



# Fiscal Year 2022 Students in the Care of DC Out of School Time Coordinating Entity at the Youth Services Center Request for Applications

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RFA Release Date: August 20, 2021

Applications Due Date: September 20, 2021, 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), the District of Columbia Department of Youth Rehabilitation Services (DYRS) want to support successful applicants and encourage all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Seamless Docs, available [here](#). Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of submission. A confirmation email will be sent to the email address provided for the "Application Point of Contact" in the submitted application. If a confirmation is not received, contact [RFA.SY21-22@dc.gov](mailto:RFA.SY21-22@dc.gov) within 24 hours from the time of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed

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

Late, incomplete, paper, or in-person 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

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## A.1 Introduction

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

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

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

The Office for Students in the Care of D.C. (SCDC) is located within the DME. SCDC's mission is to ensure that every student who comes into contact with the child welfare, juvenile justice, and criminal justice system in the District receives high quality educational and workforce development services and supports that: meets their individual needs; builds on their strengths; empowers them to succeed; and creates opportunities for them to thrive.

The Department of Youth Rehabilitative Services (DYRS) is the juvenile justice agency for the District. The mission of DYRS is to give court- involved youth the opportunity to become more productive citizens by building on the strengths of youths and their families in the least restrictive, most homelike environment consistent with public safety. DYRS' vision is to provide the nation's best continuum of care for court-involved youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement, and community support.

## A.2 Scope

The 2022 Students in the Care of DC Out of School Time Coordinating Entity at the Youth Services Center RFA invites high-performing, fiscally responsible, non-profits to apply for this grant competition. Organizations applying must demonstrate (1) experience managing and coordinating enrichment or youth programming, (2) experience managing subcontractors or willingness to work with subcontractors, (3) ability to implement evidence-based practices that support positive youth development, and (4) have experience working in a secure facility.

This RFA is being offered in partnership with DYRS. The intent of this RFA is to select one coordinating entity that will manage a high-quality OST program and manage subcontractors to provide evidence-based educational, social, emotional, and physical health opportunities and activities for students at the Youth Services Center (YSC). Organizations applying must serve youth through a positive youth development approach.

Organizations applying must have experience working with justice system involved students. The students in the care are typically between the ages of 12 to 20 years.

For the purposes of this RFA, an OST program is defined as a structured, supervised learning or youth development opportunity offered to students at the YSC. The program must operate at least two (2) hours per day, three (3) days a week, for 34 weeks from October 2021 through June 2022. The program must also operate during school breaks and

provide programming on weekends. In addition, the program must provide each youth participant with access to a similar community-based program after release from the YSC in order to provide the youth participant with a continuum of programming.

### **A.2.1 Amount of Funding to be Awarded**

Grant awards are contingent on the availability of funds. The grant awards are from a federal source and grantees must be able to be compliant with federal requirements. Grant awards are contingent on the availability of funds. OST Office anticipates awarding one grant up to \$210,000 to coordinate the OST program at the YSC. Applicants may request up to \$210,000. The OST Office maintains the right to adjust the number of grant awards and award amounts.

### **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.

To help prepare youth to succeed, DYRS infuses its culture with the principles of PYD and Positive Youth Justice (PYJ). PYJ applies positive youth development theories in a juvenile justice setting and uses a strengths-based approach to serving youth. PYJ emphasizes personal accountability and skill development.

Research shows that the best way to enhance long-term public safety is to provide court-involved youth with the tools they need to successfully transition into adulthood. All aspects of DYRS culture—from staff training, to youth programs, to the agency's accountability mechanisms—are infused with the belief that youth can change.

Through the PYJ approach, fewer DYRS youth are being re-arrested, and fewer are being reconvicted. These precedent-setting year-to-year reductions are occurring while the agency is meeting its legal mandate to place youth in the least restrictive, most homelike environment consistent with public safety.

Positive Youth Justice focuses on the following developmental needs of youth involved in the juvenile justice system:

- Work: Work experience, apprenticeships, employment readiness, income, and independence
- Education: Literacy, credentials, learning skills, and career planning
- Health: Physical activity, diet and nutrition, mental and behavioral health, and lifestyle
- Relationships: Communication skills, conflict resolution, family systems, intimacy, and support
- Community: Civic engagement, community leadership, services, and responsibility
- Creativity: Personal expression, visual arts, performing arts, and language arts

The applicant must be able to coordinate the enrichment program with subcontractors that have the ability to deliver the program through the PYD and PYJ approach.

### **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 and description of the research supporting the evidence-based intervention and how the program is implemented with fidelity must be submitted.

#### **A.2.4 Target Population and Location**

One grant will be awarded to an organization that has the ability to serve students at the YSC between the ages of 12 to 20 years. Because the population at the YSC is highly variable and transient, the population fluctuates frequently and the length of stay for youth varies. There are four distinct populations to be served at the YSC:

**1. Youth charged as adults (Title 16 youth):**

Typical length of stay at YSC: 6-12 months  
 Population size: 25  
 Age range: 16-20  
 Grade range: 9-12<sup>th</sup> and GED students

**2. Secure detained youth:**

Typical length of stay: 14-21 days  
 Population size: 13  
 Age range: 12-18  
 Grade range: 7-12<sup>th</sup>

**3. Awaiting placement youth:**

Typical length of stay: 30-45 days  
 Population size: 10  
 Age range: 14-18  
 Grade range: 7-12<sup>th</sup>

**4. Female identifying youth:**

Population size: 5  
 Age range: 14-18  
 Grade range: 9-12<sup>th</sup>

Applicant must be able to serve up to a maximum of 60 youth per day throughout the grant period understanding the variable population.

Applicant must maintain a minimum adult to participant ratio of at least 1:15 at all times, unless a lower ratio is required by the District.

#### **A.2.5 Grant Period**

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

### **A.2.6 Programming Period**

The school year enrichment programming must take place between October 1, 2021 through June 30, 2022. Specific weeks may be determined by the OST Office and DYRS.

