Fiscal Year 2022
Safe Passage Safe Blocks
Request for Applications

RFA Release Date: September 10, 2021
Applications Due Date: October 12, 2021, 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 here. Successfully submitted applications will receive a confirmation via the web browser upon completion of the submission. If a confirmation is not received, contact RFA.SY21-22@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed.

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

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

TABLE OF CONTENTS

TABLE OF CONTENTS **2**

SECTION A: STATEMENT OF WORK **3**

A.1 INTRODUCTION 3
A.2 SCOPE 3
A.3 ELIGIBILITY 5

SECTION B: APPLICATION **6**

B.1 SUBMISSION REQUIREMENTS 6
B.2 NARRATIVE (10 PAGES MAXIMUM) 7

SECTION C: APPLICATION DATES AND SCORING **8**

C.1 IMPORTANT DATES 8
C.2 REVIEW PROCESS 9

SECTION D: SUCCESSFUL GRANT APPLICANTS **9**

D.1 REQUIREMENTS IF AWARDED 9
D.2 MONITORING AND COMPLIANCE 11

SECTION E: APPENDICES **14**

APPENDIX 1: SUBMISSION INFORMATION 15
APPENDIX 2: CERTIFICATIONS AND ASSURANCES 16
APPENDIX 3: EXAMPLE ORGANIZATION BUDGET AND BUDGET TEMPLATE 17
APPENDIX 4: SAMPLE IRS DETERMINATION LETTER 19
APPENDIX 5: SAMPLE DCRA: BASIC BUSINESS LICENSE OR CHARITABLE SOLICITATION LICENSE 20
APPENDIX 6: DCRA CERTIFICATE OF GOOD STANDING 21
APPENDIX 7: DC OTR CERTIFICATE OF CLEAN HANDS 22
APPENDIX 8: INSURANCE REQUIREMENTS 23
APPENDIX 9: SCORING RUBRIC 26
APPENDIX 10: SAFE BLOCK MAPS 32

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 seeking to support strong nonprofit organizations that provide students with high-quality programming.

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

Safe Passage addresses District students' safety concerns as they travel to and/or from school. It includes the Safe Spots, Safe Blocks, and SchoolConnect programs. Safe Spots are specific businesses, organizations, and faith-based organizations that will provide their business as a place of safety in case of emergency for students and community members. Safe Spots can be identified by the Safe Spot sign visible in the business window or public area. Safe Blocks includes a trusted adult presence on neighborhood routes during travel to and/or from school, conflict resolution, mediation services, and community relationship building to keep students safe. SchoolConnect provides shuttle bus service to 23 specific schools in Wards 7 and 8.

A.2 Scope

The Fiscal Year 2022 Safe Passage Safe Blocks (SPSB) RFA invites nonprofits with strong fiscal infrastructure with a history of managing federal funds to apply. In addition, nonprofits that have strong relationships to the community, and have experience providing youth programs should apply. The RFA seeks to support nonprofits to scale and build SPSB programs in designated Safe Passage Priority Areas. The SPSB programs will provide students safe routes to and after school and provide an afterschool program that allows students to develop skills to reduce aggression. The SPSB programs will also allow schools, school staff, students, and SPSB staff to build and strengthen relationships in the surrounding communities.

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. The OST Office anticipates awarding grants totaling up to $2.6 million in total awards for Fiscal Year 2022.

Applicants may request a maximum of $1,600,000. In order to receive the maximum grant award, the applicant must intend to hire a minimum of 60 part-time staff to deliver the program. Any grant award over $1 million must receive DC

Council approval[1]. A provider is expected to serve multiple schools within the Safe Passage Priority Area describe in section A.2.5. The OST Office maintains the right to adjust the grant award amount.

A.2.2 Grant Period

The grant period is from November 2021 through September 30, 2022.

A.2.3 Program Period

The grant period is from November 2021 through June 30, 2022.

A.2.4 Target Population

The SPSB program must provide adults on the streets before and after school in at least one of the Safe Passage Priority Areas described in section A.2.5.

The second component of the SPSB program is to deliver an intervention that will reduce aggression of students attending some schools within the Safe Passage Priority Areas.

A.2.5 Program Locations and Maximum Staff

Applicants must propose to serve at a minimum of one (1) Safe Passage Priority Area describe below. Each Safe Passage Priority Area may include Public Charter Schools (PCS) and/or D.C. Public Schools (DCPS) schools. Based on information provided by Metropolitan Police Department (MPD), Metropolitan Transit Police Department (MTPD), Office of the Attorney General (OAG), or by public schools, each priority area has a maximum number of staff allocated to serve the priority area per day.

1. **L'Enfant Plaza and Waterfront:** Washington Global PCS, Jefferson Middle School (MS) Academy, Richard Wright PCS, and Eastern High School (HS)
   The maximum number of staff placed on safe routes per day is 21.

2. **Anacostia:** Thurgood Marshall PCS, Excel Academy, and Savoy Elementary School (ES)
   The maximum number of staff placed on safe routes per day is 12.

3. **Good Hope Road SE:** DC Prep PCS, Kramer MS, and Ketchum ES
   The maximum number of staff placed on safe routes per day is 12.

4. **Congress Heights:** Ballou Campus, Eagle Academy PCS, Hart MS, Statesman PCS, Ingenuity Prep PCS, Ballou HS Campus, Center City PCS - Congress Heights, King ES, Simon ES, KIPP Somerset-Honor Academy, KIPP Somerset - College Prep
   The maximum number of staff placed on safe routes per day is 32.

5. **Minnesota Avenue:** Kimball ES, Sousa MS, Cesar Chavez PCS, IDEA PCS, Maya Angelou PCS, Kelly Miller PCS, Two Rivers PCS, Friendship PCS - Collegiate Academy, IDEA PCS, Ron Brown College Preparatory HS, Maya Angelou PCS HS
   The maximum number of staff placed on safe routes per day is 63.

6. **NoMa-Gallaudet:** Dunbar HS, Friendship PCS - Armstrong Campus, McKinley MS/HS Campus, KIPP DC - College Preparatory Academy PCS
   The maximum number of staff placed on safe routes per day is 23.

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[1] Section 2-1555.04 (f) of DC Code states in part: The [OST] Office may not award a grant ... in excess of $1 million during a 12-month period, either singularly or cumulatively, unless the grant is first submitted to the Council for approval, in accordance with § 1-204.51(b), or by act.

7. **Columbia Heights:** Benjamin Banneker HS, Cardozo Education Campus, Carlos Rosario International PCS, Roosevelt HS Campus, Capital City PCS Campus, Coolidge HS, Columbia Heights Education Campus, E.L. Haynes ES/HS Campus, E.L. Haynes MS, McFarland MS
   The maximum number of staff placed on safe routes per day is 54.

Preference will be given to applicants that supply letters of support from the schools listed within a priority area.

A.2.6 Program Design

The SPSB program must have two components: 1) paid employees on the streets before and after school in one of the Safe Passage Priority Areas describe in section A.2.5 to ensure students and families travel safely to and/or from school, and school related activities and 2) identify and provide programming for targeted students to participate in an intervention that will reduce aggression and conflict.

Applicants may partner with other organizations to provide services to meet both program components.

A.2.7 Outcomes

The applicant must describe how the program will achieve outcomes in the two target populations described above. Examples of outcomes may include, but are not limited to, increase in student school attendance, decrease in school-based violent incidents, students reporting an increased feeling of safety as they travel to and from school and school-based activities, the community has an increased sense of connection to the school and the applicant. Preference may be awarded to applicants that obtain more than one outcome.

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). (Appendix 4)

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.

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

i. Department of Consumer and Regulatory Affairs (DCRA) Basic Business or Charitable Solicitation License (Appendix 5)
ii. DCRA Certificate of Good Standing (Appendix 6)
iii. Office of Tax and Revenue (OTR) Clean Hands Certificate (Appendix 7)

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 managing federal funds or demonstrate the internal financial protocols to manage federal funds.

The applicant must include copies of:

1. Current Balance Sheet and Profit Loss Statement
2. Two 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 or a letter of engagement to have the audit completed within the next 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.3.3 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); tuition, awards, and scholarships; re-granting (also known as sub-granting); subcontracting (unless approved by the Grant Manager); 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.

