individual participants skills and knowledge.
- Describe the targeted number of participants and outcomes the program plans to achieve. Describe how outcomes are measured. Describe if the outcomes differ between school year and summer.
- Describe how the program promotes youth development and how participants will achieve the outcomes by the completion of the program. Describe how the outcomes align to the youth developmental outcomes.
- Describe how the program defines equitable outcomes for youth.
- Describe how the organization identifies structural racism and works to dismantle those systems.
- Describe any changes made to the program based on data collected in previous years, or after completing the program self-assessment.

B.2.4 Youth Involvement (12 Points)

- Define how many youth would be served by the grant funds for both school year and summer. Describe how the organization will offer services that match or exceed previous numbers of youth served for both SY20-21 and Summer 2021 over the grant period.
- Define the number of youth retained throughout the grant period and a history of retaining youth in the program and/or why retention is not a goal.
- 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.
- 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, explain why.

B.2.5 Budget and Budget Narrative (12 points)

Attach the organizational annual budget and program budget(s) in any format. Indicate all revenue and expenses and describe the use of the grant dollars. LEAs are exempt from providing organizational budgets (Appendix 4)

- Describe and justify how the grant funds will be used and the number of youth that will be served by the grant funds. Describe how the program budget fits within the organization's overall budget.
- Describe the organization's indirect costs and if the organization's indirect costs are above 30%, explain why.
- If the organization does not have an indirect rate, please explain why.
- If there is a nominal program fee, describe how the program will accommodate youth whose families cannot afford to pay.
- Describe in detail how the organization plans to raise revenue for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Include details on other funding sources the organization is applying for or has secured for the program.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- Friday, June 25, 2021: RFA released
- Wednesday, July 7, 2021: Grant Information Session
- Tuesday, July 20, 2021: Last day that questions may be submitted
- Friday July 23, 2021: Last day that answers will be published
- Monday, July 26, 2021: Completed applications due electronically by 5:00 p.m.
- August 2021: If needed, questions to applicants to clarify applications
- September 2021: Awards announced via email

C.1.1 Grant Technical Assistance

Grant Information Session: OST Office will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.

Wednesday, July 7, 2021 from 1:00 pm – 2:00 pm. Registration is not required. Attend the information session by clicking [here](#) or <https://bit.ly/3vTPlo1>.

C.1.2 Questions

Questions regarding the RFA must be submitted via email to RFA.SY21-22@dc.gov. Questions and answers will be published beginning July 9, 2021. Once published, the questions and answers will be updated regularly as questions are received. Responses to questions will be provided through the document within 36 hours of receipt, except on weekends. Questions and answers can be found at <https://bit.ly/3gZasFm>.

C.1.3 Application Submission and Deadline

Applications and attachments must be submitted by Monday, July 26, 2021, at 5:00 pm, click [here](#) or visit https://dcmv.seamlessdocs.com/f/FY22_YearRoundInvitationApplication to submit. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of completion. Applications without a confirmation or without evidence of completion, late, or incomplete applications will not be reviewed.

Applications with any missing attachments are considered incomplete and will not be reviewed.

C.2 Review Process

C.2.1 Scoring

Each application will be reviewed by three 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 8).

Applicants may receive up to (64) point scale as follows:

- Need, Description, and Justification of Programs (24 points)
- Program Measures (16 points)
- Youth Involvement (12 points)
- Budget (12 points)

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

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

C.2.2 Reviewers

OST Office will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school-time and summer programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using the rubric.

C.2.3 Notification Process

All applicants will be notified via email about the status of the award in September 2021. Applicants will receive reviewer scores sheets in October 2021. Applicants should ensure RFA.SY21-22@dc.gov is on the list of acceptable email address to ensure emails are not sent to the spam filter.

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 OST Office and submit all required documents by November 2021. Some grantees may receive two grant agreements depending on the source of funds, local or federal.

D.1.2 Grantee Meetings and Activities

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the OST Office, prior to being implemented.

A minimum of one (1) mandatory meeting will be held during the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details. Failure to attend may result in immediate termination of the grant agreement.

D.1.3 Grantee Expectations

Grantees will continue to take part in the Program Quality Self-Assessment. All requirements for nonprofit status, certifications, operations, insurance, background checks and clearances, data collection, use of the database, attendance, adult to youth ratio, safety, evaluation, program and administrative site visits, and programmatic and financial reporting remain the same as previous grants and will be described in detail in the grant agreement, if awarded.

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer to participants in 4th grade and above, if appropriate.

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

Insurance documents are to be submitted, reviewed, and approved by the DC Office of Risk Management (ORM) prior to execution of the grant agreement.

D.1.4 Finance and Financial Reporting

Grantees must have active accounts and profiles in the DC Vendor Portal and Ariba eSourcing system.

Grantees shall maintain all financial records related to the grant award.

Accounting records, source documentation, including but not limited to, general ledger, receipts, agreements, contracts, canceled checks, invoices, vouchers, paid bills, financial statements, approved time and attendance reports, bank statements, and payroll records. All of which shall be clearly identified, legible, and readily accessible to Grantor.

D.1.5 Disbursements of Funds

Grantee will invoice the District for the first payment once the grant agreement is fully executed. The second payment and all subsequent invoices will be made via reimbursement after all required documents have been reviewed and approved by the grant manager. The final payment of not less than 5% of the grant award can be invoiced upon acceptance of the final report and a compliance review of the grant.

D.1.6 Accountability Risk Profile

At the completion of a grant period, the OST Office shall provide the grantee an accountability risk profile ("ARP"), which shall designate the grantee as "low-risk", "medium-risk", or "high-risk".

As part of the process of making an ARP risk profile, the OST Office shall review whether the grantee met all grant agreement requirements, including program reporting and financial reporting.

The ARP risk classification will determine the amount of monitoring required for future grants and the eligibility of the grantee to apply to future RFAs or receive future grants from the OST Office.

An organization designated as "high-risk" shall not be eligible to apply for a grant from the OST Office until both: one (1) year has elapsed since the date of the designation; and two (2) appropriate documentation has been provided to the OST Office that documents the organization's performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

SECTION E: APPENDICES

Appendix 1: Application Cover Sheet

Appendix 2: Certifications and Assurances

Appendix 3: Sample Organization Annual Budget and Budget Template

Appendix 4: Glossary

Appendix 5: Sample DCRA Basic Business License or Charitable Solicitation License

Appendix 6: Sample DCRA Certificate of Good Standing

Appendix 7: Sample OTR Clean Hands

Appendix 8: Insurance Requirements

Appendix 9: Scoring Rubric

Appendix 1: Application Cover Sheet

Applicant Information

Organization legal name					
Employer Identification Number (EIN)					
Street address					
City:		State		Zip code	
Has your organization had a contract or grant agreement with any DC Government agency that was terminated within the past 5 years?					
If yes, please explain:					

Grant Administrator Contact Information

Name and title					
Mailing address					
City:		State		Zip code	
Email		Phone			

Database Administrator Contact Information

Name					
Email		Phone			

Staff Information

Number of full-time employees		Number of part-time employees	
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Budget Information

Grant amount requesting		Total program budget		Total organization budget	
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Current Program Information

Total number of unduplicated District youth served by the organization during the current grant period regardless of funding source:		Total number of unduplicated District youth who were directly served through the Learn24 grant during the grant period:	
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SY 2022 Program Information

Check all ages the SY program will serve:	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> Students over 18 but still in high school (Grant funds must serve school-age participants)		
Is the SY program specifically targeting any special populations?	<input type="checkbox"/> ELL <input type="checkbox"/> Special Needs <input type="checkbox"/> All Boys <input type="checkbox"/> All Girls <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Homeless <input type="checkbox"/> Public Housing <input type="checkbox"/> Foster Care <input type="checkbox"/> Other: _____	Expected number of unduplicated District youth who will be directly served through the Learn24 grant during the SY:	
SY program start date:		SY program end date:	
Maximum number of hours per week open to youth participation:		Total number of weeks program would be offered:	
Check the dosage model of the application:	<input type="checkbox"/> Programming occurs during the school calendar for a minimum of once weekly for at least one (1) hour per week for a minimum of 24 weeks during the grant period <input type="checkbox"/> Intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period <input type="checkbox"/> When schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days over the grant period		

SU 2022 Program Information

Check all ages the SU program will serve:	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> Students over 18 but still in high school (Grant funds must serve school-age participants)		
Is the SU program specifically targeting any special populations?	<input type="checkbox"/> ELL <input type="checkbox"/> Special needs <input type="checkbox"/> All boys <input type="checkbox"/> All girls <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Homeless <input type="checkbox"/> Public housing <input type="checkbox"/> Foster care <input type="checkbox"/> Other: _____	Expected number of unduplicated District youth who will be directly served through the Learn24 grant during the SU:	
SU program start date:		SU program end date:	
Maximum number of hours per week open to youth participation:		Total number of weeks program would be offered:	

Applicant must provide the following program location information for each of the proposed sites that the grant funds will support. There will be ten locations available to enter. If there are more than ten locations, please upload a separate document that has all the required information below.

Program location name:				
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)		Floor, apartment, or suite #		
City:		State:		Zip code:

Is this a DCPS facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	When will this location be used for programming?	<input type="checkbox"/> School Year Only <input type="checkbox"/> Summer Only <input type="checkbox"/> School Year and Summer <input type="checkbox"/> Unsure
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*If there is interest in having someone from your organization being a grant reviewer please forward this link: <https://seam.ly/Lx3JQAI>

Appendix 2: Certifications and Assurances

The authorized signatory must sign and date after each statement.

Terrorist Exclusion

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

Signature/Date

Non-Discrimination Policy and Delivery of Services

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

Signature/Date

Staff Clearances and Requirements

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 Register Check, and verified results from the National Sex Offender Registry on file. I grant the District access to these records at their request, during monitoring visits, and will ensure to upload them into the database, redacting all Personally Identifiable Information. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall always be under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above, that I have the signing authority on behalf of the organization, and I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the grant. I understand and agree that this certification will carry through to the end of the grant period.

Signature/Date

Appendix 3: Sample Organization Annual Budget and Budget Template

Organization Operating Budget FY22 (October 1, 2021 – September 30, 2022)

Revenue- List all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required.			
Description		Projected Income	
	Corporate Donations (Walmart, KPMG)	50,000	
	Individual Contributions (United Way, CFC)	10,000	
	Interest	136	
	Cafritz Foundation Grant	15,000	
	Meyer Foundation Grant	10,000	
	Learn24 – Year Round 2021 Grant	25,000	
	Other Grants (description provided in the narrative)	100,000	
	Program Fees	5,000	
	Events	5,000	
	Total Revenue	\$220,136	
Expenses - Describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. Program expenses should be separated from overall operating expenses.			
Description		Projected Expenses	Year Round 22 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	56,800	120,500
	Benefits	12,000	4000
	Clearances (Staff and Volunteers)	300	0
	Program Supplies	12,000	25,000
	Program Equipment	3,000	25,500
	Field Trip	1,500	25,000
	Food and Meals	1,000	25,000
	Subtotal Expenses	68,300	225,000
	Total Expenses	\$191,800	225,000

Learn24 Budget Template

Directions

Only enter expenses that would be charged to the grant.
 Insert rows as needed.
 Leave rows blank or delete if the expenses is not charged to the grant.

Expense	Description and Explanation of calculation	Costs
Program Personnel		
Salaries - Employees only		
	Title & Name (if possible) Brief description of program role, calculation of wages	
	Title & Name (if possible) Brief description of program role, calculation of wages	
Payroll Taxes		
Expense Name	Explain calculations, prorated	
Benefits		
Expense Name	Explain calculations, prorated	
Program Implementation		
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Supplies and Materials		
Learning materials (curricula, books, kits, etc.)	Brief description, calculations, describe how prorated	
Supplies (pencils, pens, paper, etc.)	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Equipment		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Travel		
Off site learning	Brief description, calculations, describe how prorated	
Transportation	Brief description, calculations, describe how prorated	
Staff Travel	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Marketing and Outreach		
Printing	Brief description, calculations, describe how prorated	
Website	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Other Direct Program Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Program Operations		
Rent	Brief description, calculations, describe how prorated	
Utilities	Brief description, calculations, describe how prorated	
Telecommunication	Brief description, calculations, describe how prorated	
Equipment	Brief description, calculations, describe how prorated	
Insurance	Brief description, calculations, describe how prorated	
Postage and delivery	Brief description, calculations, describe how prorated	
Organization Expenses (these expenses are considered indirect)		
Salaries - Employees only (not program specific)		
	Title & Name (if possible) Brief description of program role, calculation of wages	
	Title & Name (if possible) Brief description of program role, calculation of wages	
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and support to program	
Name of Contractor	Brief description of contract/agreement and support to program	
Other Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Indirect rate		
TOTAL		\$0.00

Appendix 4: Glossary

Activities: (program activities) are the actions or events provided to generate desired outcomes.

Applicant: an entity that submits an application to be considered for funding.

Asset Based: An approach that focuses on the strengths and competencies that children and youth have that values resilience over risk, assets over deficits, and strengths over weaknesses. An asset-based approach focuses on leveraging existing strengths as opposed to fixing what is “wrong”.

At-Risk: Fair Student Funding and School, Based Budgeting Amendment Act of 2013 Section 4(a)(2A) states “At-risk” means a District of Columbia Public School (DCPS) student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District’s foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Computing Device: means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information.

Direct Program Costs: costs related to carrying out program activities and working directly with the students such as teachers, instructors, other education staff, aids, assistants, interns, supplies, curriculum, and management.

DME: Office of the Deputy Mayor for Education

DPR: Department of Parks and Recreation

Dosage: the amount of time or number of activities.

Evidence Based Practices: practices or programming that have been shown through research or data to improve outcomes, and meet the standards for evidence-based intervention as defined by the Elementary and Secondary Education Act (ESEA), Section 8101(21)(A)

Equipment: an item of non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000.

Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Frontline Staff: staff that work directly with youth.

Goal: an indicator established to determine whether an objective has been achieved (e.g. all participating youth have improved their literacy scores).

Grantmaking Partner: a nonprofit organization that administers and monitors the OST Grant Program on behalf of the OST Office.

Indirect/Operating Costs: costs that cannot be tied directly to the program, but costs that are incurred to support the program, such as general operating costs or overhead costs (e.g. audits, audit fees, grant writing, management or finance salaries, or administrative rent).

Inputs: resources that go into a program including human, financial, organizational, and community resources available for carrying out a program’s activities.

Local Education Agency: the DCPS system or any individual or group of public charter schools operating under a single charter.

Logic Model: is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program. It depicts the relationship between your program’s activities and its intended effects.

Opportunities: activities, roles, and responsibilities taken on and done by youth to explore, express, earn, belong, and influence.

OST Commission: The Commission on Out of School Time Grants and Youth Outcomes.

Out-of-School Time (OST) Program: a structured, supervised learning or youth development program offered to District youth before school, after school, on weekends, or during seasonal breaks.

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

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

Personally Identifiable Information (PII): information that, alone or in combination, can be linked to a specific student including but not limited to child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the underlying data is so narrowly defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 5 children could be identifiable as well.

Positive Youth Development (PYD): is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths *so that youth are empowered to reach their full potential*. PYD differs from other approaches to youth in that it rejects an emphasis on trying to correct what is "wrong" with youth's behavior or development.

Request for Applications (RFA): is a solicitation for entities to apply in order to be considered for funding.

Reviewer: an individual that reads applications, reviews, and scores applications based on the scoring criteria.

School-Age Program Quality Assessment (SAPQA): is a validated instrument designed to measure the quality of school age programs (grades K-6) and identify staff training needs. The SAPQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Services: provision of resources, knowledge, or goods to or for youth.

Small Nonprofit Organization: an organization with an operating budget of less than \$250,000.

Students in the Care of DC (SCDC): DC youth who are under the care and custody of any of the following agencies: Department of Youth Rehabilitation Services, Court Services and Offender Supervision Agency, Pretrial Services Agency for the District of Columbia, Family Court Social Services Division, Child and Family Services Agency, Department of Corrections or Federal Bureau of Prisons

Structural Racism: A system of policies and norms within an institution that have historically been used to create, perpetuate, and reinforce racial inequities.

Supplies: all tangible personal property other than those defined in the definition of "Equipment".

Supports: things done with youth; relationships addressed by expectations, guidance, and boundaries.

Survey of Academic and Youth Outcomes-Youth (SAYO-Y): a youth survey created by the National Institute on Out of School Time (NIOST) at Wellesley College that is comprised of multiple choice, Likert scale questions that are completed by youth participants to measure their program experiences, future expectations, sense of competence, and sense of how the OST program has helped them.

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

Theory of Change: describes the change that an initiative (organization, program, network, project, etc.) wishes to see in the world and its understanding of how it will contribute to that change.

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

Youth Development: childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth.

Youth Developmental Outcomes: the results of programs, services and supports that are designed to engage youth to meet their developmental needs and refer to changes in knowledge, attitude or behavior. These outcomes have been framed into two categories:

Identity: a sense of personal well-being and connection and commitment to others.

Ability: knowledge, skills, and attitudes that prepare youth for adulthood.

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

Youth Development (Program): childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth or a programmatic or service delivery approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their strengths.

Youth Program Quality Assessment (YPQA) ®: is a validated instrument designed to measure the quality of grades 4-12 youth programs and identify staff training needs. The PQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Youth Program Quality Intervention (YPQI): a data-driven continuous improvement model created by The David P. Weikart Center for Youth Program Quality (Weikart) that uses a rigorous, experimental design, which research finds produces a cascade of positive effects, resulting in improved program quality at the point of service.

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

Appendix 5: Sample DCRA: Basic Business License or Charitable Solicitation License

The application can be found at

https://dmped.dc.gov/sites/default/files/dc/sites/dkra/publication/attachments/BBL_app_instructions.pdf

☆☆☆
GOVERNMENT
OF THE
DISTRICT OF
COLUMBIA
Vincent C. Gray,

**Department of Consumer and
Regulatory Affairs**
Business License Division
1100 4th Street S.W.
Washington DC 20024

Date Issued: 7/20/2014
Category: 4002
License#: [REDACTED]
License Period: 9/1/2014 - 8/31/2016

BASIC BUSINESS LICENSE

Billing Name and Address: [REDACTED]	Premises/Application's Name and Address: [REDACTED]	Registered Agent's Name and Address: [REDACTED]
[REDACTED] Washington, DC 20003	[REDACTED] WASHINGTON, DC 20003	[REDACTED] Washington DC20003

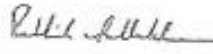
Owner's Name
Corp. Name [REDACTED]
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0959	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES -

*License Effective from the Date of Issued or Start of License-Period Date

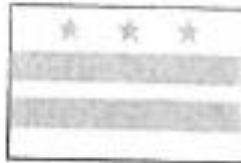

 Director:
Rabbiah A. Sabbakhan

Appendix 6: 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



CERTIFICATE

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this *CERTIFICATE OF GOOD STANDING* is hereby issued to

[REDACTED]

WE FURTHER CERTIFY that the domestic filing entity is formed under the law of the District on 10/7/1974; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity has not been dissolved. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 4/6/2015 11:41 AM

Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division




Muriel Bowser
Mayor

Tracking #: 60xAbujx

Appendix 7: DC 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

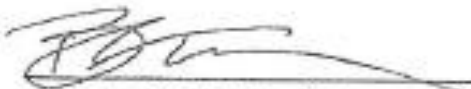


WASHINGTON, DC 20002-5330

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 Tucher
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 8: Insurance

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

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

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

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

1. Commercial General Liability Insurance ("CGL") - The Grantee shall carry a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the Grant Manager in writing), covering liability for all ongoing and completed operations of the Grantee, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.
2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grant Manager in writing) including coverage for all owned, hired,

borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy

3. Workers' Compensation Insurance - The Grantee shall provide evidence of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Agreement is performed.
4. Employer's Liability Insurance - The Grantee shall provide evidence of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
5. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to assure compliance.
6. Professional Liability Insurance (Errors & Omissions) - The Grantee shall maintain Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Agreement. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
7. Sexual/Physical Abuse & Molestation - The Grantee shall carry \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared limits" under a commercial general liability or professional liability policy will not be acceptable.
8. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

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

- A. PRIMARY AND NONCONTRIBUTORY INSURANCE. The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance, or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.
- B. DURATION. The Grantee shall carry all required insurance for two (2) years after the Report is accepted by the District.
- C. LIABILITY. Section XVII are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee's liability under this Agreement.
- D. GRANTEE'S PROPERTY. Grantee are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance.
- F. NOTIFICATION. The Grantee shall ensure that all policies provide that the Grant Manager shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Grant Manager with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the Grant Manager with an updated Certificate of Insurance should its insurance coverages renew under this Agreement.
- G. CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the Grant Manager.

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

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

Appendix 9: Scoring Rubric

Section 1: Need, Description, and Justification of Program(s) (24 points)			
Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the target youth population, serving "at-risk" youth, or why organization is proposing to serve this population 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the target youth population and why organization is proposing to serve this population OR <input type="checkbox"/> Describes serving some "at-risk" youth as defined in the RFA 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the target youth population and why organization is proposing to serve this population AND <input type="checkbox"/> Describes serving "at-risk" youth as defined in the RFA and how organization determines youth meet the "at-risk" definition 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the target youth population and why organization is proposing to serve this population <input type="checkbox"/> Details serving ONLY "at-risk" youth as defined in the RFA <input type="checkbox"/> Details accurately how the organization determines youth meet the "at-risk" definition
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the program or program activities, program structure, or duration, or a history of programming for the target population 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the program or program activities, program structure, or duration OR <input type="checkbox"/> Describes a history of programming for the target population 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the program, program activities, program structure, AND duration AND <input type="checkbox"/> Describes a history of programming for the target population 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the program, program activities, and how the youth experience the program <input type="checkbox"/> Details how the program structure and the duration meet the needs of the target population <input type="checkbox"/> Details a history (more than five years) of serving the target population
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the unique need the program addresses in the community 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the unique need the program addresses in the community 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the unique need the program addresses in the community and any partnerships formed with other youth serving organizations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the unique need the program addresses in the community and any partnerships formed with other youth serving organizations <input type="checkbox"/> Details how the program is intentionally designed to meet the need identified <input type="checkbox"/> Provides examples of other programmatic options for youth if the program did not exist
<ul style="list-style-type: none"> <input type="checkbox"/> Does not provide evidence-based intervention 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides evidence-based intervention 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes evidence-based intervention <input type="checkbox"/> Describes the tiers of evidence 	<ul style="list-style-type: none"> <input type="checkbox"/> Details evidence-based intervention <input type="checkbox"/> Details the tiers of evidence <input type="checkbox"/> Details how the program is implemented with fidelity
<ul style="list-style-type: none"> <input type="checkbox"/> Does not provide citation or bibliography of research 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides citation or bibliography of research 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides citation or bibliography of research <input type="checkbox"/> Evidence supports Tier 3 or 4 (Promising Evidence or Demonstrates a Rationale) 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides citation or bibliography of research <input type="checkbox"/> Evidence supports Tier 1 or 2 (Strong Evidence or Moderate Evidence)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe hybrid programming 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes hybrid programming 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes hybrid programming including methods and quality of program <input type="checkbox"/> Describes virtual platforms <input type="checkbox"/> Describes connections with youth <input type="checkbox"/> Describes how program measures success 	<ul style="list-style-type: none"> <input type="checkbox"/> Details hybrid programming including methods and quality of program <input type="checkbox"/> Details virtual platforms used and safety measures taken <input type="checkbox"/> Details connections with youth <input type="checkbox"/> Details how program measures success <input type="checkbox"/> Details how youth contribute to the design or content of program in a virtual setting

Section 2: Program Measures (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe formative assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes formative assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes formative assessment to measure youth development outcome <input type="checkbox"/> Describes the selection for the formative assessment and the validity of the assessment to measure the youth development outcome 	<ul style="list-style-type: none"> <input type="checkbox"/> Details formative assessment to measure youth development outcome <input type="checkbox"/> Details the selection for the formative assessment to measure the youth development outcome and the validity of the assessment to measure the youth development outcome <input type="checkbox"/> Details how the formative assessment is used to increase individual participant skills and knowledge and achieve success
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe program activities <input type="checkbox"/> Does not describe youth developmental outcomes that program will achieve 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes program activities <input type="checkbox"/> Describes youth developmental outcomes that program will achieve 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes program activities as evidenced in the narrative <input type="checkbox"/> Describes achievable youth developmental outcomes <input type="checkbox"/> Describes tools and/or practices to evaluate program outcomes 	<ul style="list-style-type: none"> <input type="checkbox"/> Details program activities as evidenced in the narrative <input type="checkbox"/> Details achievable youth development short-, intermediate-, and long-term outcomes that the program will achieve <input type="checkbox"/> Details tools and/or practices to evaluate program outcomes <input type="checkbox"/> Details how the program knows when the outcomes have been achieved <input type="checkbox"/> Outcomes seem attainable based on description for both School Year and Summer program
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the program defines equitable outcomes for youth <input type="checkbox"/> Does not describe how the organization identifies structural racism 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the program defines equitable outcomes for youth <input type="checkbox"/> Describes how the organization identifies structural racism 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the program defines equitable outcomes for youth <input type="checkbox"/> Describes how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community 	<ul style="list-style-type: none"> <input type="checkbox"/> Details how the program defines equitable outcomes for youth <input type="checkbox"/> Details how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community <input type="checkbox"/> Details opportunities provided to youth to work toward dismantling structural racism.
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe program improvement or how the program measures quality <input type="checkbox"/> Does not describe any changes made to the program based on data collected in previous years 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some program improvement and how the program measures quality OR <input type="checkbox"/> Describes some changes made to the program based on data collected in previous years 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes organization's commitment to the continuous program improvement and how the program measures quality AND <input type="checkbox"/> Describes changes made to the program based on data collected in previous years with examples 	<ul style="list-style-type: none"> <input type="checkbox"/> Details a history of organization's commitment to the continuous cycle of improvement through measurements such as self-assessment, external assessment, or other methods <input type="checkbox"/> Details changes made to the program based on data collected in previous years with examples of how those changes affect the youth <input type="checkbox"/> Details how youth are involved in the process of continuous improvement

Section 3: Youth Involvement (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> □ Does not define the number of youth to be served by the grant □ Does not describe strategies used to recruit youth into the program 	<ul style="list-style-type: none"> □ Defines the number of youth to be served by the grant □ Describes strategies used to recruit youth into the program 	<ul style="list-style-type: none"> □ Defines an achievable number of youth to be served by the grant that meets or exceeds the previous numbers of youth served for both SY20-21 and Summer 2021 □ Clearly describes strategies used to recruit youth into the program □ Clearly describes successes or challenges encountered with recruitment strategies OR describes why recruitment is not an issue 	<ul style="list-style-type: none"> □ Defines an achievable number of youth to be served by the grant that meets or exceeds the previous numbers of youth served for both SY20-21 and Summer 2021, and provides a history and ability of reaching the number of youth proposed to serve □ Details strategies used to recruit youth into the program, including strategies on how the program recruits target population □ Details successes and challenges encountered with various recruitment strategies OR describes why recruitment is not an issue
<ul style="list-style-type: none"> □ Does not define the number of youth to be retained by the program throughout the grant period □ Does not describe strategies used to retain youth in the program 	<ul style="list-style-type: none"> □ Defines the number of youth to be retained by the program throughout the grant period for both school year and summer □ Describes strategies used to retain youth in the program OR □ Explains why retention strategies are not used 	<ul style="list-style-type: none"> □ Defines a realistic number of youth to be retained by the program throughout the grant period for both school year and summer □ Clearly describes strategies used to retain youth in the program □ Clearly describes successes or challenges encountered with retention strategies OR □ Clearly explains why retention strategies are not used 	<ul style="list-style-type: none"> □ Defines a realistic number of youth to be retained by the program throughout the grant period for both school year and summer □ Details strategies used to retain youth in the program that are aligned to youth development □ Details successes and challenges encountered with retention strategies and describes actions to correct challenges □ Describes how being retained in the program benefits the youth OR □ Details why retention strategies are not used
<ul style="list-style-type: none"> □ Does not describe youth involvement in the design of the program □ Does not describe youth leadership opportunities in the design of the program 	<ul style="list-style-type: none"> □ Describes youth involvement in the design of the program OR □ Describes youth leadership opportunities in the design of the program 	<ul style="list-style-type: none"> □ Describes youth involvement in the design of the program AND □ Describes youth leadership opportunities in the design of the program 	<ul style="list-style-type: none"> □ Details authentic youth involvement in the design of the program □ Details authentic youth leadership opportunities □ Provides examples of specific youth involvement and leadership opportunities □ Provides examples of changes made to program as a result of youth input

Section 4: Budget and Budget Narrative (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the grant funds will be used <input type="checkbox"/> Does not describe the number of youth served or the cost per participants 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the grant funds will be used <input type="checkbox"/> Describes the number of youth served <input type="checkbox"/> If the program collects fee, a rationale is provided 	<ul style="list-style-type: none"> <input type="checkbox"/> Clearly describes how the grant funds will be used <input type="checkbox"/> Describes the number of youth served and the number meets the minimum RFA requirement <input type="checkbox"/> Justifies the cost per participants, and the per participant cost is appropriate <input type="checkbox"/> If the program collects fee, a rationale is provided 	<ul style="list-style-type: none"> <input type="checkbox"/> Details how the grant funds will be used, and all expenses align with program activities and youth development outcomes <input type="checkbox"/> Details the number of youth served and the number exceeds the minimum RFA requirement <input type="checkbox"/> Justifies the cost per participants, and the per participant cost is appropriate <input type="checkbox"/> If the program collects fee, the fee is listed in revenue and expensed for the program, a rationale is provided for why fees are collected, the narrative includes information on how youth can participate regardless of ability to pay
<ul style="list-style-type: none"> <input type="checkbox"/> Does not provide a programmatic budget <input type="checkbox"/> Does not describe the organization's indirect costs 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a programmatic budget <input type="checkbox"/> Describes the organization's indirect costs <input type="checkbox"/> Description provided is justifiable 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a programmatic budget and expenses aligned to described program and activities <input type="checkbox"/> All budget calculations are mathematically correct and accurate <input type="checkbox"/> Describes the organization's indirect costs which are justifiable to the size and scale of the organization <input type="checkbox"/> Indirect costs do not exceed 30% or justifies an indirect rate above 30% 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a programmatic budget and expenses align to described program and activities <input type="checkbox"/> All budget calculations are mathematically correct and accurate <input type="checkbox"/> Details the organization's indirect costs which are justifiable to the size and scale of the organization <input type="checkbox"/> Indirect costs do not exceed 30% or justifies an indirect rate above 30%
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe other sources of funding 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources of funding 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources of funding and status of funding <input type="checkbox"/> Fundraising strategies are varied 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes other sources and status of funding, and has secured some funds for the program <input type="checkbox"/> Fundraising strategies are varied <input type="checkbox"/> Expenses listed do not exceed revenue