### **A.2.7 Programming Dosage**

For the purposes of this RFA, OST program is defined as a structured, supervised learning or youth development opportunity offered students at the YSC. The program must operate at least two (2) hours per day, three (3) days per week for 34 weeks from October 2021 through June 2022. Preference will be given to programs that can include operation during school breaks and weekends. In addition, the program must provide each youth with access to a similar community-based program after release from the YSC in order to provide the youth participant with a continuum of programming.

### **A.2.8 COVID-19 Requirements**

YSC is a congregate environment and therefore all staff on-site will be required to follow all health protocols required by the DC Department of Health and the DYRS.

## **A.3 Eligibility**

### **A.3.1 Organizational Structure and Status Requirements**

Organizations must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS) and have been operating for a minimum of two (2) years at the time of submission. Applicant must submit 501(c)(3) designation letters. (Appendix 5)

In addition, the applicant must be in good standing with the IRS by supplying two (2) years of the most recent Form 990 filings. The OST Office has the right to review the IRS website for confirmation of the filings.

All applicants must provide the following documents to be eligible:

- DC Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 6)
- Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing, (Appendix 7) and
- DCRA Charitable Solicitation Basic Business License, (Appendix 8)

If the applicant is a prior Learn24 grantee, the applicant must also be in full compliance with prior grant agreements. Otherwise, the applicant is not eligible for this competition.

### **A.3.2 Programmatic Focus and Experience**

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Organizations must clearly define how the outputs and outcomes will be measured.

Additionally, organizations must have demonstrated success managing youth programs for youth involved in the juvenile justice system. The District is seeking coordinating entities that will subcontract with DC community led entities to provide a rich variety of experiences for our youth.

### **A.3.3 Finance**

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

As a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, should not exceed 30% of the organization's total budget. LEA's and higher educational institutions are exempt from this requirement.

The applicant must include copies of:

1. Income Statement and Balance Sheet: Current and past year of these financial documents
2. Current board approved organization budget
3. Organizations must submit a copy of an audit conducted by an independent Certified Public Accountant (CPA) that has been completed within the last twelve (12) months

Grantees must have financial management protocols to comply with federal regulations (2 CFR 200.302(b)). Grantees must also have cash management procedures and written allowability procedures.

### A.3.4 Grant Fund Limitations

Grant funds may only be used to support youth at the YSC.

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

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2-1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans and retirement plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fundraising or grant-writing; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff, volunteer, or board incentives; tuition of any kind; awards and scholarships of any kind; youth cash incentives or gift cards; re-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.

A minimum of 40% of the grant amount must be used to subcontractors to provide services directly to the youth to provide a robust enrichment program.

Grant funds may not be used with other District of Columbia government grants to serve the same students in the same program at the same locations.

There are requirements for the purchase of equipment and computing devices, per federal regulations. If applicant plans to use grant funds for equipment or computing devices, please describe the specific purchase and the need for the equipment or computing devices.

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

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### B.1 Submission Requirements

Applications and attachments must be submitted by Monday, September 20, 2021, at 5:00 pm, [here](#). Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of submission. A confirmation email will be sent to the email address provided for the "Application Point of Contact" in the submitted application. If a confirmation is not received, contact [RFA.SY21-](#)

[22@dc.gov](mailto:22@dc.gov) within 24 hours from the time of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed

Submissions with any missing application attachments are considered incomplete and will not be reviewed. The application will not be reviewed if applicant 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.

## B.2 Narrative (10 pages maximum)

Responses should be written according to the sections below in the following order to receive maximum point allocation. Organizing the narrative by sections with the corresponding header is suggested. The narrative includes the budget narrative, but the actual budget calculations may be separate documents and will not count toward the maximum number of pages.

### B.2.1 Narrative Format

The narrative must be formatted as follows:

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

### B.2.2 Organization History, Capacity, and Relevant Experience (16 Points)

- Describe the organization's history and mission. Describe the organization's approach and philosophy towards youth development.
- Describe the organization's expertise in coordinating and/or delivering youth development programs. Provide examples of success in coordinating and/or delivering the services.
- Describe the organization's capacity and experience with managing and complying with programmatic and reporting requirements. Describe the personnel responsible for the various elements of the grant. Describe the ability to manage a federal grant programmatically.
- Describe the organization's history of working with youth involved in the juvenile justice system.

### B.2.3 Subcontractors (24 Points)

- Describe the organization's ability to solicit subcontractors. Describe the organization's evaluation criteria for selecting subcontractors.
- Describe the organization's ability to manage subcontractors. Describe internal controls to manage subcontractor agreements and financial management.
- Describe the frequency of support applicant foresees subcontractors will require. Describe how the applicant plans to address the need.
- Describe any challenges the applicant foresees with subcontractors and how those issues may be resolved.
- Describe how subcontractors are held to program quality and how program quality may be measured.
- Describe how subcontractors are evaluated for delivering programming through a PYD and PYJ approach.

### B.2.4 Details about the Program (40 Points)

Describe the goals and objectives of the program and which services the applicant will provide, or if the coordinating entity will seek or identify specific services for the youth. Describe information on the following core components:

- Program:
  - Describe the overall program design, include or use a chart that explains the daily schedule. The schedule can change daily, weekly, monthly, semester, etc. but must be described.

- Describe if the coordinating entity will provide direct services for any portion of the program. Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and for which distinct population. Describe the types of services and variety of programming applicant will be seeking from subcontractors.
- Describe how the applicant plans to serve the four distinct populations, the types of activities or curriculum.
- Describe what applicant will require in regard to space, facilities, or other requirements.
- Describe the evidence-based program model or intervention that may be provided. A one-page citation may be submitted and will not count toward the page limitation.
- Describe how youth exiting the YSC may be referred or connected to the continuum of programming.
- Staff and Volunteer Qualifications:
  - Describe the professional qualifications, expertise, and experience of key program staff and/or volunteers that will be responsible for the day-to-day operations of the program.
  - Describe previous experience working with youth or other relevant areas of expertise, including as a coordinator of services.
  - Describe the training, resources, or other supports the coordinator has in place to support staff and volunteers.
- Youth Involvement
  - Describe the role(s) youth have in contributing to the design and/or content of the program. Describe if there are any opportunities for youth leadership.