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.

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, accounting costs when related to program expenses, cleaning supplies, and Personal Protection Equipment (PPE).

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

SECTION B: APPLICATION

B.1 Submission Requirements

Applications and attachments must be submitted by Tuesday, October 12, 2021, at 5:00 pm, submit here. 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 (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 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 the program. Describe their ability to manage the number of staff required for the program. Describe the staff's ability to implement an intervention for students focused on reducing aggression and conflict.

B.2.3 Program Design Safe Routes

- Define the Safe Passage Priority Area and why the area was selected for the program. Describe a history of serving the community or schools in the Safe Passage Priority Area.
- Describe the locations where the safe passage staff would be positioned to create safe routes. Describe why the number of adults is suggested and why these routes or locations have been identified. Provide data or research that supports the proposed locations of safe passage staff. Describe the hours that staff would work and be on the streets. It is required to attach a Safe Passage Position Description.
- Define how many people will be hired for the program. Describe the hiring timeline. Describe what the organization will do if the number of staff determined to be required for the program cannot be met.
- Describe how the organization intends to hire staff who are reflective and representative of the school community being served.
- Describe how staff will be retained throughout the school year. Describe how staff hours are tracked and in compliance with federal regulations and compliant with District employment laws.
- Describe the training that will be provided to the safe passage staff. Describe which trainings are mandatory and which trainings are optional.
- Describe how staff may or may not intervene in emergency and urgent situations both in and out of school.

B.2.4 Program Design Afterschool Program

- Describe the afterschool program that will be designed and implemented to decrease aggression and conflict. Describe the afterschool program hours. Provide research that the intervention has evidence in reducing aggression or conflict. Describe the organization's ability to deliver the intervention with fidelity.
- Describe how the students will be selected to participate in the afterschool program. Describe the relationship of the program to the existing resources available at the school. Describe how the family will be engaged to learn about programmatic progress or to provide input and build solutions for their youth.
- Describe how the program will provide interpretation services, if needed. Describe how quickly the service may be provided and the organization's experience using translation services.

B.2.5 Partnerships

- Describe how the organization has an established relationship with the schools in the Safe Passage Priority Area identified.

- Describe any existing relationships with the schools. Describe how the partnership will be established. Describe the roles for the schools and the applicant. Describe how the applicant will ensure the SPSB programs works in alignment with the schools policies and procedures. Describe how staff may or may not assist the school in emergency protocol and reporting.
- Describe how or what the organization does to establish and build positive, strong relationships with the community in the Safe Passage Priority Area identified?
- Describe the ways the organization interacts with the community? Describe communication with the communities, families, and students.
- Describe how the staff may build and strengthen relationships with Safe Passage agency partners including MPD School Resource Officers (SRO), MTPD, Office on Neighborhood Safety and Engagement (ONSE), Department of Parks and Recreation (DPR) Roving Leaders, DYRS Credible Messengers, and other partners.

B.2.6 Program Measures

- How will the afterschool program define success? What outcomes will be measured? What tools or assessments will be used to measure the proposed outcomes?
- Describe how many students may be served through the afterschool program and how many students will complete the program. How will the students be evaluated for reduced aggression and conflict?
- Describe how the relationship with the school and community will be measured and the frequency of the measurement.
- Describes how student safety on safe routes will be measured. Describe valid tools and sources for measuring student safety.

B.2.7 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.
- Describe how grant funds will be used.
- 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 DATES AND SCORING

C.1 Important Dates

- Friday, September 10, 2021: RFA Release
- Friday, September 24, 2021: Grant Information Session
- Tuesday, October 5, 2021: Last day that questions may be submitted
- Friday, October 8, 2021: Last day that answers will be published
- Tuesday, October 12, 2021: Completed applications due electronically by 5:00 p.m.
- October 2021: If needed, questions to applicants to clarify applications
- November 2021: 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.
  - Friday, September 24, 2021 from 1:00 pm – 2:00 pm click this link https://bit.ly/38XC1v7 to participate.

C.1.2 Questions

Questions regarding the RFA must be submitted via email to RFA.SY21-22@dc.gov with subject line: Safe Passage Safe Block. Questions and answers will be published beginning September 22, 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/3yX8ufV

C.2 Review Process

C.2.1 Scoring

Each proposal will be reviewed by three (3) reviewers using the scoring rubric and a final consensus meeting. (Appendix 9)

Applicants may receive up to 128 points as follows:

- Organization History and Staff Experience (12 points)
- Program Design Safe Routes (36 points)
- Program Design Afterschool Program (20 points)
- Partnerships (20 points)
- Program Measures (16 points)
- Budget and Budget Narrative (24 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 Safe Passage and 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 November 2021 or sooner. Applicants will receive reviewer scores sheets in December 2021. Applicants should ensure RFA.SY21-22@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 November 15, 2021. 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 two (2) 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 Training and Certification

Grantees must have at least one (1) local, certified mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits and uploaded into Cityspan, the OST Office database. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees should have a policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter. The mandated reporter must have all current background clearances uploaded into Cityspan.

The grantee must provide the organization's Bullying Prevention Policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to students. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR compliance procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy.

At least one (1) person per physical 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 Cityspan database. All staff must be aware of the location of the trained CPR personnel on-site. This will be confirmed during monitoring visits.

All staff must complete the following trainings organized by the DME. The trainings are de-escalation training, restorative justice practices, youth development, and conflict mediation and resolution. The training hours will not exceed 60 hours and is required by each Safe Passage staff.

In addition, grantees must have staff participate in all trainings required by schools within the Safe Passage Priority Areas.

The applicant must designate at least one staff member to attend the monthly Safe Passage community meetings and the bi-monthly Student Safety and Safe Passage working group meetings.

D.1.4 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 8.

Grantees must be compliant with the specific insurance requirements of the school(s) in which programming occurs.

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.1.5 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.1.6 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 Grantor using Cityspan. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of students/family consent forms, and distribution and entry of student surveys.

D.2 Monitoring and Compliance

Specific monitoring and progress report 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 and Volunteer Clearance Requirements

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

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

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

All clearances must be valid for the duration of the grant period or renewed prior to expiration, and align with the schools requirements (DCPS, DCPCS, etc.), 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 Grantor within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until Grantor has made a determination.

D.2.2 Attendance

Grantees will be required to track student and staff attendance via digital system or sign-in sheets. These sheets must be submitted monthly to the OST Office or as requested.

Grantee must also track staff time and attendance related to the grant in compliance with Federal uniform guidance (2 CFR 200.430(i)) on staff time https://bit.ly/3z4uwh9

D.2.3 Safety

If awarded, District may request access to the following.

- Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- CPR/First Aid, one certified person at each program site (does not need to be organizational staff)
- Procedural plan in the case of health emergency
- Mandated reporter policy
- Sign-in or attendance sheets of staff and participants
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA), if applicable
- Incident reports
- Referral files
- Safety and security virtual protocols,
- Process for contacting parents to ensure students access to technology,
- Process for tracking technical equipment that is loaned to students,
- Social distancing policies, if applicable and
- Other protocols and procedures as required to ensure compliance with the federal government or District law.

D.2.4 Incident Reporting

Incidents that must be immediately reported to the Safe Passage Liaison, school principal, and the Grant Manager are those classified as: violence, medical emergencies, crime, sexual abuse, assault, sex trafficking, sex act depiction/exploitation, bullying, cyber bullying, gender-based harassment, hazing, hostile environment, intimidation, quid-pro-quo harassment, retaliation, and/or sexual harassment.

Other incidents are categorized as described below:

- Low Risk - Impact on system, but no immediate risk of harm to student health, welfare, or safety exists (e.g. insufficient Kids Ride Free cards).
- Medium - Impact on system, and potential risk of harm to student health, welfare, or safety exists, or impact is on multiple students (e.g. group physical altercation).
- High - An immediate risk of harm to student health, welfare, or safety exists, significant harm has just occurred, or impact is on the entire school (e.g. alleged sexual misconduct, alleged corporal punishment, gun violence, or a missing student).

Grantee must communicate high and medium risk incidents to the Safe Passage Liaison and the principal within eight (8) hours, and to the Grant Manager within 24 hours of the incident occurring. Grantee must report low-risk incidents to the Grant Manager within 24 hours. Failure to report an incident within the time limit may result in non-compliance and could results in termination of the grant.

D.2.5 Program Reporting

Grantees will be required to complete program reports by December 31, 2021, March 31, 2022 and June 30, 2022. The report includes but is not limited to the following:

- Number of staff hired
- Number of staff terminated or resigned
- Number of meetings with schools and community
- Number of incidents that have been reported to MPD

- Number of incidents reported to the schools
- Number of incidents that may or may not have been reported but resolved by the grantee
- Number of youth who attended at least one day of the afterschool program
- Number of youth who completed the program
- Written report, including relevant information and successes, challenges, outreach to the community, and changes and achievement of the outcomes described in the application.

Grantee must be able to provide program reports related to the grant at the request of the District or by the U.S. Department of Treasury for at least five (5) years after receipt of the grant closeout letter.

D.2.6 Financial Reporting

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.

Grantee must be able to track individual expenditures and provide financial reports related to the grant at the request of the District or the U.S. Department of Treasury for at least five (5) years after receipt of the closeout letter.

D.2.7 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 July 31, 2022.

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.

SECTION E: APPENDICES

Appendix 1: Submission Information

Appendix 2: Certifications and Assurances

Appendix 3: Sample Organization Budget and Sample Budget Template

Appendix 4: Sample IRS Determination Letter

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

Appendix 6: Sample DCRA Certificate of Good Standing

Appendix 7: Sample OTR Clean Hands

Appendix 8: Insurance Requirements

Appendix 9: Scoring Rubric

Appendix 10: Safe Blocks Maps

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?	☐ Yes ☐ No ☐ Unsure
If yes, please explain:	

Application Point of Contact Information

Name:			
Email:		Phone:	

Budget Information

Grant Amount Requested:		Total Program Budget:		Organization Budget:	

Program Location

Select all the Safe Passage Priority Area(s) to be served by the grant:

☐ L'Enfant Plaza and Waterfront ☐ Anacostia
☐ Good Hope Road SE ☐ Congress Heights
☐ Minnesota Avenue ☐ NoMa-Gallaudet
☐ Columbia Heights

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 10 pages)
- ☐ Program budget
- ☐ Board approved organization annual budget
- ☐ Safe Passage Position Description
- ☐ Letter of Support(s) (optional)
- ☐ NICRA documentation (optional)
- ☐ Certifications and Assurances
- ☐ IRS determination letter of 501(c)(3) non-profit organization dated October 12, 2019 or earlier
- ☐ DCRA Basic Business License, currently valid through September 30, 2022 or if it will expire before September 30, 2021, organization will need to renew to be valid through September 30, 2022 when it expires
- ☐ DCRA Certificate of Good Standing dated within the past year or no earlier than October 12, 2020
- ☐ OTR Clean Hands Certificate dated within the past year or no earlier than October 12, 2020
- ☐ Current fiscal year Balance Sheet and Profit Loss Statement
- ☐ Two (2) years of the most recent audit or letter of engagement
- ☐ Two (2) years of the most recently completed signed Form 990 or 990EZ

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: 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
		Total Revenue	**$560,136**
Expense Description			**Projected Expenses**
	Management and General		
		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
		Subtotal Expenses	**$313,000**
	Program		
		Salaries (Program Manager and part time employees)	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
		Subtotal Expenses	**$197,800**
		Total Expenses	**$510,800**

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

Learn24 Budget Template

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

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

Appendix 4: Sample IRS Determination Letter

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 20003-2802

019320

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

Dear Taxpayer:

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

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

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

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

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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

The application can be found at
https://dmped.dc.gov/sites/default/files/dc/sites/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]
[redacted]
Washington, DC 20003

Premise/Application's Name and Address:
[redacted]
[redacted]
WASHINGTON, DC 20003

Registered Agent's Name and Address
[redacted]
[redacted]
Washington DC20003

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

CofO/HOP#: CO116788	SSL: 0904 0869	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

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

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

Director:
Rabbiah A. Sabbakhan

Appendix 6: DCRA Certificate of Good Standing

The application available at: https://dcra.dc.gov/corporate-registration-information

Initial File #: 742391

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

CERTIFICATE

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

[redacted]

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

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

Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: bOsAbujx

Appendix 7: DC OTR Certificate of Clean Hands

The application available at: https://otr.cfo.dc.gov/page/online-clean-hands-application

Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

[redacted]

WASHINGTON, DC 20002-5330

EIN : *****[redacted]

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

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

Authorized By Bobby Tucker
Chief Collection Division

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

Tracking#:379271

This document is a certified, complete and true copy

Appendix 8: 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 9: Scoring Rubric

Section 1: Organization History & Staff Experience (12 points)			
Unacceptable or Did Not Respond (1 point)	**Acceptable (2 points)**	**Good (3 points)**	**Excellent (4 points)**
□ Does not describe history, mission, and leadership of organization	□ Describes history, mission, or leadership of organization	□ Describes history, mission, and leadership of organization	□ Details history and mission of organization □ Details directors, senior staff, and board members with broad expertise and commitment to students
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Describes how the organization identifies structural racism and include examples of work done by the organization to dismantle those systems in the community	□ Details how the organization identifies structural racism and include examples of work done by the organization to dismantle those systems in the community
□ Does not describe key staff that will manage or deliver the program	□ Describes key staff that will manage and deliver the program □ Describes key staff's ability to manage staff **OR** □ Describes key staff's ability to implement an intervention to reduce aggression and conflict	□ Describes key staff that will manage and deliver the program □ Describes key staff's ability to manage staff **AND** □ Describes key staff's ability to implement an intervention to reduce aggression and conflict	□ Details key staff that will manage and deliver the program □ Details key staff's ability to manage staff **AND** □ Details key staff's ability to implement an intervention to reduce aggression and conflict

Section 2: Program Design Safe Routes (36 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define the Safe Passage Priority Area □ Does not describe why the priority area was selected □ Does not describe a history of serving the community or schools in the priority area	□ Defines the Safe Passage Priority Area □ Describes why the priority area was selected **OR** □ Describes a history of serving the community or schools in the priority area	□ Defines the Safe Passage Priority Area □ Describes why the priority area was selected □ Describes a history of serving the community or schools in the priority area	□ Defines the Safe Passage Priority Area □ Details why the priority area was selected □ Details a history of serving the community or schools in the priority area
□ Does not describe the locations where the safe passage routes would be positioned □ Does not describe or provide research that supports the proposed locations	□ Describes the locations where the safe passage routes would be positioned **OR** □ Describes or provide research that supports the proposed locations	□ Describes the locations where the safe passage routes would be positioned □ Describes or provide research that supports the proposed locations	□ Details the locations where the safe passage routes would be positioned □ Details or provide research that supports the proposed locations
□ Does not describe why the number of adults is identified per route □ Does not describe the number of hours the staff would be on the streets	□ Describes why the number of adults is identified per route **OR** □ Describes the number of hours the staff would be on the streets	□ Describes why the number of adults is identified per route □ Describes the number of hours the staff would be on the streets	□ Details why the number of adults is identified per route □ Details the number of hours the staff would be on the streets and includes both before and afterschool
□ Does not provide a position description	[Left blank intentionally]	□ Provides a position description	□ Provides a detailed position description
□ Does not define how many people would be hired □ Does not describe the timeline for hiring □ Does not describe what will be done if the number of staff cannot be hired	□ Defines how many people would be hired □ Describes the timeline for hiring **OR** □ Describes what will be done if the number of staff cannot be hired	□ Defines how many people would be hired □ Describes the timeline for hiring □ Describes what will be done if the number of staff cannot be hired	□ Defines how many people would be hired □ Details the timeline for hiring □ Details what will be done if the number of staff cannot be hired
□ Does not describe how the staff hired will be representative of the school or community	□ Describes how the staff hired will be representative of the school or community	□ Describes how the staff hired will be representative of the school or community □ Describes hiring residents and parents from the school and community	□ Details how the staff hired will be representative of the school or community □ Details hiring residents and parents from the school and community and details history of being able to hire from the community
□ Does not describe how staff will be retained □ Does not describe how staff hours are tracked	□ Describes how staff will be retained **OR** □ Describes how staff hours are tracked	□ Describes how staff will be retained □ Describes how staff hours are tracked	□ Details how staff will be retained □ Details how staff hours are tracked and in compliance with federal regulations
□ Does not describe trainings staff will receive	□ Describes trainings staff will receive	□ Describes both mandatory and optional trainings staff will receive	□ Details both mandatory and optional trainings staff will receive □ Details staff participation in both DME and school required trainings
□ Does not describe how staff may or may not intervene in emergency and urgent situations	□ Describes how staff may or may not intervene in emergency and urgent situations in schools **OR**	□ Describes how staff may or may not intervene in emergency and urgent situations in schools	□ Details how staff may or may not intervene in emergency and urgent situations in schools and outside the school buildings □ Details how staff and students safety are consider in response to emergency and urgent situations

	□ Describes how staff may or may not intervene in emergency and urgent situations outside the school buildings	□ Describes how staff may or may not intervene in emergency and urgent situations outside the school buildings	

Section 3: Program Design Afterschool Program (20 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (44 points)
□ Does not describe the afterschool program	□ Describes the afterschool program that will be designed to reduce aggression and conflict **OR** □ Describes the program hours	□ Describes the afterschool program that will be designed to reduce aggression and conflict □ Describes the program hours	□ Details the afterschool program that will be designed to reduce aggression and conflict □ Details the program hours
□ Does not provide research that the intervention has evidence at reducing aggression or conflict □ Does not describe how the program will be implemented with fidelity	□ Provides research that the intervention has evidence at reducing aggression or conflict **OR** □ Describes how the program will be implemented with fidelity	□ Provides research that the intervention has evidence at reducing aggression or conflict □ Describes how the program will be implemented with fidelity	□ Provides research that the intervention has evidence at reducing aggression or conflict □ Details how the program will be implemented with fidelity
□ Does not describe how students will be selected for the afterschool program □ Does not describe how the program does not duplicate services provided by the school	□ Describes how students will be selected for the afterschool program **OR** □ Describes how the program does not duplicate services provided by the school	□ Describes how students will be selected for the afterschool program □ Describes how the program does not duplicate services provided by the school	□ Details how students will be selected for the afterschool program □ Details how the program does not duplicate services provided by the school
□ Does not describe how the family may be engaged	□ Describes how the family may be engaged	□ Describes how the family may be engaged which includes family input	□ Describes how the family are consistency engaged which includes family input and building solutions
□ Does not describe how the program will or can access translation services	□ Describes how the program will or can access translation services	□ Describes experiencing accessing transition services	□ Describes experiencing accessing transition services □ Describes staff who are multi-lingual who can provide translation services

Section 4: Partnership (20 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (44 points)
□ Does not describe how the organization has an established relationship with the school □ Does not describe roles between the school and the organization	□ Describes how the organization has an established relationship with the school **OR** □ Describes roles between the school and the organization	□ Describes how the organization has an established relationship with the school □ Describes roles between the school and the organization	□ Details how the organization has an established relationship with most of the schools in the priority area □ Describes roles between the school and the organization □ Provides letter(s) of support from the schools
□ Does not describe how the program works in alignment with the school policies and procedures	□ Describes how the program works in alignment with the school policies and procedures	□ Describes how the program works in alignment with the school policies and procedures □ Describes how the program works in alignment with the school policies and procedures □ Describes how the staff will learn about the school policies and procedures	□ Details how the program works in alignment with the school policies and procedures □ Details how the program works in alignment with the school policies and procedures □ Details how the staff will learn about the school policies and procedures and what consequences occur if staff fails to follow procedures
□ Does not describe how staff may or may not assist the school in emergency protocol and reporting	□ Describes how staff may or may not assist the school in emergency protocol and reporting	□ Describes how staff may or may not assist the school in emergency protocol and reporting and provides rationale for the policy	□ Details how staff may or may not assist the school in emergency protocol and reporting and provides rationale for the policy
□ Does not describe how and what the organization does to reach the community □ Does not describe communication with the community, families and students	□ Describes how and what the organization does to reach the community **OR** □ Describes communication with the community, families, and students	□ Describes how and what the organization does to reach the community □ Describes communication with the community, families, and students	□ Details how and what the organization does to reach the community □ Details communication with the community, families, and students
□ Does not describe how the organization has an establish relationship with the community	□ Describes how the organization has an establish relationship with the community	□ Describes how the organization has an establish relationship with the community	□ Describes how the organization has an establish relationship with the community □ Provides letter(s) of support from community-based organizations or families

Section 5: Program Measures (16 points)

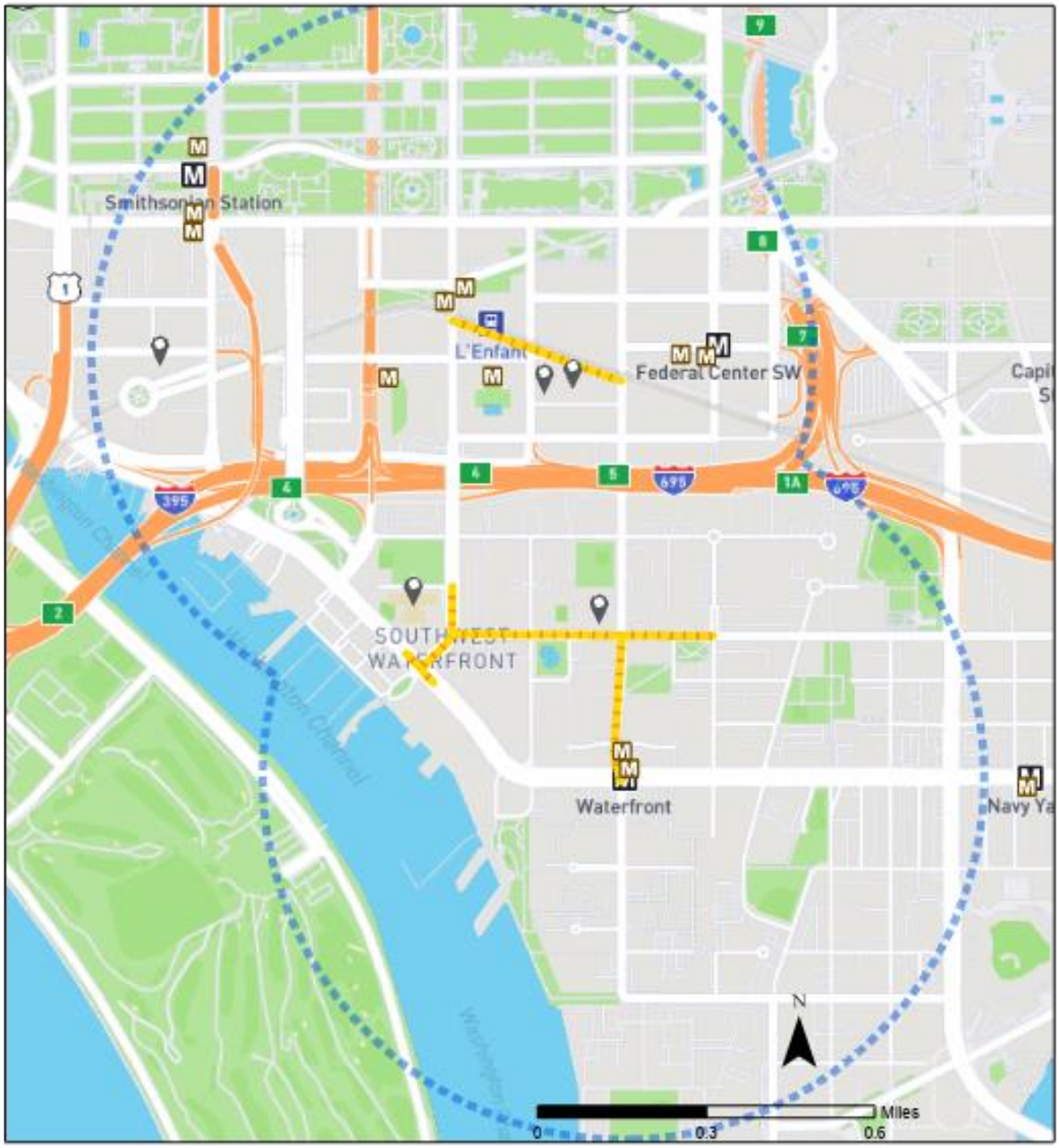
Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe how the program afterschool program defines success	□ Describes how the program afterschool program defines success	□ Describes how the program afterschool program defines success □ Describes how the program measures outcomes □ Describes how the tools used to measure success	□ Details how the program afterschool program defines success □ Details how the program measures outcomes □ Details how the tools used to measure success
□ Does not describe how many students may be served through the afterschool program	□ Describes how many students may be served through the afterschool program	□ Describes how many students may be served through the afterschool program □ Describes how many students will complete the program	□ Details how many students may be served through the afterschool program □ Details how many students will complete the program □ Details how students will be evaluated for reduced aggression and conflict.
□ Does not describe how the relationship with the school and community will be measured	□ Describes how the relationship with the school or community will be measured	□ Describes how the relationship with the school and community will be measured	□ Details how the relationship with the school and community will be measured
□ Does not describe how student safety on safe routes will be measured	□ Describes how student safety on safe routes will be measured	□ Describes how student safety on safe routes will be measured □ Describes valid tools and sources for measuring student safety	□ Details how student safety on safe routes will be measured □ Details valid tools and sources for measuring student safety

Section 6: Budget and Budget Narrative (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe staff responsible for managing the grant or financials	□ Describes the staff responsible for managing the grant or financials	□ Describes the staff responsible for managing the grant and financials □ Describes the staff with experience	□ Details the staff responsible for managing the grant and financials □ Details the staff with experience managing federal grants and financials
□ Does not describe financial controls	□ Describes financial controls	□ Describes financial controls with internal precautions to limit authority and defines oversight	□ Details financial controls with internal precautions to limit authority and defines oversight
□ Does not describe history of managing federal grants	□ Does not have history of managing federal grants	□ Describes a history of managing federal grants	□ Details a history of managing federal grants
□ Does not describe how the grant funds will be used	□ Describes how the grant funds will be used	□ Describes how the grant funds will be used	□ Details how the grant funds will be used and expenses are aligned with the program design
□ Does not provide a program budget	□ Provides a program and organizational budget	□ Provides a program budget, and expenses aligned to described program and activities □ Provides and organizational budget	□ Provides a program budget and expenses align to described program and activities □ All budget calculations are mathematically correct and accurate
□ Does not address equipment or computing devices though it is shown as a budget line item	□ Describes a justification for using grant funds to purchase equipment or computing devices **OR** □ Describes internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant	□ Describes a justification for using grant funds to purchase equipment or computing devices □ Describes internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant	□ Not applicable **OR** □ Details a justification for using grant funds to purchase equipment or computing devices □ Details internal controls on managing and tracking equipment and computing devices that can be returned to the District at the end of the grant

Appendix 10: Safe Block Maps

Safe Blocks: L'Enfant & Waterfront Area



Suggested Safe Passage Worker Location Route

School Location

Metro Station Entrances

SY21-22 Safe Passage Areas

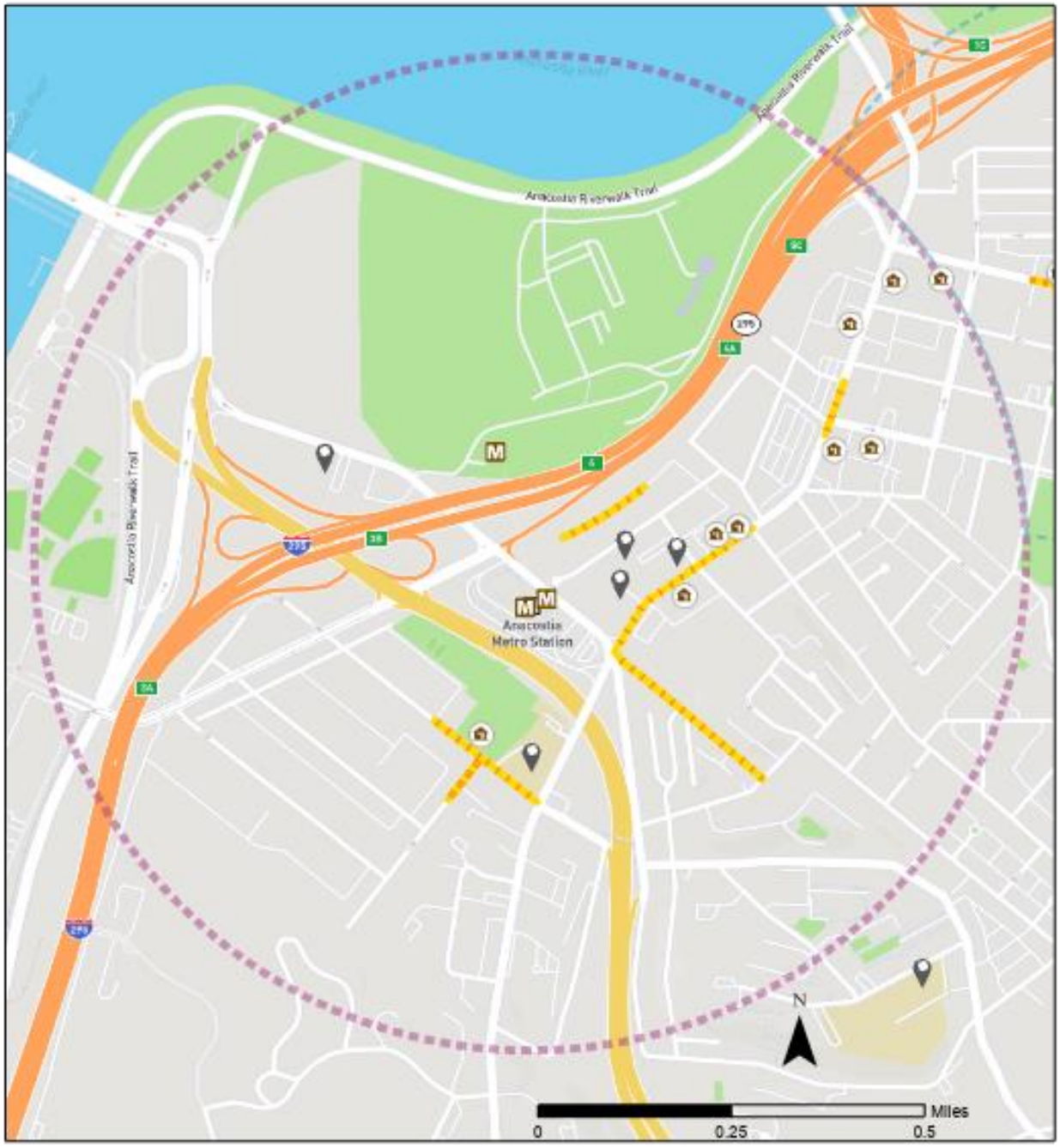
- Anacostia Metro Station
- Columbia Heights
- Congress Heights
- Good Hope Road SE
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave Metro Station
- NoMa - Gallaudet U Metro Station

SAFE PASSAGE

DME OFFICE OF THE DEPUTY MAYOR FOR EDUCATION

GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

Safe Blocks: Anacostia Metro Area



Suggested Safe Passage Worker Location Route

School Location

Safe Spot Location

Metro Station Entrances

SY21-22 Safe Passage Areas

- Anacostia Metro Station
- Columbia Heights
- Congress Heights
- Good Hope Road SE
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave Metro Station
- NoMa - Gallaudet U Metro Station

SAFE PASSAGE

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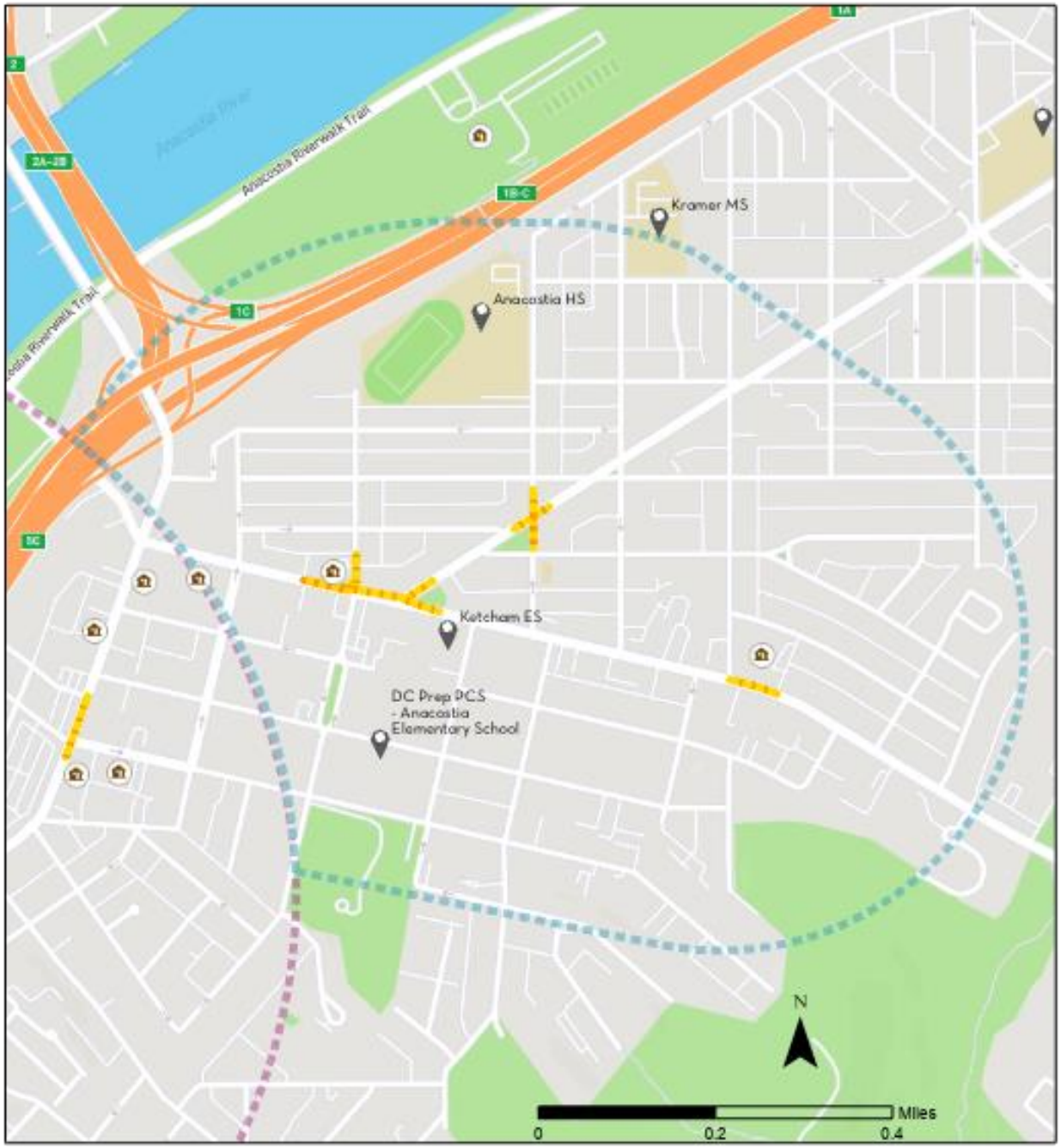
MURIEL BOWSER, MAYOR

Safe Blocks: Good Hope Rd SE Area



Suggested Safe Passage Worker Location Route

School Location

Safe Spot Location

Metro Station Entrances

SY21-22 Safe Passage Areas

- Anacostia Metro Station
- Columbia Heights
- Congress Heights
- Good Hope Road SE
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave Metro Station
- NoMa - Gallaudet U Metro Station

SAFE PASSAGE

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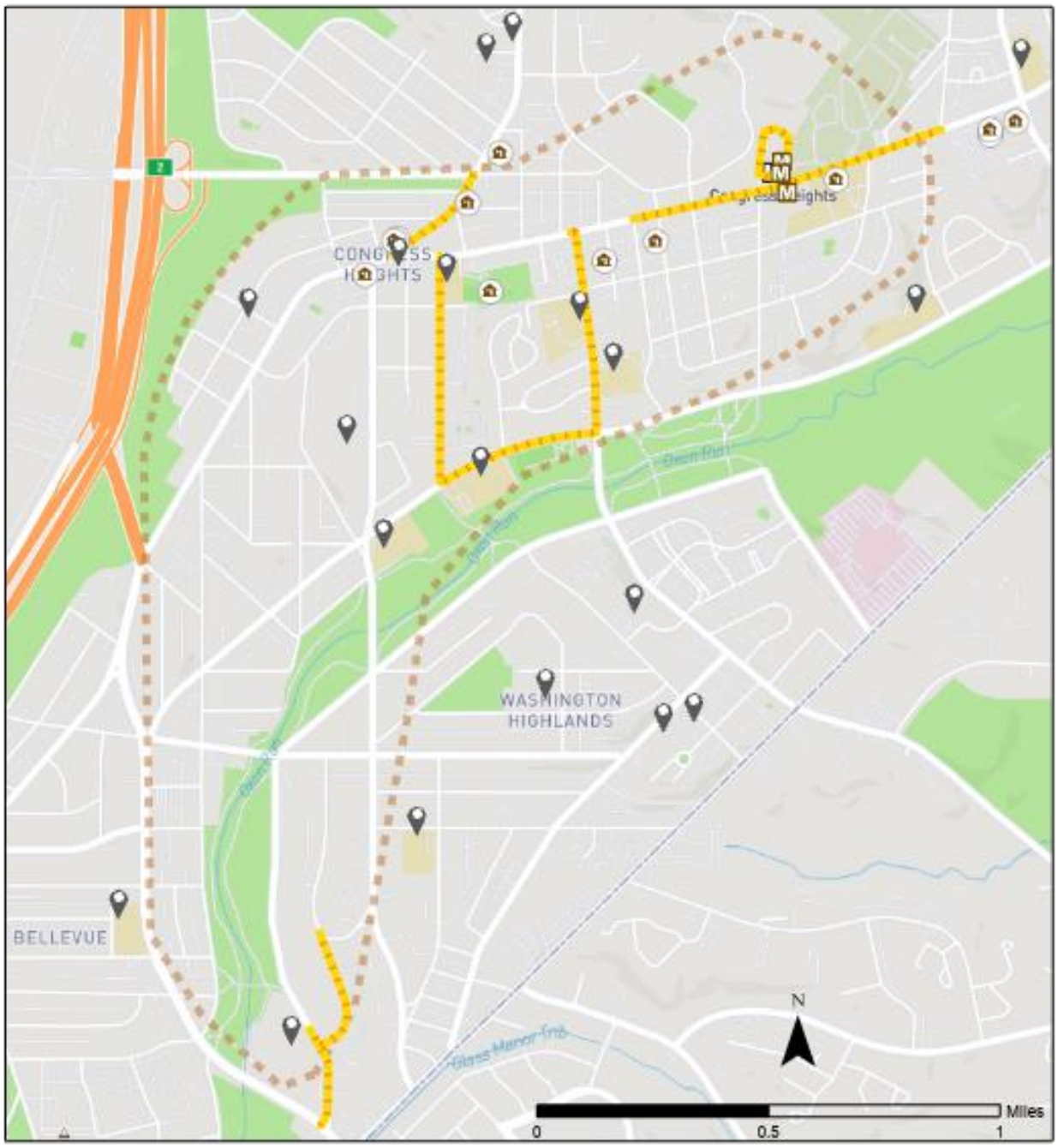
DC MURIEL BOWSER, MAYOR

Safe Blocks: Congress Heights Area



Suggested Safe Passage Worker Location Route

School Location

Safe Spot Location

Metro Station Entrances

SY21-22 Safe Passage Areas

- Anacostia Metro Station
- Columbia Heights
- Congress Heights
- Good Hope Road SE
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave Metro Station
- NoMa - Gallaudet U Metro Station

SAFE PASSAGE

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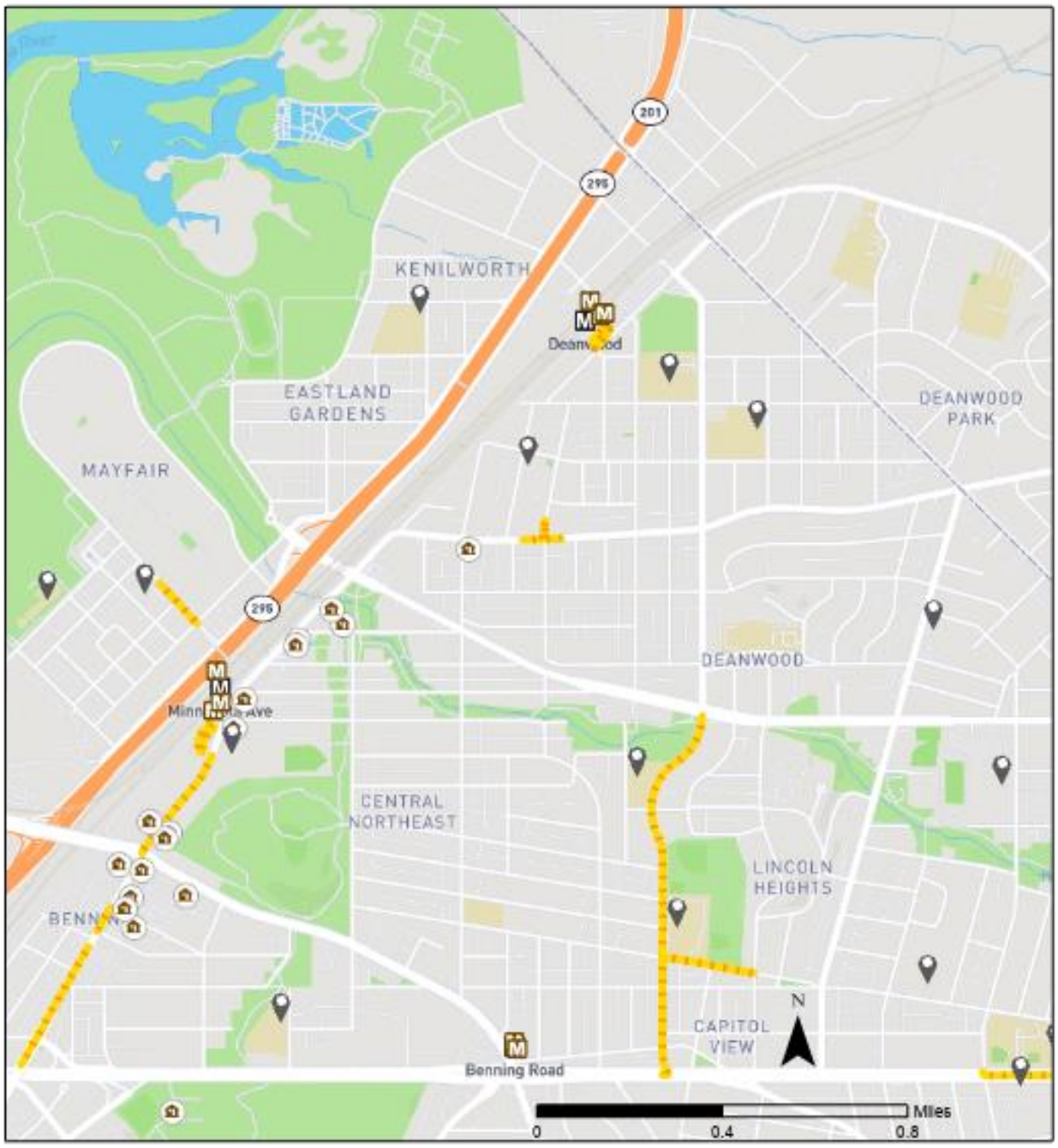
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Safe Blocks: Minnesota Ave Metro Area



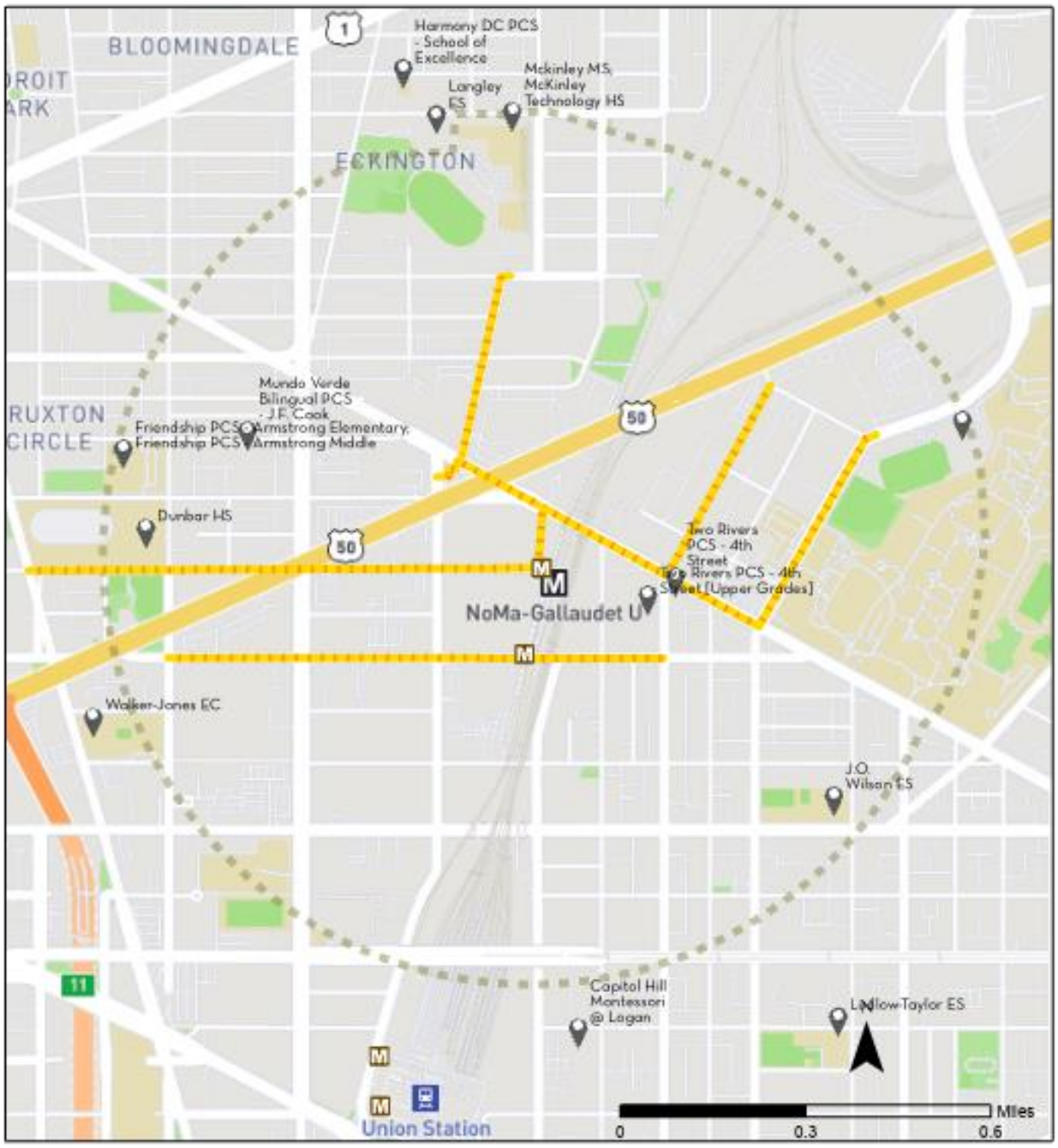
Suggested Safe Passage Worker Location Route

School Location

Safe Spot Location

Metro Station Entrances

Safe Blocks: NoMa-Gallaudet U Area



Suggested Safe Passage Worker Location Route

School Location

Metro Station Entrances

SY21-22 Safe Passage Areas

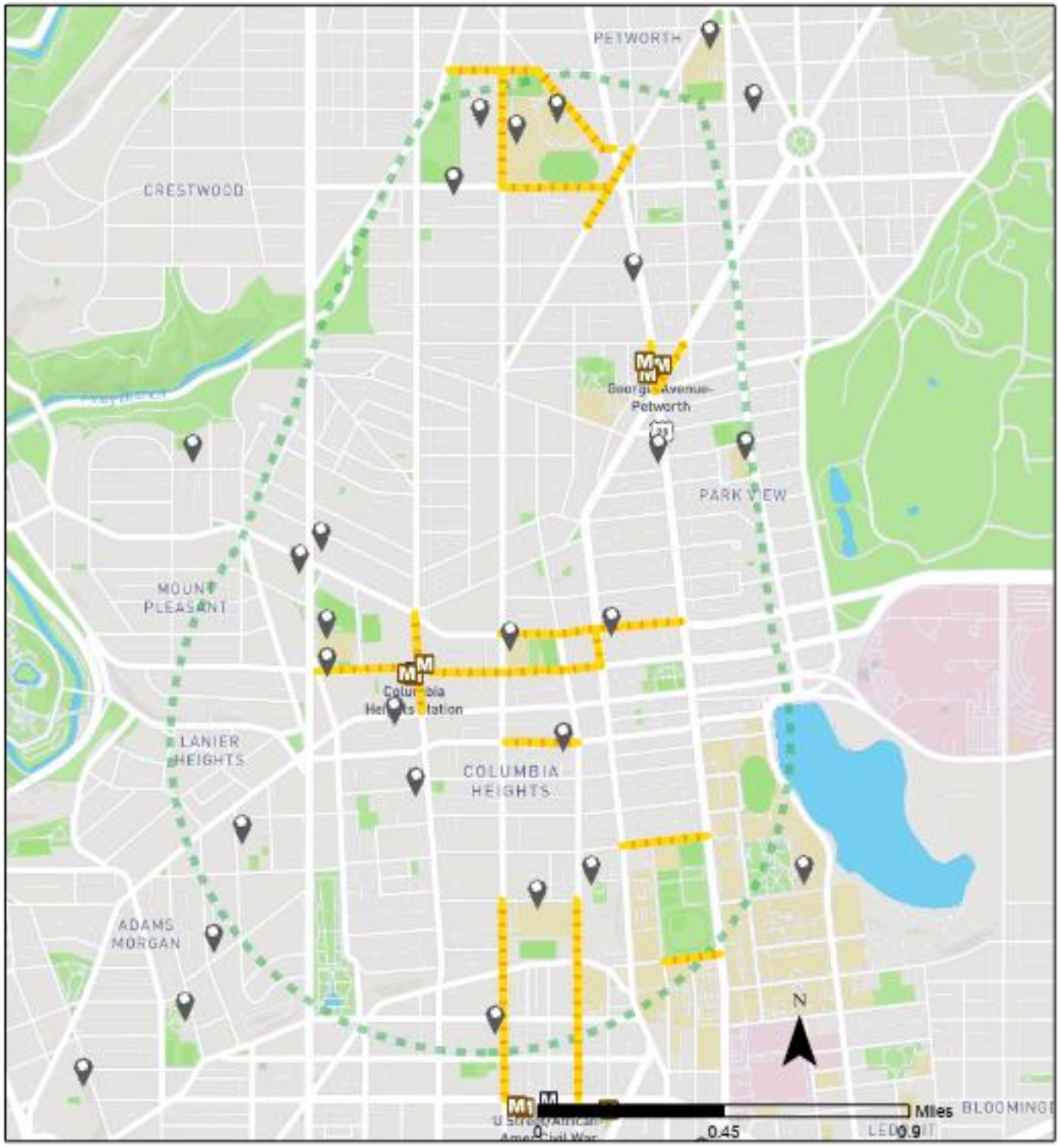
- Anacostia Metro Station
- Columbia Heights
- Congress Heights
- Good Hope Road SE
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave Metro Station
- NoMa - Gallaudet U Metro Station

SAFE PASSAGE

DME OFFICE OF THE DEPUTY MAYOR FOR EDUCATION

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Safe Blocks: Columbia Heights Area



Suggested Safe Passage Worker Location Route

School Location

Metro Station Entrances

SY21-22 Safe Passage Areas

- Anacostia Metro Station
- Columbia Heights
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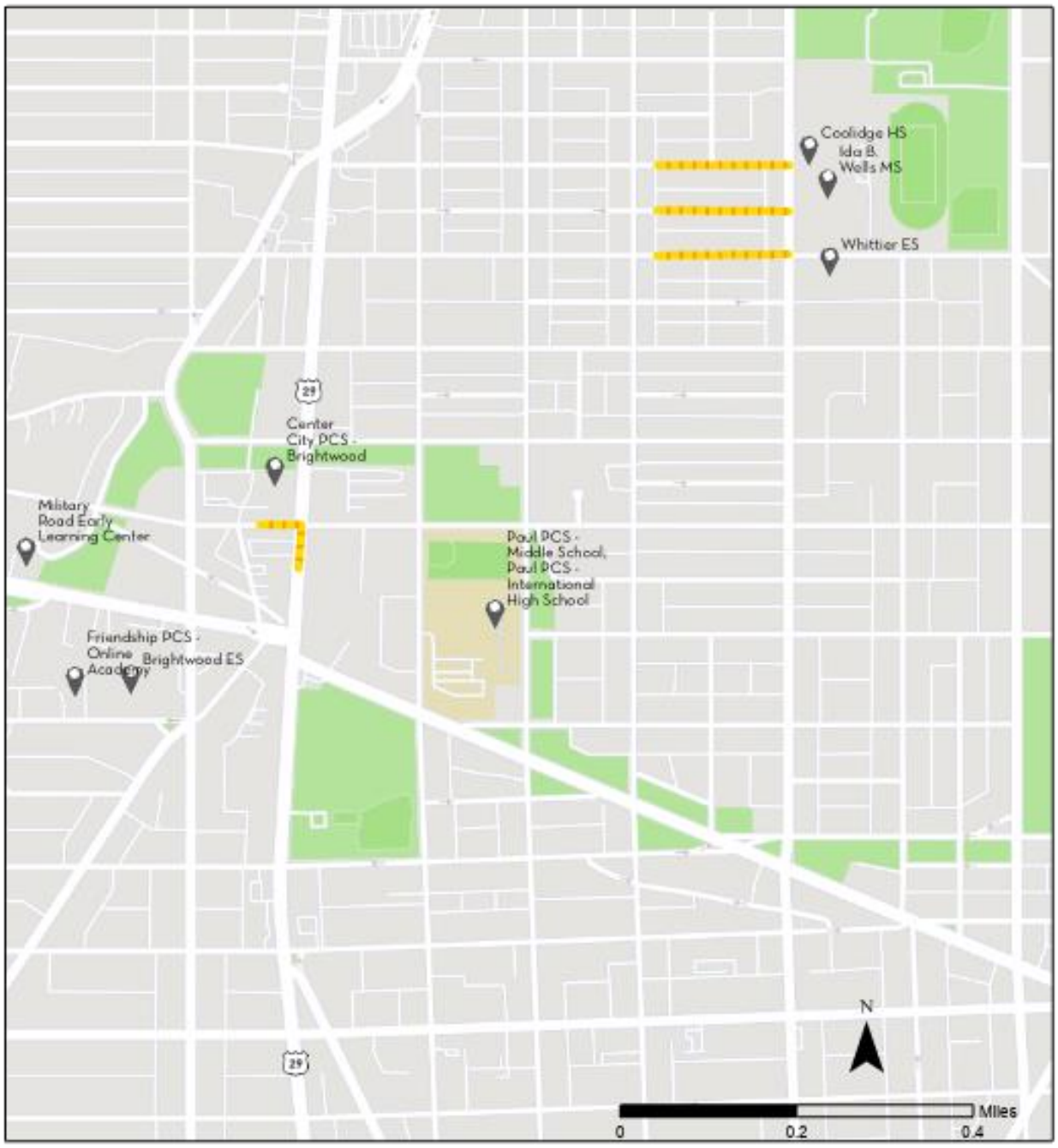
SAFE PASSAGE

DME OFFICE OF THE DEPUTY MAYOR FOR EDUCATION

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Safe Blocks: Columbia Heights ext Area



Suggested Safe Passage Worker Location Route

School Location