



## 2026 Summer Strong DC Request for Applications

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RFA Release Date: January 14, 2026  
Applications Due Date: February 25, 2026 by 5:00 pm EST

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

Applications and attachments must be submitted through the Learn24 Cityspan RFA Portal at [Learn24RFA.cityspan.com](#). Applicants who do not currently have an account in the Cityspan RFA portal must first create one by registering [here](#). (Prior grantees should make certain that they are logging into the Cityspan RFA Portal and not the Cityspan Grants Management System to access the grant application). If you experience technical difficulties accessing the Cityspan RFA portal, please contact [learn24data@dc.gov](mailto:learn24data@dc.gov).

Successfully submitted applications will receive a confirmation email from Cityspan upon receipt of submission. If a confirmation is not received, contact [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) **within 24 hours** from the time of submission. Applications that do not receive 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 Wednesday February 25, 2026), incomplete, paper, or emailed applications will not be considered for any reason, inclusive of due to technical difficulties/challenges. Applicants are strongly encouraged to apply early and to avoid waiting until 5:00 p.m. to submit applications. There are no exceptions to this submission policy. All funding decisions are final and are not subject to review, appeal, or protest.

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# SECTION A: STATEMENT OF WORK

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## 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 fiscally responsible nonprofit organizations that have a history of providing 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). All grant awards are contingent upon the availability of funds.

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

## Scope

The 2026 Summer Strong DC RFA invites high-performing, fiscally responsible, nonprofit organizations that focus on youth development and have a history of success with increasing participants academic knowledge, skills, and behaviors and serve school age children and youth<sup>1</sup> with summer programs to apply. Organizations applying must serve youth through a positive youth development approach. Organizations may serve children and youth who reside outside the District of Columbia; however, Summer Strong grant funds may only be applied to children and youth<sup>2</sup> who reside within the District. For this RFA, the term youth will be used to describe both children and youth.

Summer programs have been shown to support academic recovery and reduce summer learning loss. The typical summer learning loss experienced in a regular year can often be reduced through participation in a summer program, especially when that program focuses on areas youth enjoy. For the purposes of this RFA, summer programming is defined as a structured, supervised learning, and youth development opportunity offered to a distinct group of District youth during the summer months for a minimum of 5 hours per day, 5 days a week, for 5 consecutive weeks.

## Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. The OST Office anticipates awarding up to \$1.6 million in total awards. Applicants may request up to \$100,000. The OST Office maintains the right to adjust the grant award and funding amounts. Organizations may apply for one (1) of the following two (2) OST Summer Strong grant programs:

1. FY26 OST Summer Strong Grant – Organizations with an annual operating budget greater than \$250,000 may apply for the FY26 Summer Strong Grant and request up to \$100,000.
2. FY26 OST Summer Strong Small Non-Profit Grant – Organizations with an annual operating budget of \$250,000 or less may apply for the FY26 Summer Strong Small Nonprofit Grant and request up to \$90,000.

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<sup>1</sup> As defined by the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2–1555.01

<sup>2</sup> "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.

### Youth Development Outcomes

The intent of this grant is to support high-quality summer programs that offer educational, enriching, social, emotional, physical health opportunities and activities for youth throughout the District and that support their holistic growth and development (academic, social, emotional, physical, and mental health). 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.

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

Positive youth development (PYD) 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.

### Target Population

Organizations must serve a minimum of 20 unduplicated District youth by the end of the grant period for the entire program, with the exception of small non-profits (organizations with a total operating budget of \$250,000 or less) who must serve a minimum of 15 unduplicated District youth by the end of the grant period for the entire program. Programs are expected to serve the same youth across all 5 weeks of the program. These funds are for a continuous 5-week program, NOT five, separate one-week programs.

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 underserved youth across the District 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; and/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.

In addition, for the purpose of this RFA, underserved youth shall include any DCPS student or public charter school student who is identified as one or more of the following:

- (A) Economically disadvantaged as demonstrated by eligibility for Free- and Reduced-priced Meals;
- (B) Has a disability as demonstrated by an Individual Education Plan (IEP);
- (C) English Learner; and/or
- (D) Residing in Wards 4, 5, 6, 7 or 8.

Programs must be available to any at-risk or underserved youth across the District that meets the programs' specific target population.

### Competitive Priority Points

The District maintains the right to provide competitive priority points for programs serving a high percentage of at-risk/underserved students based on the information found through the DC Policy Center's 2023 [\*Needs Assessment of Out-of-School Time Programs\*](#).

Competitive priority points will be awarded by the OST Office as follows:

### Up to Seven (7) Points

Up to eight (7) points, or one (1) point each, will be awarded for each of the seven (7) categories of at-risk/underserved youth listed above that the applicant proposes to serve. Note, eligible recipients of TANF, SNAP and/or Free and Reduced Meals represent one category, economically disadvantaged youth. The actual number of additional points to be awarded is based on the percentage of at-risk/underserved youth proposed to be served per category by the applicant, as follows:

Per each of seven (7) at-risk and underserved categories:

- 1-24% served = 0.25 point
- 25-49% served = 0.5 point
- 50-74% served = 0.75 point
- 75-100% served = 1 point

While competitive points for serving at-risk/underserved youth will be awarded based on the proposed number of youths to be served within each category, the actual percentage of participating youth per category enrolled in OST programs will be verified through data provided by the District of Columbia Public Schools and Office of the State Superintendent of Education. Grantees must provide services to youth within +/-15% of the percentage proposed per category to maintain grant compliance. Inability to do so may subject grantees, at the discretion of the OST Office, to immediate termination of the grant agreement or ineligibility for funding in future years.