#### **B.2.5 Budget (16 Points)**

- Provide a program budget. Describe how the grant funds will be used.
- Provide an organization budget. Describe how program budget relates to organization budget.
- Name and describe the staff that will manage the grant financials and reporting. Describe the history and ability to manage a federal grant. Describe the financial controls in place to manage federal grants. Describe a history of success managing federal grants.
- If applicable, provide a justification for any funds to be used for equipment or computing devices and if equipment and computing devices will be purchase with funds, describe the controls in place for procurement and management of the device and equipment.

## **SECTION C: APPLICATION PROCESS AND SCORING**

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### **C.1 Important Dates**

- Friday, August 20, 2021: RFA Release
- Tuesday, August 31, 2021: Grant Information Session
- Tuesday, September 14, 2021: Last day that questions may be submitted
- Thursday, September 16, 2021: Last day that answers will be published
- Monday, September 20, 2021: Completed applications due electronically by 5:00 p.m.
- September 2021: If needed, questions to applicants to clarify applications
- October 2021: Awards announced via email

#### **C.1.1 Grant Technical Assistance (GTA)**

- Grant Information Sessions: Learn24 will host an information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
  - Tuesday, August 31, 2021 from 1:00 am – 2:00 pm, click [here](#) to participate.

#### **C.1.2 Questions**

Questions regarding the RFA must be submitted via email to [RFA.SY21-22@dc.gov](mailto:RFA.SY21-22@dc.gov) with subject line: SCDC Coordinating Entity RFA. Questions and answers will be published beginning September 2, 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/2W1riwO>

## C.2 Review Process

### C.2.1 Scoring

Each application will be reviewed by three reviewers utilizing the scoring rubric. (Appendix 11)

Applicants will be reviewed on a 96-point scale as follows:

- Organization History, Capacity and Relevant Experience (16 points)
- Subcontractors (24 points)
- Details about the Program (40 points)
- Budget (16 points)

In the event that the three reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review will be completed. One reviewer score furthest from the mean will be discarded to leave three reviewer scores.

The top two or three ranking applicants will be invited for an interview. The interview panel may include representatives from DME, DYRS, students, and families. The reviewer score and the interview score will be used to generate a final score. Priority points may be awarded to applicants that offer programming during weekend and school breaks. The District will make final award decisions based on the final score.

The District may provide additional preferences and priorities in order to make final award decisions.

### C.2.2 Reviewers

Learn24 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 the rubric.

### C.2.3 Notification Process

All applicants will be notified via email about the status of the award by October 2021. Applicants will receive reviewer scores sheets in November 2021 or sooner. Applicants should ensure [RFA.SY21-22@dc.gov](mailto:RFA.SY21-22@dc.gov) is on the list of approved email addresses to receive emails directly into the inbox instead of spam. Failure to respond to emails from [RFA.SY21-22@dc.gov](mailto:RFA.SY21-22@dc.gov) within 24 hours may result in immediate ineligibility to receive a grant award.

### C.2.4 Awards

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

## SECTION D: SUCCESSFUL GRANT APPLICANTS

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### D.1 Requirements If Awarded

#### D.1.1 Grant Agreements

Grantees will complete grant agreements with Learn24 and submit all required documents by November 2021. Failure to submitted required documents and insurance within 45 days of grant award notice may result in immediate termination of the grant award.

Grantees must designate at least one (1) individual as the primary contact and implementor of the program.

### **D.1.2 Confidentiality**

Grantee must acknowledge and agree that confidential information will be shared, and that the grantee shall hold all such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display, or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party.

DC Code §§ 2-1515.06, 16-2331 and 16-2332 mandate the confidentiality of juvenile records and the confidentiality of any and all information pertaining to juveniles associated with the Department of Youth Rehabilitation Services. Moreover, DC Code §16-2336 states:

Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person in violation of sections §16-2331 through §16-2335, shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$250 or imprisoned not more than ninety days, or both. Violations of this section shall be prosecuted by the Attorney General in the name of the District of Columbia.

### **D.1.3 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 course of the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details.

### **D.1.4 Training and Certification**

The grantee must follow DYRS Bullying Prevention policy. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee must understand and comply with the policies established by DYRS at the YSC.

At least one (1) person per site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion will be verified during site visits and must be uploaded in the Learn24 database (Cityspan). All staff must be aware of the location of the trained CPR personnel on-site.

The grantee, staff, and vendors are required to complete DYRS Orientation which include:

1. Safety and Security – All staff are required follow the security protocols established by DYRS. In addition, all vendors, staff, and contractors are required to wear Personal Protective Equipment (PPE) at all times while at the YSC. PPE shall be provided by DYRS. This includes but is not limited to face masks, face shields, and gloves. Additional security and safety requirements provided in Appendix 9
2. The Prison Rape Elimination Act (PREA) Training
3. Clothing limitations and unauthorized items as described in Appendix 10
4. Institutional Property, and
5. Confidentiality.

### **D.1.5 Insurance**

Upon notice of grant award, Grantees are required to provide to the District all certificates of insurance meeting the requirements described below.

The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Grants Manager giving evidence of the required coverage prior to commencing performance under this Agreement. In no event shall any work be performed until the required Certificates of Insurance

signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Grants Manager. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-/VII or higher.

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

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee (except for workers' compensation and professional liability insurance) as an additional insured 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 affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grants Manager in writing. All of the Grantee's liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Agreement by the Grantee, or anyone for whom the Grantee may be liable. These policies shall include a separation of insured clause applicable to the additional insured.

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

1. Commercial General Liability Insurance ("CGL") - The Grantee shall carry a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the Grants Manager in writing), covering liability for all ongoing and completed operations of the Grantee, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.
2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grants Manager in writing) including coverage for all owned, hired, borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy
3. Workers' Compensation Insurance - The Grantee shall provide evidence of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Agreement is performed.

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

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

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

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

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

under this Agreement.

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

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

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

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

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

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

### **D.1.6 Data**

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

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer to participants throughout the program. Only required for programming for participants defined as committed youth with an average stay of 6-12 months.

## **D.2 Monitoring and Compliance**

Specific monitoring and progress report schedules will be established and included in the grant agreement. District staff (with appropriate identification) will make a minimum of one (1) scheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, participants, and staff, as deemed necessary. The District may conduct unscheduled visits at any time during the program period.

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to identify specifically whether the organization's operational, financial, and management systems and practices are adequate to account for grant funds.

### **D.2.1 Staff and Volunteer Clearance Requirements**

Grantees will be required to have the following background checks on all of the organization's staff, volunteers and contractors who have regular (at least once weekly) and unsupervised access to youth:

- Federal Bureau of Investigation (FBI) Criminal Background Check;
- Metropolitan Police Department (MPD) Criminal Background
- National Sex Offender Registry; and
- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR)

Background checks are valid for two (2) years from the effective date. Signed Affidavits must be uploaded one (1) year after the effective date for all background checks.

Clearances must be valid through the entire grant period. If background checks will expire during the grant period, the background check must be renewed in a timely manner prior to expiration.

All clearances must be valid for the duration of the grant period and uploaded into Cityspan. Employees, volunteers, or contractors who are newly hired or under contract by the organization and have unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file.

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

### **D.2.2 Attendance**

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

### **D.2.3 Adult to Youth Ratio**

Programs must maintain an adult to participant ratio of at least 1:15.

### **D.2.4 Safety**

If awarded, District may request access to the following:

- Procedural Plan in the case of Health Emergency
- Mandated Reporter Policy
- Sign-in or attendance procedures and sheets and exit and pick up procedures
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA) language
- Incident reports
- Safety and security virtual protocols
- Process for contacting parents to ensure youth access to technology
- Process for tracking technical equipment that is loaned to youth
- Social distancing policies, if applicable, and
- Certificates of Insurance.

### **D.2.5 Program Reporting**

At the program start, grantees must enter the following information into Cityspan:

- Hours of programming

- General program schedule

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

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

Following the completion of all programming, but no later than June 30, 2022, grantee must provide the following information:

- Number of youth enrolled in the program
- Number of youth who attended the program
- Enrollee information
  - Full name
  - Date of birth
  - Home address
  - School grade
  - Gender
- Written report, including relevant data, on achievement and progress toward the organization's outcomes or stated goals.

#### **D.2.6 Financial Reporting**

Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with 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 will invoice the District via the DC Vendor Portal for reimbursement of the grant.

Grantees shall maintain records that contain information identifying any grant awards received, any authorizations, any obligations, any unobligated balances, all assets, all outlays, and all income. The records shall compare actual expenditures to the budget as well as cumulative grant award installments/payments.

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

Grantees must have financial management protocols to comply with federal regulations (2 CFR 200.302(b)). Grantees must also have cash management procedures and written allowability procedures.

Grantee must provide an organizational audit for the grant funds within twelve (12) months at the completion of the grant.

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, payroll register, program information, and/or audits. If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment. Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made

to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within thirty (30) days of receipt of written notification.

#### **D.2.7 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.2.8 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.

## **APPENDICES**

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## Appendix 1: Cover Page

The following information will be collected electronically via the application submission. The information is for informational purposes only.

### Applicant Information

Organization legal name			
Employer Identification Number (EIN)			
Street address			
Has your organization had a contract with any DC Government agency that was terminated within the past 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		
If yes, please explain:			

### Application Point of Contact Information

Name:			
Email:		Phone:	

### Budget Information

Grant Amount Requested:		Total Program Budget:		Organization Budget:	
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### Attachments

All attachments required, unless stated below, must be submitted as PDF, Microsoft Word, or Microsoft Excel files, and be uploaded.

- Cover Sheet to be submitted online
- Application Narrative (not to exceed ten (10) pages)
- Evidence Based Intervention Citation (optional)
- Certifications and Assurances
- Proposed Program Schedule (optional)
- Program Budget
- Board approved Organization Annual Budget
- IRS Determination Letter of 501(c)(3) non-profit organization dated September 20, 2019 or earlier
- Clean Hands Certificate with the DC Office of Tax and Revenue dated within the past year (September 20, 2020 or later)
- DCRA Certificate of Good Standing dated within the past year (September 20, 2020, or later)
- DCRA Basic Business License, currently valid or valid through, June 30, 2022 or later
- Two (2) years of the most recent Income Statement and Balance Sheet
- One year of most recent audit, completed within the last 12 months
- Two (2) years of the most recently completed Form 990, 990EZ, or 990N and any schedules filed

## 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.

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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: Example Organization Budget and Budget Template

Revenue Description		Projected Income
	Corporate Donations (Walmart, KPMG)	50,000
	Individual Contributions (United Way, CFC)	100,000
	Interest	136
	Cafritz Foundation Grant	100,000
	Meyer Foundation Grant	100,000
	Learn24 – Safe Passage Grant	100,000
	Other Grants (description provided in the narrative)	100,000
	Program Fees	5,000
	Events	5,000
	<b>Total Revenue</b>	<b>\$560,136</b>
Expense Description		Projected Expenses
	<b>Management and General</b>	
	Salaries (Executive Director)	120,000
	Benefits	20,000
	Administrative Supplies	5,000
	Building Expenses Rent	78,000
	Insurance	5,600
	Utilities	24,400
	Equipment	10,000
	Legal Fees	5,000
	Professional Fees	25,000
	Phone and IT Services	20,000
	<b>Subtotal Expenses</b>	<b>\$313,000</b>
	<b>Program</b>	
	Salaries (Program Manager, subcontractors, and part time)	150,000
	Benefits	30,000
	Clearances (Staff and Volunteers)	300
	Program Supplies	12,000
	Program Equipment (one laptop for the program manager)	3,000
	Outreach supplies	2,500
	<b>Subtotal Expenses</b>	<b>\$197,800</b>
	<b>Total Expenses</b>	<b>\$510,800</b>

Indirect Rate is equal to [insert explanation], if applicable.

## 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.

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

**DME:** Office of the Deputy Mayor for Education

**DPR:** Department of Parks and Recreation

**Dosage:** the amount of time or number of activities.

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

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

**Frontline Staff:** staff that work directly with youth.

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

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

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

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

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

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

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

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

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

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

**Personally identifiable information (PII):** information that, alone or in combination, can be linked to a specific student including but not limited to: child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother’s maiden name. Aggregate data may sometimes include PII if the

underlying data is so narrowly-defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 5 children could be identifiable as well.

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

**Positive Youth Justice (PYJ):** PYJ applies positive youth development theories in a juvenile justice setting and uses a strengths-based approach to serving youth.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Youth Program Quality Assessment (YPQA) @:** is a validated instrument designed to measure the quality of grades 4-12 youth programs and identify staff training needs. The PQA is one of 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. Weikert 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: IRS Determination Letter 501(c)3 Status: Tax Exempt Form

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

In reply refer to: [REDACTED]  
Dec. 23, 2011 LTR 4168C E0  
[REDACTED] 000000 00  
00017549  
BODC: TE

[REDACTED]  
WASHINGTON DC 20005-2602



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 6: OTR: Certificate of Clean Hands

The application can be found at <https://otr.cfo.dc.gov/page/online-clean-hands-application>

 Government of the District of Columbia

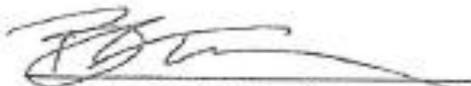
### CERTIFICATE OF CLEAN HANDS

  
  
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

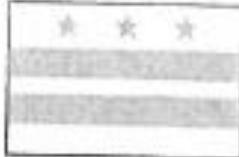
*This document is a certified, complete and true copy*

## Appendix 7: DCRA: Certificate of Good Standing

The application can be found at <https://dcra.dc.gov/service/domestic-nonprofit-corporation>

Initial File #: 742391

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



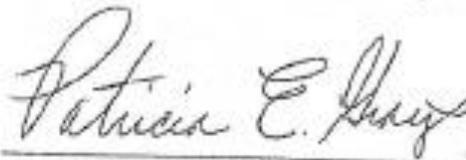
### CERTIFICATE

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

**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 #: 00sAbu|x

## Appendix 8: DCRA: Basic Business License Charitable Solicitation

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)

☆☆☆

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]  
Washington, DC 20003

Premises/Application's Name and Address: [REDACTED]  
WASHINGTON, DC 20003

Registered Agent's Name and Address: [REDACTED]  
Washington DC20003

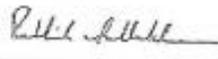
Owner's Name  
Corp. Name: [REDACTED]  
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0969	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

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

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

  
Director:  
Rabbiah A. Sabbakhan

## Appendix 9: Safety and Security Guidelines



### MEMORANDUM

#### Vendor Safety and Security Guidelines

The purpose of this Memorandum is to establish guidelines and procedures for presentation of identification and searching all visitors, vendors and volunteers that enter the Youth Services Center and New Beginnings Youth Development Center, for weapons, drugs, other contraband or any other items that may jeopardize the health or safety of youth, visitors, staff or others in the facilities, as well as establish guidelines and procedures for visitor and youth conduct while in the Youth Services Center and New Beginnings Facility.

**Department of Youth Rehabilitation Services (DYRS) requires identification and searches of visitors, DYRS staff and youth at DYRS secure facilities in order to:**

- A. Prevent the introduction of weapons, drugs, or other contraband into DYRS facilities.
- B. Detect the manufacture of weapons or other items that may jeopardize the health or safety of youth, staff and visitors.
- C. Discover and suppress illegal drug trafficking; and
- D. Control entry into and exit from the facilities.

#### **PROCEDURES: Searches of All Persons Entering DYRS Secure Facilities**

All visitors and vendors shall enter a DYRS secure facility through the checkpoint entrance.

All visitors and vendors entering a DYRS secure facility shall be subject to a search of their persons and property for the purpose of detecting weapons and other contraband.

DYRS staff or other responsible security staff at the checkpoint entrance shall search visitors and DYRS staff entering the building with a physical pat search, electronic hand device and metal detector, and shall conduct a property search. The property search shall include packages, handbags and briefcases. All persons entering a DYRS secure facility shall empty their pockets and place personal items in a basket before they go through the metal detector in the lobby. The basket with personal items shall be passed through the metal detector. DYRS staff or other responsible security staff at the checkpoint entrance shall deny entry to any person who refuses to submit to a search of his or her person or property. DYRS staff shall document the incident and notify the Manager on Duty.

DYRS staff or other responsible security staff at the checkpoint entrance shall deny entry to any person for whom there is probable cause to believe that the person is concealing a weapon or other contraband. DYRS staff shall document the incident and notify the Manager on Duty.



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Mack.McGhee@dc.gov



Female visitors shall be scanned with an electronic hand device when no female staff is available to conduct a pat search. Facility administration shall endeavor to staff the entrance point with a male and a female staff so that pat searches may be conducted on all persons entering the facility.

**COVID-19 Protocols for All Persons Entering DYRS Secure Facilities**

**Personal Protective Equipment (PPE)**

All visitors and vendors entering any secure DYRS facility are required to have their temperature read and obtain the necessary CLEARED receipt before proceeding beyond the checkpoint. Any individual who fails to comply with COVID protocols shall not be granted facility access.

Security personnel are instructed to redirect any individual(s) noncompliant with COVID protocols or who have not cleared the temperature checkpoint. Security staff shall call the Manager on Duty immediately to notify management of any access prohibited, and the Manager on Duty shall be requested to report to the front lobby for further direction.

**Personal Protective Equipment (PPE)**

All visitors and vendors entering any secure DYRS facility are required to wear the proper PPE (i.e., surgical masks or N95 respirators, face shields/goggles) consistent with CDC regulations and as expressly directed by facility Administration. Visitors and vendors must enter the facility with their own proper mask and may be provided the appropriate face shield prior to entering the secure side. Proper PPE usage is required throughout the duration of the visit.

**Social Distancing**

All visitors and vendors entering any secure DYRS facility are required to adhere to proper social distancing guidelines throughout the duration of their time in the building. The expectations for social distancing for both visitors and vendors and youth are marked throughout the various locations and units within the building. When absolutely necessary, a visitor or vendor may engage the youth within the six feet parameter (e.g., serving food, providing services, engaging in program activities, etc.). Under no circumstances should such engagement take place without proper PPE usage and for extended periods of time. At all times visitors and vendors are expected to use the highest level of professionalism and responsible judgement. Staff must reinforce social distancing and PPE requirements of all youth during engagement, to include ensuring youth remain appropriately distanced during programming and all physical interactions. All unnecessary physical contact should be avoided.

**Identification Procedures for All Persons Entering DYRS Secure Facilities**

All visitors and vendors entering any secure DYRS facility shall present a valid government-issued photo identification.



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DYRS staff at the checkpoint entrance shall hold the identification of all persons other than DYRS employees at the checkpoint entrance until the person leaves the facility.

Visitors and vendors entering the secure side of the Youth Services Center to visit a youth shall not be allowed in the non-secure administration area without the approval of the Superintendent or designee.

### **Identification and Searches of Persons Exiting DYRS Secure Facilities**

DYRS staff at checkpoints shall not allow any person to exit a DYRS secure facility until such staff has positively identified the person exiting by comparing the person to their government- issued photo identification.

Visitors and contractors with packages, equipment cases and toolboxes shall submit these items to the escort officer for inspection before exiting.

No DYRS employee, visitor or contractor may exit a DYRS secure facility with any document, equipment or other item that is the property of DYRS without prior written approval from the Superintendent or designee.

DYRS staff at checkpoints shall conduct random searches of the person and property of persons exiting DYRS secure facilities.

### **Searches of Persons within Facilities**

Any staff member who has a reasonable suspicion that a person within the facility (including staff and visitors) possesses contraband, shall notify their supervisor and the Manager on Duty. If the Manager on Duty has a reasonable suspicion that the person possesses contraband, he/she shall notify the Superintendent or designee. The Superintendent or designee shall conduct a search of the person and his/her property.

The Superintendent or designee may conduct random searches of persons within the facility pursuant to written guidelines.

### **Confiscation of Drugs, Weapons or Other Contraband**

If DYRS staff or other security staff discover contraband when searching the person or property of a visitor, the DYRS or security staff shall:

Immediately confiscate the contraband and place it in a secure location.  
Notify his or her supervisor and the Manager on Duty.



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**Once notified of the discovery of contraband, supervisory staff shall:**

Consult with the Deputy Superintendent or Superintendent.

Ensure that if the contraband is a weapon or a substance that appears to be an illegal drug, the matter was referred to the Metropolitan Police Department pursuant to call down procedures.

**DYRS BASIC EXPECTATIONS (Ref. Employee Conduct Policy-010) - All DYRS visitors and vendors shall:**

- Model exemplary behavior at all times.
- Interact positively with youth at all times.
- Not engage in physical or verbal abuse.
- Demonstrate kind and respectful communication at all times.
- Maintain a safe, drug free environment.
- Wear professional and appropriate attire.
- Adhere to all rules and regulations
- Report any unusual incident to a DYRS staff or supervisor.

**Prohibition on Relationships or Activities which Influence Professional Conduct or Create the Appearance of Inappropriate Behavior while at the Youth Services Center and or New Beginnings Youth Development Center**

DYRS contractors, vendors and individuals providing services to DYRS youth and families shall not develop family, social or other relationships, or engage in activities which may influence their professional conduct or create the appearance of inappropriate behavior.

DYRS contractors, vendors and individuals providing services to DYRS youth and families shall not engage in any romantic, intimate or sexual relationship, or activities with youth under DYRS care, whether currently or ever committed to the agency.

**PROGRAMMING WITH VENDORS**

- Residents will be instructed to wash their hands prior to moving to program
- Only four residents a staff and instructor will be allowed in the classrooms
- The instructor will be required to have on PPE's as well including face shields in addition to gloves and face mask.
- Only one youth at each desk which will be cleaned before and after its use.
- The classrooms will be clearly marked off for proper social distancing.
- Residents will be required to wear mask and gloves while using



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- All equipment will be cleaned/sanitized before and after usage
- Hand Sanitizer dispensers will be available in all classrooms
- Additional supplies will be available as well i.e. extra gloves
- Residents will receive up to three hours of floor time including an hour of large muscle.
- Management will facilitate rounds to ensure all protocols are being followed.

## Appendix 10: DYRS Unauthorized Items and Clothing

- Money – Watches -Personal Keys -Mace
- Razor Blades - Can Openers
- Sweatpants - Joggers (fleece)
- Perfume/Cologne
- Spikes/Skull Caps
- Nail polish, nail files
- Open Toe Shoes/Flip Flops
- Cigarette Lighters, Matches
- Electronics (MP3 player/IPOD)
- Muscle/Fishnet/Woven Tops
- Strapless/Backless Tops
- Low rise/Hip Hugger Jeans
- Tight or revealing clothing
- Gym Clothes (shorts/sweats suits)
- Skirts (No skirts above the knees)
- Shorts/Skorts/Culottes/Wrap Arounds)
- Latex/Spandex - Stretch/Skinny Jeans
- Clothing with profanity or illicit images
- Aerosol Cans (i.e., hairspray, paint, deodorant, etc.)
- Large Hoop/Hanging Earrings (anything larger than a quarter)
- Metal eating utensils (forks, spoons, knives etc.)
- Open beverage containers (which includes coffee mugs)
- Food purchased from the outside/or bagged lunches
- Pepper Spray (cans or key chains) • Personal Handcuffs and Leg Irons
- Sexually Suggestive Material (e.g. cigarettes, chewing tobacco, and etc.)
- Tobacco Products (i.e., cigarettes, chewing tobacco, and etc.)
- Personal Cell Phones/Pagers, and Personal Cameras
- Halter/Tank/ Mid-Drifts/Tube/Cami Tops/Sleeveless Shirts
- Torn Clothing that reveals skin
- Hazardous materials (e.g. gasoline, lye, poisons, cleaning fluids, acids)

NOTE: in addition, handbags and other personal belongings should be left in the vehicle or use the onsite lockers. All visitors must present a valid identification card issued by the state.

## Appendix 11: Scoring Rubric

### Section 1: Organizational History, Capacity, and Relevant Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not define history and mission of organization</li> <li><input type="checkbox"/> Does not describe organization's approach or philosophy towards youth development</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes history and mission of organization; lacks details</li> <li><input type="checkbox"/> Describes organization's approach or philosophy towards youth development</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes history and mission of organization in detail</li> <li><input type="checkbox"/> Describes organization's approach or philosophy towards youth development in detail</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details history and mission of organization in detail</li> <li><input type="checkbox"/> Details organization's approach or philosophy towards youth development in detail</li> <li><input type="checkbox"/> 100% of organization mission currently focused on serving children and youth between ages 5 to 17</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe ability to coordinate youth programs</li> <li>AND</li> <li><input type="checkbox"/> Does not describe ability to deliver youth development program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes ability to coordinate youth program</li> <li>OR</li> <li><input type="checkbox"/> Describes ability to deliver youth development program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes ability to coordinate youth program</li> <li><input type="checkbox"/> Describes ability to deliver youth development program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details ability to coordinate youth program</li> <li><input type="checkbox"/> Details organization's history of success in coordinating youth programs</li> <li><input type="checkbox"/> Details ability to deliver youth development program</li> <li><input type="checkbox"/> Provides strong examples of success in delivering youth development programs</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not cite internal capacity to manage or comply with the grant requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes internal capacity to manage and/or comply with the programmatic reporting requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes internal capacity to manage and comply with the programmatic reporting requirements</li> <li><input type="checkbox"/> Describes internal operations and expertise for delivering youth programs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes internal capacity to manage and comply with the programmatic reporting requirements</li> <li><input type="checkbox"/> Describes internal operations and expertise for delivering youth programs</li> <li><input type="checkbox"/> Describes a history of managing federal grants programmatically</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe any history of working with youth involved in the juvenile justice system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes a history of working with youth involved in the juvenile justice system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a history of working with youth involved in the juvenile justice system</li> <li><input type="checkbox"/> Describes a strong rationale and ability to work with youth involved the juvenile justice system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details a history of working with youth involved in the juvenile justice system</li> <li><input type="checkbox"/> Details successful history of working with youth involved in the juvenile justice system</li> </ul>

## Section 2: Subcontractors (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe the organization's ability to solicit subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the organization's ability to solicit subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the organization's ability to solicit subcontractors</li> <li><input type="checkbox"/> Describes the organization's evaluation criteria for selecting subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details the organization's ability to solicit subcontractors</li> <li><input type="checkbox"/> Details the organization's evaluation criteria for selecting subcontractors that supports the ability to offer a high-quality program for youth involved in the juvenile justice system</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe any process to manage subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes a process to manage subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes a process to manage subcontractors</li> <li><input type="checkbox"/> Provides details of the process to manage subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes a process to manage subcontractors</li> <li><input type="checkbox"/> Provides details of the process to manage subcontractors</li> <li><input type="checkbox"/> Describes process to ensure subcontractors compliance and accountability</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe internal control to manage subcontractor agreements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes internal control to manage subcontractor agreements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes internal control to manage subcontractor agreements</li> <li><input type="checkbox"/> Describes internal control to manage the financial reporting of subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details internal control to manage subcontractor agreements</li> <li><input type="checkbox"/> Details internal control to manage the financial reporting of subcontractors and the pass-through requirements for managing federal grants</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe any support to subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes supports to subcontractors</li> <li><input type="checkbox"/> Describes frequency of support to subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes supports to subcontractors that are reasonable and likely needed</li> <li><input type="checkbox"/> Describes the frequency of support to subcontractors that is realistic and obtainable</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details supports to subcontractors that are reasonable and likely needed</li> <li><input type="checkbox"/> Details the frequency of support to subcontractors that is realistic and obtainable</li> <li><input type="checkbox"/> Detail technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe any foreseeable challenges with subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes at least one area of expected subcontractor challenges</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes at least one area of expected subcontractor challenges</li> <li><input type="checkbox"/> Provides details of how applicant will address challenges</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details some foreseeable challenges with subcontractors</li> <li><input type="checkbox"/> Provides details of how applicant will address challenges and how a subcontractor agreement may be terminated if needed</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe how subcontractors are evaluated for program quality</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how subcontractors are evaluated for program quality</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how subcontractors are evaluated for program quality</li> <li><input type="checkbox"/> Describes how subcontractors are evaluated for Positive Youth Development (PYD) and Positive Youth Justice (PYJ)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details how subcontractors are evaluated for program quality</li> <li><input type="checkbox"/> Details how subcontractors are evaluated for PYD and PYJ</li> </ul>

## Section 3: Details about the Program (40 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<b>Program</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does describe the program design</li> <li><input type="checkbox"/> Does not provide a schedule</li> <li><input type="checkbox"/> Does not detail the activities and what will be provided directly or subcontracted</li> <li><input type="checkbox"/> Does not describe goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the program design</li> <li><input type="checkbox"/> Provides a schedule</li> <li><input type="checkbox"/> Describes the activities and what will be provided directly or subcontracted</li> <li><input type="checkbox"/> Describes goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the program design</li> <li><input type="checkbox"/> Provides a schedule</li> <li><input type="checkbox"/> Details the activities and what will be provided directly or subcontracted</li> <li><input type="checkbox"/> Details goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details the overall program design</li> <li><input type="checkbox"/> Provides a schedule</li> <li><input type="checkbox"/> Details how various age groups and populations will be managed</li> <li><input type="checkbox"/> Details the dosage of service anticipated for each age group</li> <li><input type="checkbox"/> Details goals and objectives and they align to activities</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe the types of direct services provided by the coordinating entity or sought from subcontractors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the types of direct services provided by the coordinating entity or sought from subcontractors, but does not provide details</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the types of direct services provided by the coordinating entity or sought from subcontractors, and provides details</li> <li><input type="checkbox"/> Describes the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and the distinct population to which these apply</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details the types of direct services provided by the coordinating entity or sought from subcontractors, and provides details</li> <li><input type="checkbox"/> Details the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and the distinct population to which these apply</li> <li><input type="checkbox"/> Types and varieties of services clearly align with the program design and schedule</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe how the applicant plans to serve the four distinct populations, the types of activities or curriculum</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how the applicant plans to serve the four distinct populations</li> <li>OR</li> <li><input type="checkbox"/> Describes the types of activities or curriculum</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how the applicant plans to serve the four distinct populations</li> <li>AND</li> <li><input type="checkbox"/> Describes the types of activities or curriculum</li> <li>AND</li> <li><input type="checkbox"/> Describes plan to engage youth of various ages</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details how the applicant plans to serve the four distinct populations, and describes the types of activities or curriculum</li> <li><input type="checkbox"/> Details plan to engage youth of various ages</li> <li><input type="checkbox"/> Details types of activities various ages will be engaged in</li> <li><input type="checkbox"/> Describes how the groups will be arranged</li> <li><input type="checkbox"/> Plan aligns with the program design and schedule</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe what applicant will require in regard to space, facilities, or other requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cites some needs of what applicant will require in regard to space, facilities, or other requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes what applicant will require in regard to space, facilities, or other requirements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details what applicant will require with respect to facilities, space, or other requirements</li> <li><input type="checkbox"/> Describes applicant's need regarding facilities, space, or other requirements by providing context and connection to the schedule and program design based on the need and activities of the four distinct populations</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe the evidence-based program model or intervention that may be provided</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Loosely cites evidence-based program model or intervention that may be provided, does not provide one-page citation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the evidence-based program model or intervention that may be provided, provides one-page citation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details the evidence-based program model or intervention that may be provided, provides one-page citation</li> <li><input type="checkbox"/> Details how the evidence-based program model or intervention aligns to the overall program design and schedule</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describes how youth exiting the Youth Services Center (YSC) may be referred or connected to the continuum of programming</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides minimal detail for how youth exiting the YSC may be referred or connected to the continuum of programming</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how youth exiting the YSC may be referred or connected to the continuum of programming</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details how youth exiting the YSC may be referred or connected to the continuum of programming</li> <li><input type="checkbox"/> Provides direct extension programming opportunities specific to the interest of the four distinct populations served</li> </ul>

### Staff and Volunteer Qualifications

<input type="checkbox"/> Does not describe key program staff and/or volunteer qualifications	<input type="checkbox"/> Describes key program staff and/or volunteer qualifications	<input type="checkbox"/> Details key program staff and/or volunteer qualifications, expertise, or experience	<input type="checkbox"/> Details key program staff and/or volunteer qualifications, expertise, or experience <input type="checkbox"/> Describes clear connections between staff and/or volunteers and community
<input type="checkbox"/> Does not describe experience working with youth	<input type="checkbox"/> Describes experience working with youth	<input type="checkbox"/> Describes relevant experience working with youth	<input type="checkbox"/> Details relevant experience working with youth including as a coordinator of services
<input type="checkbox"/> Does not describe training, resources, or other supports for program staff and volunteers	<input type="checkbox"/> Describes training, resources, or other supports for program staff and volunteers	<input type="checkbox"/> Describes training, resources, or other supports for program staff and volunteers <input type="checkbox"/> Describes a supportive environment for all staff and volunteers	<input type="checkbox"/> Details training for frontline staff and volunteers <input type="checkbox"/> Details a supportive environment for all staff and volunteers <input type="checkbox"/> Describes a pre-work and wrap-up meeting for all frontline staff and volunteers

### Youth Involvement

<input type="checkbox"/> Does not describe how youth will contribute to the design or content of the program(s) <input type="checkbox"/> Does not describe opportunities for youth leadership	<input type="checkbox"/> Describes how youth will contribute to the design OR content of the program(s) <input type="checkbox"/> Describes opportunities for youth leadership	<input type="checkbox"/> Describes how youth will contribute to the design AND content of the program(s) <input type="checkbox"/> Describes opportunities for youth leadership	<input type="checkbox"/> Details opportunities for how youth will contribute to the design and content of the program(s) and provides examples <input type="checkbox"/> Describes opportunities for youth leadership and provides examples
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### Section 4: Budget (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Did not provide a program budget	<input type="checkbox"/> Provides a program budget OR <input type="checkbox"/> Describes how grant award will be used	<input type="checkbox"/> Provides an accurate program budget <input type="checkbox"/> Describes how grant award will be used specifically for the program and/or subcontractor(s) and is aligned to program description and activities	<input type="checkbox"/> Provides an accurate program budget that is reasonable for the program design and the number of youth served <input type="checkbox"/> Details how grant award will be used specifically for the program and/or subcontractor(s) and is aligned to program description and activities
<input type="checkbox"/> Did not provide an organizational budget	LEFT INTENTIONALLY BLANK	<input type="checkbox"/> Provides an organizational budget	<input type="checkbox"/> Provides an organizational budget <input type="checkbox"/> Organization budget details how the program budget relates to the organizational budget
<input type="checkbox"/> Does not describe staff responsible for managing the grant or financials	<input type="checkbox"/> Describes the staff responsible for managing the grant or financials	<input type="checkbox"/> Describes the staff responsible for managing the grant and financials <input type="checkbox"/> Describes the staff with relevant experience	<input type="checkbox"/> Details the staff responsible for managing the grant and financials <input type="checkbox"/> Details the staff with experience managing federal grants and financials
<input type="checkbox"/> Does not address equipment or computing devices though it is shown as a budget line item	<input type="checkbox"/> Describes a justification for using grant funds to purchase equipment or computing devices OR <input type="checkbox"/> Describes internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant	<input type="checkbox"/> Describes a justification for using grant funds to purchase equipment or computing devices <input type="checkbox"/> Describes internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant	<input type="checkbox"/> Not applicable OR <input type="checkbox"/> Details a justification for using grant funds to purchase equipment or computing devices <input type="checkbox"/> Details internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant