



Fiscal Year 2022 Out of School Time Youth Mentorships Request for Applications

RFA Release Date: June 10, 2022
Applications Due Date: July 11, 2022, by 5:00 pm EST

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

Applications and attachments must be submitted through Seamless Docs at <https://seam.ly/0AQaKSWm>. Successfully submitted applications will receive a confirmation via the web browser upon completion of the submission. If a confirmation is not received, contact RFA.SY22-23@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed.

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

Late, incomplete, paper, or email applications will not be considered. All funding decisions are final and are not subject to review, appeal, or protest.

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SECTION A: STATEMENT OF WORK

A.1 Introduction

The Government of the District of Columbia (District) is committed to supporting students in preparing for a bright future. In service of that commitment, the District is supports out of school time (OST) programs.

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

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

A.2 Scope

This RFA seeks to fund one nonprofit with a history of supporting mentoring programs to manage the Out of School Time (OST) Youth Mentorship Program. The OST Youth Mentorship Program is a new program with the goal of increasing access to college and career mentoring programs for youth ages 11-18 in grades 6-12. The mentorship program will provide college and/or career focused mentoring opportunities for youth through one-on-one (1:1) or group (1:4) mentoring. Specifically, the program will support students who may be identified as at-risk. As defined by the Fair Student Funding and School – Based Budgeting Amendment Act of 2013, Section 4 (a) (2A) “at-risk” means a DCPS student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District’s foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

The OST Office seeks one partner to manage the entirety of the mentorship program from application, through selection of mentors and mentees, pairing youth with mentors, and supporting the mentorship process.

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. The OST Office anticipates awarding one grant up to \$500,000 in total award with the potential for the continuation of funds in fiscal year 2023 (FY23).

A.2.2 Grant and Program Period

The grant and program period are from June 6, 2022 through September 30, 2022.

A.2.3 Target Population

This program must serve students between the ages of 11-18 identified as at-risk. The target is a minimum of 100 youth to be served.

A.2.4 Program Design

The OST Office envisions a program that will provide regular mentoring opportunities that pairs adult mentors with youth mentees that meet regularly for a minimum of 13-weeks.

The applicant must describe the following in the application:

1. Program Design – How the program will be staffed. How mentors will be identified and what channels will be used for recruitment. How the organization will ensure funds are used for the intended purpose. Will mentors

receive stipends for participation? What expenses will be used to support the mentorship program? What is the organizational fee, if applicable?

2. Target population- What specific populations of students will be served and why. Explain if middle school or high school students will be targeted and how the specific populations of student to be served will be identified. Is there a specific geography or will the students be identified by an association or partnership with specific schools?
3. Mentor Expertise and Training- How will the organization ensure that mentors have the knowledge and expertise needed for the targeted mentorship relationship. What resources will be used to make sure mentors can support students with navigating secondary and post-secondary opportunities. Describe how the organization will support mentor and mentees with training and professional development opportunities.
4. Programmatic Expectations- What are the overall expectations and expected outcomes for the mentorship program.
5. Application Process –Describe how participants and mentors will be identified and paired. Will it be one-one-one (1:1) or group (4:1) mentoring sessions? Describe the dosage, frequency, and activities. How will the applicant ensure accessibility?
6. Eligibility – Describe who would be eligible for the mentorship program and how eligibility will be verified for youth participants and adult mentors.

Preference will be given to applicants that have a history of managing and operating mentorship programs.

A.2.5 Program Outcomes

The applicant must describe how the program will measure satisfaction of the program and how the mentorship program may have impacted the recipients.

A.3 Eligibility

A.3.1 Organizational Structure and Status Requirements

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

In addition, the applicant must be in good standing with the IRS. This is verified 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.

Applicant must be incorporated and registered to operate in the District of Columbia and be in good standing as evidenced by a valid:

- i. Department of Consumer and Regulatory Affairs (DCRA) Basic Business or Charitable Solicitation License
- ii. DCRA Certificate of Good Standing
- iii. Office of Tax and Revenue (OTR) Clean Hands Certificate

If the applicant is a prior Learn24 grantee, the applicant must be compliant with all prior grant agreements.

A.3.2 Organizational Finance

The District supports fiscally responsible organizations. The applicant must be able to show a strong history of financial management and audits.

The applicant must include copies of:

1. Current Balance Sheet and Profit Loss Statement
2. Two (2) years of the IRS Form 990 & all schedules, if required for filing
3. Board approved organization budget
4. Program budget

5. Two years of audit reports conducted by an independent CPA and completed within the last 24 months without any findings.

A.3.3 Grant Fund Limitations

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

Serving students from other jurisdictions; any program other than the one described in the application; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (unless approved by the Grant Manager); re-granting (also known as sub-granting); subcontracting; and payment, sales tax or other exempted 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.3.4 Grant Expenses

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, staff time and expenses related to procuring background checks, staff time related to data entry, reporting, prorated accounting costs when directly related to program expenses.

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

B.1 Submission Requirements

Applications and attachments must be submitted by Monday, July 11, 2022, at 5:00 pm, submit application here: <https://seam.ly/0AQaKSWm>. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence 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 (6 pages maximum)

Responses should be written according to the sections below and 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 in font size 8.

- Page Numbering: Number each page of the document consecutively.
- Spacing: Use single spacing.
- The use of tables, graphs, or charts are permitted and count towards the narrative page limit.

B.2.2 Organization History and Staff Experience

- Describe the organization's history, mission, and leadership.
- Describe how the organization identifies structural racism and works to dismantle those systems.
- Name and describe the key staff who will manage and deliver/and or support the program. A resume of key staff must be provided as an attachment, if applicable.
- Describe any past mentorship programs that have been managed by the organization and how success was measured.
- Describe the recruitment and selection of the OST Youth Mentorship mentors and mentees.

B.2.3 Program Design

- Provide a general overview of the OST Youth Mentorship program.
- Describe how the program will be staffed? How will mentors be identified and what channels will be used for recruitment?
- Describe the specific populations of students who will be served and why? Middle school or high school students? How will the specific population of student to be served be identified? Is there a specific geography or will the students be identified by an association or partnership with specific schools?
- Describe how students/participants and mentors would apply for the mentorship program. Describe the accessibility of the application platform and what supports are available to students or mentees having difficulty accessing the application.
- Describe any marketing or advertising of the program that may be needed. Describe how families and students may learn about the program and the ability of the applicant to support awareness of the program.
- Describe eligibility of the program and how eligibility will be verified.
- Describe how the organization will ensure mentors have the knowledge and expertise needed for the targeted mentorships? What resources will be used to make sure mentors can support students with navigating secondary and post-secondary opportunities? How will the organization support mentor and mentees with training and professional development opportunities?
- Describe how participants and mentors will be identified and paired. Will it be one-one-one (1:1) or group (4:1) mentoring sessions? How often will the pair/group meet? Is the process online, mail, etc. How would the applicant ensure accessibility?
- Describe the criteria for selection. Describe the selection process and how the organization will pair youth mentors with adult mentees. Describe how applicants are notified on the status of their application.
- Describe oversight of the program and how the mentorship is monitored. Describe how mentorship relationship might be adjusted if there are conflicts of interest with the mentor and mentee.
- Describe how outcomes of the program will be collected and analyzed.

B.2.4 Budget and Budget Narrative

- Name and describe the staff's ability to manage the grant financials and reporting. Describe the financial controls in place to manage the grants.
- Describe how the mentorships may be determined. Describe how the applicant ensures funds are used for intended purposes.
- Provide detailed proposed administrative costs for all expenses related to administration of the grant funds.

SECTION C: APPLICATION DATES AND SCORING

C.1 Important Dates

- Friday, June 10, 2022: RFA Release
- Tuesday, June 21, 2022: Grant Information Session
- Wednesday, July 6, 2022: Last day that questions may be submitted
- Friday, July 8, 2022: Last day that answers will be published
- Monday, July 11, 2022: Completed applications due electronically by 5:00 p.m.
- July 2022: If needed, questions to applicants to clarify applications
- August 2022: Awards announced via email

C.1.1 Grant Technical Assistance

- Grant Information Session: OST Office will host an information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
 - Tuesday, June 21, 2022, from 1:00 pm – 2:00 pm click this link bit.ly/3H6Eiol to participate.

C.1.2 Questions

Questions regarding the RFA must be submitted via email to RFA.SY22-23@dc.gov with subject line: Youth Mentorship. Questions and answers will be published beginning June 23, 2022. Once published, the questions and answers will be updated regularly as questions are received until July 8, 2022. 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/3zrFyQY>.

C.2 Review Process

C.2.1 Scoring

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

Applicants may receive up to 60 points as follows:

- Organization History and Staff Experience (20 points)
- Program Design (24 points)
- Budget and Budget Narrative (16 points)

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

C.2.2 Reviewers

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

C.2.3 Notification Process

All applicants will be notified via email about the status of the award by August 2022 or sooner. Applicants will receive reviewer scores sheets in September 2022. Applicants should ensure RFA.SY22-23@dc.gov is on the list of acceptable email address to ensure receipt of emails related to the grant competition.

C.2.4 Awards

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

SECTION D: SUCCESSFUL GRANT APPLICANTS

D.1 Requirements If Awarded

D.1.1 Grant Agreements

Grantees will complete grant agreements with the OST Office and submit all required documents by August 15, 2022. Failure to submitted required documents and insurance by the deadline may result in immediate termination of the grant award.

D.1.2 Grantee Meetings and Activities

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

A minimum of one (1) mandatory grantee meetings will be held during the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details.

D.1.3 Operations

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

Grantees will be required to provide to the District all certificates of insurance required by the Office of Risk Management described in Appendix 3.

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 30 days of receipt of written notification.

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

D.1.4 Confidentiality

Grantees acknowledge and agree that if confidential information is so identified and disclosed by one party to the other, each party 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. OST Office and Grantee shall each use their best efforts to protect the confidential business information.

D.1.5 Data

Grantees may be required to collect consent forms and participate in research and evaluation activities commissioned by the District. Grantees will submit data directly to the Grantor. These activities include but are not limited to actual application information, demographics of applicants, types of requests, and collection of students/family survey.

D.2 Monitoring and Compliance

Specific monitoring schedules will be established and included in the grant agreement. Grantor staff or designee (with appropriate identification) may make a minimum of one scheduled and one unscheduled monitoring visit.

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 Clearance Requirements

Grantees, and all mentors, with assistance from the OST Office, will be required to have the following background checks of any staff associated with the grants:

- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR) and signed affidavit one-year after the initial CFSA CPR Check is completed.
- Federal Bureau of Investigation (FBI) criminal background Check and signed affidavit one-year after the initial FBI Check
- Metropolitan Police Department (MPD) criminal background check and signed affidavit one-year after the initial MPD Check, and
- National Sex Offender Registry (NSO) and signed affidavit one-year after the initial NSO check.

All clearances must be valid for the duration of the grant period or renewed prior to expiration.

D.2.2 Program Reporting

Grantees will be required to complete two (2) program reports through the indicated grant period by August 31, 2022 and October 31, 2022.

Grantee must be able to provide program report related to the grant at the request of the District for at least five (5) years after receipt of the grant closeout letter.

D.2.3 Financial Reporting

Grantees will invoice the District via the DC Vendor Portal for disbursement 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.

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

D.2.4 Disbursements of Funds

Pending the availability of funds and upon receipt of a purchase order number, grantee will invoice the District for the total grant award. The grantee must submit financial documentation and expense report by August 31, 2022.

D.2.5 Accountability Risk Profile

At the completion of a grant period, the OST Office shall provide the grantee an accountability risk profile ("ARP"),

which shall designate the grantee as “low-risk”, “medium-risk”, or “high-risk”.

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

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

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

SECTION E: APPENDICES

Appendix 1: Submission Information

Appendix 2: Certifications and Assurances

Appendix 3: Insurance Requirements

Appendix 4: Scoring Rubric

Appendix 1: Submission Information

The following information will be collected electronically via the application submission. The template below 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.

- Application narrative (not to exceed 6 pages)
- Program budget
- Proposed staff resume
- Board approved organization annual budget
- NICRA documentation (optional)
- Certifications and Assurances
- IRS determination letter of 501(c)(3) non-profit organization dated July 11, 2020 or earlier
- DCRA Basic Business License, currently valid through September 30, 2022 or if it will expire before September 30, 2022, organization will need to renew to be valid through September 30, 2022 when it expires
- DCRA Certificate of Good Standing dated within the past year or between July 11, 2021 and July 11, 2022
- OTR Clean Hands Certificate dated within the past year or between July 11, 2021 and July 11, 2022
- Current fiscal year Balance Sheet and Income Statement (Profit Loss Statement)
- Two (2) years of the most recent audit
- Two (2) years of the most recently completed signed Form 990

Appendix 2: Certifications and Assurances

The authorized signatory must sign and date after each statement.

Terrorist Exclusion

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

Signature/Date

Non-Discrimination Policy and Delivery of Services

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

Signature/Date

Staff Clearances and Requirements

I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Register Check, and verified results from the National Sex Offender Registry on file. I grant the District access to these records at their request, during monitoring visits, and will ensure to upload them into the database, redacting all Personally Identifiable Information. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall always be under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

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

Signature/Date

Appendix 3: Insurance Requirements

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

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

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

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

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

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

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

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

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

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

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

Appendix 4: Scoring Rubric

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

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe history, mission, and leadership of organization 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history, mission, or leadership of organization 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes history, mission, and leadership of organization 	<ul style="list-style-type: none"> <input type="checkbox"/> Details history and mission of organization <input type="checkbox"/> Details directors, senior staff, and board members with broad expertise.
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the organization identifies structural racism 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization identifies structural racism 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the organization identifies structural racism and include examples of work done by the organization to dismantle those systems in the community 	<ul style="list-style-type: none"> <input type="checkbox"/> Details how the organization identifies structural racism and include examples of work done by the organization to dismantle those systems in the community
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe key staff that will manage or deliver the program 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes key staff that will manage and deliver the program <input type="checkbox"/> Describes key staff's ability to manage staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes key staff that will manage and deliver the program <input type="checkbox"/> Describes key staff's ability to manage staff <input type="checkbox"/> Resume attached with some experience and expertise to manage a mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Details key staff that will manage and deliver the program <input type="checkbox"/> Details key staff's ability to manage staff <input type="checkbox"/> Resume demonstrates a history and expertise to manage a mentorship program
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe management of mentorship programs 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe management of a mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe management of mentorship programs <input type="checkbox"/> Describe how success was measured of the mentorship programs 	<ul style="list-style-type: none"> <input type="checkbox"/> Details and demonstrates management of a variety of mentorship programs <input type="checkbox"/> Details how success was measured of the mentorship programs
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe the recruitment or selection process of the OST Youth Mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe the recruitment or selection process of the OST Youth Mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe the recruitment AND selection process of the OST Youth Mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the recruitment strategy of the OST Youth Mentorship program <input type="checkbox"/> Details a clear application process for youth and adult participants

Section 2: Program Design (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not provide a general overview of the OST Youth Mentorship Program <input type="checkbox"/> Does not describe how students and mentors would apply for the mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a general overview of the OST Youth Mentorship Program <input type="checkbox"/> Describe how students and mentors would apply for the mentorship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a general overview of the OST Youth Mentorship Program <input type="checkbox"/> Describe how students and mentors would apply for the mentorship program <input type="checkbox"/> Describes accessibility of the application 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides a general overview of the OST Youth Mentorship Program <input type="checkbox"/> Details how students and mentors would apply for the mentorship program <input type="checkbox"/> Details an accessible application process and multiple ways to apply <input type="checkbox"/> Details supports available to assist student mentees and adult mentors in applying
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describes a communication plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes a communication and recruitment plan for students and mentors 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes a communication and recruitment plan that targets students and mentors <input type="checkbox"/> Describes a communication plan that can be implemented 	<ul style="list-style-type: none"> <input type="checkbox"/> Details an effective communication and recruitment plan that targets students and mentors <input type="checkbox"/> Details a communication plan with specific methods and targets that are achievable and realistic to build awareness of the mentorship program
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describes how the program will be staffed 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the program will be staffed <input type="checkbox"/> Describes how the organization will ensure mentors have appropriate expertise 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes how the program will be staffed <input type="checkbox"/> Describes how the organization will ensure mentors have appropriate expertise <input type="checkbox"/> Describes resources provided to mentors and professional development opportunities offered 	<ul style="list-style-type: none"> <input type="checkbox"/> Details how the program will be staffed <input type="checkbox"/> Details how the organization will ensure mentors have appropriate expertise <input type="checkbox"/> Details resources provided to mentors and professional development opportunities offered
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describes the eligibility for the program <input type="checkbox"/> Does not describes the pairing process 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the eligibility for the program and how specific youth populations are identified <input type="checkbox"/> Describes the pairing process 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the eligibility for the program and how specific youth populations are identified and selected <input type="checkbox"/> Describes how eligibility is verified <input type="checkbox"/> Describes the pairing process <input type="checkbox"/> Describes the activities, dosage, and frequency 	<ul style="list-style-type: none"> <input type="checkbox"/> Details the eligibility for the program <input type="checkbox"/> Details how specific youth populations are identified and selected and includes age ranges, special populations, and partnerships <input type="checkbox"/> Details how eligibility is verified <input type="checkbox"/> Details the pairing process <input type="checkbox"/> Details the activities, dosage, and frequency
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe oversight of the program <input type="checkbox"/> Does not describe how mentorship relationship might be adjusted if there are conflicts of interest with the mentor and mentee 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe oversight of the program OR <input type="checkbox"/> Describe how mentorship relationship might be adjusted if there are conflicts of interest with the mentor and mentee 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe oversight of the program <input type="checkbox"/> Describe how mentorship relationship might be adjusted if there are conflicts of interest with the mentor and mentee 	<ul style="list-style-type: none"> <input type="checkbox"/> Details oversight of the program <input type="checkbox"/> Details how mentorship relationship might be adjusted if there are conflicts of interest with the mentor and mentee
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe outcomes of the program <input type="checkbox"/> Does not describe the number of mentorships anticipated to be paired 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe outcomes of the program <input type="checkbox"/> Describe the number of mentorships anticipated to be paired 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe outcomes of the program and how data will be collected and analyzed <input type="checkbox"/> Describe the number of mentorship anticipated to be paired 	<ul style="list-style-type: none"> <input type="checkbox"/> Details outcomes of the program, details how data will be collected and analyzed <input type="checkbox"/> Describe the number of mentorship pairings <input type="checkbox"/> Describe the frequency of mentorship opportunities

Section 3: Budget and Budget Narrative (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe staff responsible for managing the grant or financials 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the staff responsible for managing the grant or financials 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the staff responsible for managing the grant and financials <input type="checkbox"/> Describes the staff with experience 	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe how the mentorship funds will be used <input type="checkbox"/> Does not describe how the applicant ensures funds are used for intended purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe how the mentorship funds will be used OR <input type="checkbox"/> Describe how the applicant ensures funds are used for intended purposes 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe how the mentorship funds will be used AND <input type="checkbox"/> Describe how the applicant ensures funds are used for intended purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Details how the mentorship funds will be used AND <input type="checkbox"/> Details how the applicant ensures funds are used for intended purposes
<ul style="list-style-type: none"> <input type="checkbox"/> A program budget is not provided 	<p>Left intentional blank</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The program budget is provided 	<ul style="list-style-type: none"> <input type="checkbox"/> The program budget is detailed, and all expenses are justified and aligned to the program described
<ul style="list-style-type: none"> <input type="checkbox"/> The program budget does not show administrative or indirect rate 	<p>Left intentional blank</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The program budget show administrative or indirect rate 	<ul style="list-style-type: none"> <input type="checkbox"/> The program budget details the administrative or an indirect rate that is fair and reasonable to the program expectation