### **Grant Period**

The grant period is from June 1, 2026, through September 30, 2026.

### **Program Period**

Summer programming must take place for 5 continuous weeks between June 22, 2026, and August 22, 2026. Programming may occur at any time during the program period to meet the minimum dosage, but the weeks of programming must be continuous.

### **Program Hours**

Organizations providing OST services to youth during the summer must offer consistent and on-going programming, designed to enroll the same group of youth at the proposed site(s) for a minimum of 5 hours per day, 5 days per week, for 5 consecutive weeks to the same group of youth. The District reserves the right to provide additional points for applications that exceed the minimum programming hours.

### **Program Locations**

Organizations may apply to serve youth at one site or multiple sites. Sites must be clearly identified in the application. Programming may occur at any accessible and safe location in the District or outside the District but must serve youth enrolled in or eligible to enroll in a DCPS or DC Public Charter School.

### **DCPS Summer School Sites**

Summer Strong grantees have the opportunity, if interested, to provide afternoon programming as part of DCPS' 2026 Summer School Programming (grades K-8), in addition to High School and Extended School Year (ESY) sites. Organizations selected to offer services will be placed at a designated DCPS summer school host site(s). This is an *option*, not a requirement.

DCPS Summer School sites will host DCPS-run academic summer programming for up to six (6) weeks, Monday through Friday, from 9:00 AM to 1:00 PM beginning June 22, 2026, and running through July 31, 2026 (no programming on Friday, July 3, 2025). Partner programming will take place in the afternoon following summer school for five (5) hours daily (i.e. 1:00 to 6:00 PM), unless otherwise determined at the selected summer site. Partners will

pay no fees for building usage up until 6:00 PM at Elementary School sites, 4:00 PM at Middle / High School sites, or until 1:00 PM at ESY summer sites. Partners will be responsible for paying for extended services operating beyond DCPS established building usage hours and will incur per hour security/custodial fees. General questions regarding DCPS summer building usage policies can be directed to: [dcps.partnerships@k12.dc.gov](mailto:dcps.partnerships@k12.dc.gov)

Partners will collaborate directly with DCPS staff to support students enrolled in summer school; this is not intended for independent partner programming. Please also note that DCPS will not provide any additional funding for afternoon programming, including supplies and materials. All summer program costs should be covered by Learn24 or other grantee supplied funds.

Applicants interested in providing services at a DCPS Summer School Site, please contact [extendedlearningteam@k12.dc.gov](mailto:extendedlearningteam@k12.dc.gov).

For organizations interested in using a DCPS building to run their own programming, independent of DCPS summer school, school sites are available for a fee. Please refer to the DCPS summer rental website for more details on securing space in a DCPS school.

## Eligibility

Applicants may apply for only one 2026 Summer Strong DC Grant award. Organizations who applied and were awarded funding from other OST Office grants in FY26, except for My Afterschool DC (MADC), are not eligible for 2026 Summer Strong grants. MADC grantees may apply to extend their afterschool programming to serve the same youth served by MADC and/or additional youth enrolled in partnering priority school during the summer months.

## Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of two (2) years at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). (Appendix 3).

All applicants and must be in good standing with the:

- a. Internal Revenue Service (IRS) as evidenced by the most recent two (2) years of Form 990 filings.
- b. District of Columbia Government as evidenced by:
  - i. Department of Licensing and Consumer Protection (DLCP) Basic Business or Charitable Solicitation License (Appendix 4)
  - ii. Department of Licensing and Consumer Protection (DLCP) Certificate of Good Standing (Appendix 5)
  - iii. Office of Tax and Revenue (OTR) Clean Hands Certificate (Appendix 6)

If the applicant is a prior OST Office grantee, awarded in FY25 or before, the applicant must have been compliant with prior grant agreements to be eligible to apply.

## Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach positive youth developmental outcomes and to have meaningful roles in their community. Applications must clearly define how the program measures and defines outcomes to support youth in achieving positive youth developmental outcomes.

## Organizational Finances

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. (This is distinct

from the allowable indirect costs for the OST program. For more information on OST program indirect costs, see page 13 below)

The applicant must include copies of:

1. Current fiscal year Income Statement (Profit/Loss Statement)
2. Two (2) years of the most recently filed Form 990, 990EZ, or 990N (including the signature of an officer) and any schedules filed
3. Current board approved organization budget (Local Education Agencies are exempt)
4. Organizations requesting more than \$50,000 in any fiscal year must submit a copy of an audit (or a financial review if organization revenue is less than \$250,000) conducted by an independent CPA within the last two fiscal years, with findings/conclusions that indicate sound financial management. If the results of an organization's audit (or financial review) are not "presented fairly" (favorable or no cause for fiscal management concerns) the organization may be subject to the immediate termination of the agreement, at the discretion of the OST Office.

### 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; post-retirement benefits; legal expenses; 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; sales tax; fines and penalties; fines and penalties of any grant awards; fundraising; 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 of up to \$25/month per youth); 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 in conjunction with other District of Columbia government grants to offer the same services or activities to the same youth, such as the Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP). SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving programming funds from DOES.

Applicant may not subcontract more than 40% of grant funds, unless approved by the OST Office. The use of subcontractors must be provided in the budget narrative.

### Program Expenses

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

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits; program equipment, supplies and materials; curricula; program evaluation; educational/learning field trip expenses; snacks/meals for participating youth; family engagement activities/recruiting; participant gift cards (not exceeding \$25/month per youth); expenses related to procuring background checks; staff time related to data entry, reporting, training, and accounting when related to program expenses; cleaning supplies; and Personal Protection Equipment (PPE) necessary to create and sustain programming.



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 20%.

## APPLICATION SUBMISSION

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### Application Submission Checklist

All application materials must be submitted through Cityspan at [Learn24RFA.cityspan.com](https://learn24rfa.cityspan.com) by Wednesday, February 25, 2026 at 5:00 pm EST. Applicants must first create an account in the Cityspan RFA Portal. The grant narrative and budget will be completed through the Cityspan application form. All required documents must be uploaded as PDF, Microsoft Word, or Microsoft Excel files and be submitted with the completion of the Cityspan application form. Successfully submitted applications will receive an email confirmation from Cityspan upon completion. Applicants should print/save the confirmation as evidence of submission. The confirmation email will be sent to the email address provided for the "Proposal Point of Contact" in the submitted application. If a confirmation is not received, contact [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) within 24 hours from the time of submission. Applications without confirmation or without evidence of submission, late, or incomplete applications will not be reviewed, regardless of reason, e.g.- technical difficulties.

The application will not be reviewed if applicant fails to follow the requirements set forth within the Cityspan application form and/or fails to submit all required documents. Additional documents not requested will not be reviewed and will be removed from the application materials.

### Organization

Complete the following components of the organizational profile included within the Cityspan application form and upload all required documents listed below.

#### Organization Overview

- Organization's legal name
- Tax Identification Number
- Mailing address
- Website address (or social media handle)
- Indicate whether the organization has had a contract with DC government that was terminated within the last five years
- Organization's Mission Statement
- Number of full- and part-time employees
- Total organization budget

#### Organization Mailing Address

- Street address, city, state and zip of organization's headquarters or main office

#### Organization Contacts

- Grant Administrator/Primary Contact first and last name, title and contact information
- Signatory first and last name, title and contact information

#### Certifications and Assurances

The authorized signatory must sign and date after each of the required certification and assurance statements:

- Terrorist Exclusion
- Non-Discrimination Policy and Delivery of Services
- Staff Clearances and Requirements



- Personal Assurance

### Attachments

The following checklist summarizes the list of required documents to be uploaded and submitted with the Cityspan application form.

- Organization's current, board-approved annual budget (Note: Local Education Agencies are exempt)
- Organization's current fiscal year income statement (profit loss statement)
- Audit (or financial review if a small nonprofit) conducted within the last two years (if requesting over \$50,000)
- Two (2) years of the most recently completed signed Form 990, 990EZ, or 990N and any schedules filed
- IRS Determination Letter of 501(c)(3) non-profit organization dated January 1, 2024, or earlier
- DLCP Basic Business License, currently valid through August 31, 2026 (Note: if the current Basic Business License will expire before August 31, 2026, organization must renew the Business License before it expires and submit a copy of renewed license to OST Office) (at least two years prior)
- DLCP Certificate of Good Standing dated January 1, 2025 or after (within past year)
- OTR Clean Hands Certificate dated January 1, 2025 or after (within past year)

### Program Description (52 points)

Complete the following components of the program description within the Cityspan application form.

#### Grant Competition Information

- Name of OST program
- Grant period being applied for: Summer
- Type of grant being applied for: Summer Strong / Summer Strong Small Nonprofit (for organizations with total operating budget of \$250,000 or less)

#### Funding Request

- Total program budget
- Amount of grant funds being requested

#### Proposal Point of Contact

- Proposal point of contact's first and last name and contact information

#### Organization History, Leadership and Staff Experience (16 points)

- Detail history and mission of organization. Detail directors, senior staff, and board members with broad expertise and commitment to youth. Detail organization's approach and philosophy in implementing a youth development approach.
- Detail key staff that will manage grant administration, financials, data management and analysis. Provide quantitative and qualitative evidence of success in managing and complying with grant requirements.
- Detail the program team, tenure, experience, and connection with the school and/or community to be served. Explain how the program personnel are best suited to implement youth development programs and serve the target population. Detail the experience and understanding of the needs of the youth within the school/community to be served.
- Detail how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community.

#### Need and Justification for Program (8 points)

- Detail the targeted population to be served using the most current data available. Describe why the organization is proposing to serve this population. Describe how the proposed program will address the

needs of underserved and/or at-risk youth as defined in the RFA. Detail accurately how the organization determines youth meet the definition of underserved/at-risk.

- Describe how the program meets the unique need of the community to be served. If the described program did not exist, would the youth served have any other summer program options in the community? Provide examples of other programmatic options for youth if the program did not exist.

### Target Population(s) to be Served (Up to 7 possible Priority Points)

- Indicate targeted percentage range for each of the at-risk and underserved populations that the program intends to serve. If the organization does not intend to target a specific population, select "Not Targeted".
  - Economically disadvantaged youth as demonstrated by eligibility for TANF, SNAP, or Free- and Reduced-priced Meals
  - Youth with a disability as demonstrated by an Individualized education Plan (IEP) or 504 Plan
  - Youth who are English Learners
  - Youth who are experiencing homelessness
  - Youth who are in foster care
  - High school-aged youth who are one year older, or more, than the expected age for the grade in which they are enrolled
  - Youth who reside in wards 4, 5, 6, 7 and/or 8

### Program Description / Services - 12 Points

- Succinctly describe the general program service(s) to be funded by the grant, which include but are not limited to academic support, enrichment, social-emotional development, leadership, civic engagement and sports/recreational services. Describe how those services will promote youth development/achievement.
- will promote youth development/achievement.  
State up to three measurable objectives that the grant-funded program will achieve. For each measurable objective, include the following four components:
  - 1) Subject (who is the target or focus?);
  - 2) Behavior (what will be changed/improved?);
  - 3) Specific criteria for assessing improvement, readiness, or achievement; and
  - 4) Time period for performance or assessment.

#### Examples

- 1) By August 31, 2026, 85% of participating students in grades 1-12 will attend 125 or more hours of summer programming.
- 2) By August 31, 2026, 70% of K-5 students, participating in 30 hours or more of the summer program, will show gains in reading as demonstrated by Fountas and Pinnell literacy level literacy assessments.
- 3) By end of the program period, 90% of students in grades 6-8 participating 30 hours or more in the summer program will demonstrate increased soccer knowledge and skill as measured by pre- and post-assessment drills that evaluate general coordination and body awareness, individual ball control, dribbling, and passing skills.

### Youth Involvement (8 Points)

- Detail strategies the program uses to recruit youth into the program, including specific strategies utilized to reach the targeted, at-risk youth population(s) to be served by the 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. Otherwise, detail why recruitment is not an issue.
- Describe strategies the program uses to retain youth. If these techniques have been used previously, describe both the successes and challenges and describe actions taken to correct challenges. If the strategies are new, describe the rationale that suggests success. Otherwise, detail why retention strategies are not used.

### **Making Connections (8 Points)**

- Detail how the program supports youth with connecting to the larger community and being responsible citizens. Provide specific examples and explain how these connections benefit the youth. Otherwise, provide a rationale why the program does not connect with the larger community.
- Detail strategies the program will use to engage families and why this is important to youth development. If these techniques have been used previously, describe both the successes and challenges. If the strategies are new, describe the rationale that suggests success. Otherwise, detail why family engagement is not a component of programming.

### **Program Sites**

Complete the following details for program site(s) within the Cityspan application. Note: The Program Site information is designed to help connect families to program services if the organization is awarded an OST grant but does not impact grant competitiveness.

#### **Site Locations**

- Grant-funded site name(s) and location(s)
- Type of facility
- Ward each site is located within
- Targeted wards
- Specific schools to be served (if applicable)
- Total number of unduplicated youth to be served
- Grade level(s) of youth to be served
- Service period for each site

#### **Site Dosage**

- Program start date per site
- Program end date per site
- Actual number of weeks services to be offered per site
- Seat Capacity (this includes OST grant-funded and non-funded program capacity)
- Days per week services to be offered per site
- Times per day services to be offered per site
- Meals offered per site
- Transportation offered per site
- Metro access per site
- Indication of bilingual staff onsite daily to support English Learners per site
- Fees charged to participating youth per site
- Field trips offered per site
- Focus areas of programming at each site by type (academic, community, enrichment, experiential, social-emotional, or other)

### **Budget and Budget Narrative (12 points)**

#### **Budget**

Complete a line-item budget and budget narrative within the Cityspan application form that clearly details the expenses to be charged to the grant up to the requested award amount. Include calculations for all costs and activities. Budget calculations must include quantities, unit costs, and other similar details sufficient to verify calculations. All costs must be reasonable and necessary to carry out the grant objectives.

- Program Personnel
  - Employee Salaries - Include individual detail of staff positions and calculation of wages for each position.
  - Employee Benefits – Include the breakdown of each fringe benefit for each position.
- Program Implementation
  - Contractual/Purchased Services – Describe and list each contractual service with a budgeted amount. Note organizations may not subcontract more than 40% of grant funds, unless approved by the OST Office.
  - Supplies & Materials – Describe and list all types of materials or supplies, including major purchases of instructional curriculum with a budgeted amount.
  - Equipment – Describe and list any equipment with a budgeted amount.
  - Travel - Describe and list travel services with a budgeted amount.
  - Marketing & Outreach- Describe and list marketing and outreach services with a budgeted amount.
  - Other Direct Program Cost- Describe and list other direct program cost with a budgeted amount.
- Program Operations - Operational expenses include but are not limited to:
  - Rent
  - Utilities
  - Telecommunication
  - Equipment
  - Postage and delivery
  - Insurance – OST grantees must procure and maintain the types of insurance specified (Appendix 7). It is recommended that prior to submission of a grant application, applicants request that an insurance broker or insurance company review proposed OST services and provide a quote for required coverage based on the number of students to be served and the location(s). Applicant may include estimated insurance expenses as a line item in the proposed budget under Program Operations.
- Organization Expenses - Provide a detailed explanation for all proposed expenses related to administration of the grant funds. The maximum allowable amount for indirect costs may not exceed 20 percent of the total award unless the organization has a federal Negotiated Indirect Cost Rate Agreement (NICRA) greater than 20 percent. The percentage of direct instructional services and fringe benefits for administrative positions shall not be used to determine the 20 percent.
  - Salaries - Include individual detail of indirect staff positions and amounts for each position.
  - Contractual/Purchased Services – Describe and list each purchased service with a budgeted amount.
  - Other - Describe and list any additional indirect operational expenses that cannot be tied directly to the program, but that are incurred to support the program (i.e., audit fees, grant writing, insurance, management or finance salaries, or administrative rent).

#### **Budget Narrative**

- Detail how grant expenses align with program activities and youth development outcomes.
- Provide a detailed justification for the cost per hour and per student.

## **APPLICATION PROCESS AND SCORING**

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### **Important Dates**

- Wednesday January 14, 2026: RFA released
- Tuesday, January 20, 2026: Grant Information Session
- Friday, January 30, 2026: Last day that questions may be submitted to [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) and answers published

- Wednesday, February 25, 2026: Completed applications due electronically by 5:00 p.m.
- March 2026: If needed, questions to applicants to clarify/verify application materials
- April 2026: 2026 Summer Strong DC Grant awards announced

### 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.
  - Tuesday, January 20, 2026, from 11:00 am to 12:00 pm. Registration is not required. Attend the information session by clicking [here](#).

### Questions

Questions regarding the RFA must be submitted via email to [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov). Questions and answers will be published beginning January 19, 2026. Once published, the questions and answers will be updated regularly as questions are received. Responses to questions will be provided through the document within 72 hours of receipt, except on weekends. Questions and answers can be found at [2026 Summer Strong Q&A](#).

### Application Submission and Deadline

Applications and attachments must be submitted via Cityspan by Wednesday February 25, 2026, at 5:00 pm, click [here](#) or go to [Learn24RFA.cityspan.com](https://learn24rfa.cityspan.com) register and apply. Successfully submitted applications will receive a confirmation email from Cityspan upon completion. Applicants should print/save the email as evidence of completion. The confirmation email will be sent to the email address provided for the "Proposal Point of Contact" in the submitted application. If a confirmation is not received, contact [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) within 24 hours from the time of submission. Applications without 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.

## Review Process

### Scoring

Each proposal will be reviewed by three (3) reviewers using the scoring rubric. (Appendix 9)

Applicants may receive up to 64 points plus up to 7 possible priority points for a total of 71 possible points, as follows:

- Program Description: 52 points (+ up to 7 possible priority points)
- Budget/Budget Narrative: 12 points

In the event that three (3) reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review may 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 proposal.

### Reviewers

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

### Notification Process

All applicants will be notified via email about the status of the award in April 2026. Reviewer score summaries will be accessible for applicants to review in the Cityspan RFA Portal following the award announcement. Applicants should ensure [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) is on the list of acceptable email address to ensure emails are not sent to the spam filter. Failure to respond to emails from [learn24rfa@dc.gov](mailto:learn24rfa@dc.gov) within 24 hours may result in immediate ineligibility to receive a grant award.

### Awards

All funding decisions are final and are not subject to review, appeal, or protest.

## SUCCESSFUL GRANT APPLICANTS

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### Requirements If Awarded

#### Grant Agreements

Grantees will complete grant agreements with the OST Office and submit all required documents by May 30, 2026.

#### 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 submitted as a proposed amendment in the Cityspan Grants Management System for review and approval by the OST Office, prior to implementation.

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 mandatory meetings may result in immediate termination of the grant agreement.

To help enhance District families' knowledge of and accessibility to OST resources, grantees must register with and utilize My Out of School Time (MOST-DC) Portal, as follows:

- Provide one (1) point of contact for portal administrative duties
- Attend training hosted by the OST Office to obtain entry into the portal's admin system and learn how to navigate the system, review and respond to parent interest data, as collected by organization, with 48 hours
- Utilize the portal as a key tool for recruitment to meet seat capacities as well as marketing efforts for program expansion if applicable

#### Grantee Meetings and Activities

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be raised with Learn24 in writing for review and approval.

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

#### Training, Certifications and Policy Requirements

Grantees must participate in any professional development trainings required by the OST Office. Required trainings will be established by the OST Office's Institute for Youth Development each fiscal year and offered at no cost to grantees. Grantees must have a minimum of one representative in attendance at each required training session.

Grantees must have at least one (1) person per physical program site who is a certified mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits and uploaded into Cityspan Grants Management System. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees should have a policy on how program staff,

volunteers, or contractors are informed or trained for suspicion of abuse and neglect. All program staff, volunteers and contractors must be aware of the location of the organization's certified mandated reporter onsite and when to contact. Access the training [here](#) or at <https://dc.mandatedreporter.org>. The mandated reporter must have all current background clearances uploaded into the Cityspan Grants Management System.

Grantees must have at least one (1) person per physical program site who is a certified Cardio-Pulmonary Resuscitation (CPR) and First Aid personnel. Certification of completion must be uploaded in the Cityspan database. All program staff, volunteers and contractors must be aware of the location of the certified CPR/First-Aid personnel on-site and when to contact. This will be confirmed during monitoring visits.

Grantees must establish a Bullying Prevention Policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR compliance procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy at [Bullying.Prevention@dc.gov](mailto:Bullying.Prevention@dc.gov). Grantee must obtain written approval of the organization's Bullying Prevention Policy from OHR and provide a copy of the established Bullying Prevention Policy and OHR approval to the OST Office.

### Insurance and Operations

Grantees shall be required to submit proof of insurance for the insurance clauses as determined by the Office of Risk Management (ORM), based on the scope of their work. The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the required types of insurance specified by ORM (Appendix 7).

Grantees must be compliant with the specific insurance and background check requirements of the program location.

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

### Data

Grantees are required to collect consent forms, track and report data, and participate in research and evaluation activities commissioned by the OST Office. Grantees will submit data directly to the OST Office using the Cityspan Grants Management System. Failure to do so will place the grantee out of compliance. These activities include but are not limited to participant information, attendance, collection of youth/family consent forms, and distribution and entry of youth surveys.

Grantees are required to administer the OST Youth Survey once prior to the end of the program period, unless exemption has been provided by the OST Office. Grantees must administer the OST Youth Survey to all youth participants in 4<sup>th</sup> grade and above who have a signed parent/guardian consent on file.

### Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. OST Office staff may facilitate scheduled and/or unscheduled monitoring visits at anytime during the program period. During such visits, the organization is required to provide access to facilities, records, programming, as well as participants and staff, as deemed necessary. (Appendix 8)

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to



identify specifically whether the organization's operational, financial, and management systems and practices are adequate to account for grant funds.

### **Staff, Contractor, and Volunteer Background Clearance Checks**

Grantees will be required to have the following background checks completed and uploaded in the Cityspan Grants Management System for all of the organization's staff, volunteers, contractors, and subcontractors who have regular (at least once weekly) access to youth, supervised or unsupervised, including those conducting any virtual programming:

- Federal Bureau of Investigation (FBI) criminal background check and signed affidavit one-year after the initial FBI check
- National Sex Offender Registry (NSO) and signed affidavit one-year after the initial NSO check

The criminal history of all individuals will be considered to determine whether he or she is suitable to serve as program personnel. Any OST Office-funded grantee that employs personnel through the use of OST Office grant funds, must complete their due diligence to ensure employees are suitable for hire through a background check that is facilitated by the District of Columbia Public Schools (DCPS), the District of Columbia Department of Human Services (DCHR), or another approved background check agency prior to any OST-funded employee working directly with youth. Final employment suitability determinations are made by DCPS and/or DCHR and are based on the OST Office's grant agreement for the applicable fiscal year.

All background clearances must be valid for the duration of the grant period and renewed prior to expiration, align with the program site requirements (DC Public Schools, DC Public Charter Schools, etc.), and be uploaded in the Cityspan Grants Management System or other designated OST Office data sharing system, during the timeframe stipulated by the OST Office. Organization must maintain proof of submission within the personnel file at all times. Failure to do so will place the grantee out of compliance.

Personnel may not interact with youth as an employee of an OST Office funded grantee whilst waiting on the results of all required background checks.

One-day visitors, guests, and volunteers shall always be under the direct supervision of a staff member with all appropriate clearances.

In the event that any staff, volunteer, or contractor has a background check returned with an issue or indication of past criminal history, the said result must be communicated to the OST Office within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until OST Office has made a determination.

### **Attendance**

Grantees will be required to provide access to the grant program's daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance directly into the Cityspan Grants Management System. Attendance must, at minimum, be entered weekly into the Cityspan Grants Management System. Failure to do so will place the grantee out of compliance.

Grantees will be expected to maintain enrollment at no less than 85% of the total number of proposed youth to be served within the grant application; and average weekly attendance should be no less than 85% across the total weeks of service.

### **Adult to Youth Ratio**

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

### Safety

If awarded, the OST Office may request access to the following: (Appendix 8 for a Sample Monitoring Visit Checklist).

- Emergency Preparedness Plan
- CPR/First Aid, one certified person at each program site (does not need to be organizational staff)
- Procedural plan in the case of health emergency
- Mandated Reporter, one certified person at each program site
- Mandated Reporter policy
- Program sign-in or attendance sheets
- Signed Family Educational Rights and Privacy Act (FERPA) and OST Youth Survey Participation consent forms, if applicable
- Incident reports
- Safety and security protocols

### Program Reporting

Within one month of the program start, grantees must complete the following information in the Cityspan Grants Management System:

- Create program activities to occur at each program site
- Register and enroll participating youth
- Enter program attendance

Grantees will be required to complete a Progress Report in the Cityspan Grants Management System prior to the end of the grant period by the deadline established by the OST Office.

Progress Reports include, but are not limited to, the following:

- Total program days and hours
- Total number of youth served by the program
- Grade level and demographics of youth served
- Average weekly attendance
- Progress made towards achieving measurable outcomes
- Written report, including relevant information and successes, challenges, and changes.

### Finance and Financial Reporting

Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

Grantees must have active accounts and profiles in the DIFS Portal and any other required District of Columbia government-required system. Grantees will invoice the District via the DIFS Supplier Portal for reimbursement of the grant.

If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, as determined by the OST Office, this may result in a delayed or non-payment or termination of the grant.

Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within 30 days of receipt of written notification.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, audits or other supporting documentation related to the grant.

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 the OST Office.

### **Payment of Funds**

Grantee will invoice the OST Office for the first payment, totaling 70% of the total grant award, once the grant agreement is fully executed. The second and final payment, totaling 30% of the grant award, will be made via reimbursement after proof of spenddown and all required documents have been reviewed and approved by the OST Office.

### **Accountability / Compliance Reviews**

At the completion of the grant period, the OST Office shall conduct an accountability review, which shall designate the grantee as "high performing", "performing", "emerging", "progressing", or "under-performing". As part of the process of assessing grant compliance, the OST Office shall review whether the grantee met all grant agreement requirements, including program reporting and financial reporting. The accountability review will determine eligibility of the grantee for future grant funds.

An organization designated as "under-performing" at the end of the grant cycle may not be eligible to apply for or receive grant funds from the OST Office until both: one (1) year has elapsed since the date of the designation; and 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.

## **APPENDICES**

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Appendix 1: Example Organization Budget

Appendix 2: Glossary

Appendix 3: Sample IRS Determination Letter 501(c)3 Status: Tax Exempt Form

Appendix 4: Sample DCRA Basic Business License or Charitable Solicitation License

Appendix 5: Sample DCRA Certificate of Good Standing

Appendix 6: Sample OTR Clean Hands

Appendix 7: Insurance Requirements

Appendix 8: Sample Monitoring Visit Checklist

Appendix 9: Scoring Rubric



## Appendix 1: Example Organization Budget

Revenue Description		Projected Income
	Corporate Donations (Walmart, KPMG)	50,000
	Individual Contributions (United Way, CFC)	10,000
	Interest	136
	Cafritz Foundation Grant (pending)	15,000
	Meyer Foundation Grant (secured)	10,000
	Learn24 – School Year 22-23 Grant (not secured)	25,000
	Other Grants (description provided in the narrative)	100,000
	Events	5,000
	Indirect Costs	5,000
	<b>Total Revenue</b>	<b>\$220,136</b>
Expense Description – Example Total Program Budget		Projected Expenses
Program Personnel		
	Administrative staff-Salaries (Executive Director, Ms. Etta Jones – 50% of salary for 20 hours per week of program and admin support)	60,000
	Program staff-Program Director (other direct program salaries), Jason James – 80% of salary (SY program)	56,800
	Benefits – (percentage of all staff salaries)	25,696
Program Implementation		
	Contractor	
	Dance Artists to the Stars (12 robotic building lessons, \$400/each)	4,800
	Supplies and Materials	
	Program Materials (STEM books & Robotic kits \$325/per for 30 kids)	9,750
	Supplies (graph paper, protractors, calculators \$25/each for 30 kids)	750
	Equipment	
	Program Equipment (3 laptops at \$1,000/each)	3,000
	3D Printer	3,000
	Travel	
	Field trip (Aerospace tickets \$25/each for 30 kids)	750
	Transportation (Bus hire for full day)	700
	Other Direct Program Costs	
	Snacks (\$2/day/30 youth/24 days)	1,440
Program Operations		
	Rent (6 months of rent at \$2,000/mo)	12,000
	Insurance (30% of total Insurance costs of \$12,000)	3,600
	Utilities (approximately 6 months of utilities at \$400/mo)	2,400
Organization Expenses (not programmatic)		
	Administrative Supplies (6 months of toner at \$160/mo)	960
	Phone and IT Services	1,200
	Insurance (30% of total Insurance costs of \$12,000)	3,600
	Utilities (approximately 6 months of utilities at \$400/mo)	2,400
	Equipment (3 computers/\$1,000 each)	3,000
	<b>Total Expenses</b>	<b>195,846</b>

Indirect Rate is [insert explanation], if applicable. Include a copy of the NICRA if applicable.



## Appendix 2: Glossary

- **Activities:** (program activities) are the actions or events provided to generate desired outcomes.
- **Applicant:** an entity that submits an application to be considered for funding.
- **Asset Based:** An approach that focuses on the strengths and competencies that children and youth have that values resilience over risk, assets over deficits, and strengths over weaknesses. An asset-based approach focuses on leveraging existing strengths as opposed to fixing what is “wrong”.
- **At-Risk:** Fair Student Funding and School, Based Budgeting Amendment Act of 2013 Section 4(a)(2A) states “At-risk” means a District of Columbia Public School (DCPS) student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District's foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.
- **Direct Program Costs:** costs related to carrying out program activities and working directly with the students such as teachers, instructors, other education staff, aids, assistants, interns, supplies, curriculum, and management.
- **DME:** Office of the Deputy Mayor for Education
- **Dosage:** the amount of time spent providing direct services to youth
- **Evidence Based Practices:** practices or programming that have been shown through research or data to improve outcomes
- **Family Education Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”
- **Frontline Staff:** staff that work directly with youth.
- **Goal:** an indicator established to determine whether an objective has been achieved (e.g. all participating youth have improved their literacy scores).
- **Grantmaking Partner:** a nonprofit organization that administers and monitors the OST Grant Program on behalf of the OST Office.
- **Indirect/Operating Costs:** costs that cannot be tied directly to the program, but costs that are incurred to support the program, such as general operating costs or overhead costs (e.g. grant writing, administrative rent, HR or management personnel, unless exempted by the Grant Manager).
- **Local Education Agency:** the DCPS system or any individual or group of public charter schools operating under a single charter.
- **Opportunities:** activities, roles, and responsibilities taken on and done by youth to explore, express, earn, belong, and influence.
- **OST Commission:** The Commission on Out of School Time Grants and Youth Outcomes.
- **Out-of-School Time (OST) Program:** a structured, supervised learning or youth development program offered to District youth before school, after school, on weekends, or during seasonal breaks.
- **Outcomes:** knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood
- **Personally Identifiable Information (PII):** information that, alone or in combination, can be linked to a specific student including but not limited to child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the underlying data is so narrowly defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 5 children could be identifiable as well.



- **Positive Youth Development (PYD):** is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths *so that youth are empowered to reach their full potential*. PYD differs from other approaches to youth in that it rejects an emphasis on trying to correct what is "wrong" with youth's behavior or development.
- **Request for Applications (RFA):** is a solicitation for entities to apply in order to be considered for funding.
- **Reviewer:** an individual that reads applications, reviews, and scores applications based on the scoring criteria.
- **School-Age Program Quality Assessment (SAPQA):** is a validated instrument designed to measure the quality of school age programs (grades K-6) and identify staff training needs. The SAPQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).
- **Services:** provision of resources, knowledge, or goods to or for youth.
- **Small Nonprofit Organization:** an organization with an operating budget of less than \$250,000.
- **Supports:** things done with youth; relationships addressed by expectations, guidance, and boundaries.
- **Survey of Academic and Youth Outcomes-Youth (SAYO-Y):** a youth survey created by the National Institute on Out of School Time (NIOST) at Wellesley College that is comprised of multiple choice, Likert scale questions that are completed by youth participants to measure their program experiences, future expectations, sense of competence, and sense of how the OST program has helped them.
- **Underserved Youth:** any DCPS student or public charter school student who is identified as one or more of the following:
  - Economically disadvantaged as demonstrated by eligibility for Free- and Reduced-priced Meals;
  - Has a disability as demonstrated by an Individual Education Plan (IEP);
  - English Learner;
  - Lesbian, Gay, Bisexual, Transsexual or Questioning (LGBTQ); and/or
  - Residing in Wards 4, 5, 5, 7 or 8.
- **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 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 3: Sample IRS Determination Letter 501(c)3 Status: Tax Exempt Form

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: [REDACTED]  
Dec. 23, 2011 LTR 4168C ES  
[REDACTED] 000000 00  
00017549  
BODC: TE

[REDACTED]  
WASHINGTON DC 20003-2802



019320

Employer Identification Number: [REDACTED]  
Person to Contact: [REDACTED]  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1977.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/ee](http://www.irs.gov/ee) 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 4: Sample DCRA: Basic Business License or Charitable Solicitation License

The application can be found at

[https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL\\_app\\_instructions.pdf](https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf)

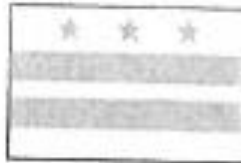
<p>☆☆☆</p> <p>GOVERNMENT OF THE DISTRICT OF COLUMBIA Vincent C. Gray,</p>	<p>Department of Consumer and Regulatory Affairs Business License Division 1100 4th Street S.W. Washington DC 20024</p>	<p>Date Issued: 7/20/2014 Category: 4002 License#: [REDACTED] License Period: 9/1/2014 - 8/31/2016</p>
<b>BASIC BUSINESS LICENSE</b>		
Billing Name and Address:	Premise/Application's Name and Address:	Registered Agent's Name and Address
[REDACTED] Washington, DC 20003	[REDACTED] WASHINGTON, DC 20003	[REDACTED] Washington DC20003
<p>Owner's Name Corp. Name [REDACTED] Trade Name</p>		
CoFO/HOP#: CO116788	SSL: 0904 0959	Zone: CHC/C-2-A
		Ward: 6
		ANC: 6B
		PERM NO.
General Business - Charitable Solicitation		
[REDACTED]		
[REDACTED]		
- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES -		
<p>*License Effective from the later of Issued or Start of License-Period Date</p>		<p><i>[Signature]</i> Director: Rabbiah A. Sabbakhan</p>

## Appendix 5: 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

████████████████████

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 6: 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

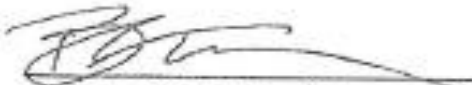
### CERTIFICATE OF CLEAN HANDS

  
  
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 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 7: Insurance Requirements

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.

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.

4. 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.

5. 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.

6. 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.



7. 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.

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.
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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.

5. 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.
6. 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.
7. 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 8: Sample Monitoring Visit Checklist

Grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period.

During a prearranged monitoring visit, Learn24 team member must have access to the following items:

- Signed enrollment forms with SAYO and FERPA consent
  - Supporting documents on participant attendance
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  - Certificates of Insurance
  - DC Department of Consumer and Regulatory Affairs (DCRA) current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - DCRA current Charitable solicitation Basic Business License
  - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Fixed asset equipment distribution policy, loan agreement, and procedure for return of equipment
    - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
    - Field trip procedures
    - Incident reporting and resolution
    - Social distancing policies (when applicable)
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Process for handling health emergency
    - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program, if applicable
  - Accommodation
    - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
    - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment