



Fiscal Year 2024 Out of School Time Request for Applications

RFA Release Date: Wednesday May 17, 2023
Applications Due Date: Friday June 30, 2023, 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, learn24.dc.gov. The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) encourages applications for consideration and encourages all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Cityspan at Learn24RFA.cityspan.com. Applicants must first create an account in Cityspan. Successfully submitted applications will receive a confirmation email from Cityspan upon receipt of submission. If a confirmation is not received, contact RFA.OST24@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. Exceptions will be granted to organizations applying to serve as both an OST provider and an OST Coordinating Entity.

Late (at or after 5:01 pm on June 30, 2023), incomplete, paper, or emailed applications will not be considered for any reason, inclusive of due to technical difficulties/challenges. Applicants are highly encouraged to apply early and to avoid waiting until 5:00 p.m. to submit applications. There are no exceptions to this submission policy. All funding decisions are final and are not subject to review, appeal, or protest.

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STATEMENT OF WORK

Introduction

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

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

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

Pursuant, in part, to DC Office of Out of School Time Grants and Youth Outcomes Act of 2016, DC Law 21-261; DC Official Code § 2-1555.04, traditional grants shall be for terms of three (3) years, subject to the availability of funding. This Fiscal Year 2024 (FY24) competition is available to applicants until the end of this grant period, which ends on June 30, 2024, for school year programs, and September 30, 2024, for FY24 programs. For the purpose of this RFA, FY24 is defined as October 1, 2023, to September 30, 2024. If awarded, FY24 grantees are subject to renewal for a maximum of two additional fiscal years (FY25 and FY26), which serve as option years. Grant awards are subject to these renewal/option years based on the availability of funds and based on meeting all performance and compliance requirements for FY24, and for each option year. All performance and compliance requirements can be found in the Successful Grant Applications section, pages 17-18.

Scope

This FY24 Out of School Time RFA invites high-performing, fiscally responsible, nonprofits that focus on youth development and serve school aged children and youth with OST programs to apply. Organizations applying must serve youth with a positive youth development approach. Grant funds may only be used to serve children and youth¹ who reside in the District of Columbia. For this RFA, the term youth will be used to describe both children and youth.

For the purposes of this RFA, OST programming is defined as a structured and supervised program offered to a group of District youth before school, after school, when classes are not in session, on weekends, or during seasonal school breaks.

Applicants may only apply to serve as a school year or as a year-round program, as defined below, except for grantees applying to serve as a Coordinating Entity. Coordinating Entities must provide year-round programming services.

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

Program Implementation Date Range (must occur within the applicable range):

School Year Program Competition: for programming that takes place during the school year, occurring between the dates of October 1, 2023, and June 30, 2024.

Year-Round Program Competition: for programming that takes place across the school year and summer, occurring between the dates of October 1, 2023, and August 25, 2024.

Competitions and Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds, as approved by the Council of the District of Columbia. The grant awards will come from both local and federal funding sources. The OST Office anticipates awarding up to \$16.6 million in total awards across competitions.

Organizations may submit up to two (2) of the following three OST applications, as long as one of the applications is an OST Coordinating Entity application. An organization cannot submit a FY24 Out of School Time Program Application and a FY24 OST Small Nonprofit Program Application.

1. FY24 Out of School Time (OST) Application - All organizations, regardless of organizational budget size, may apply for the FY24 OST Program, which is the OST Office's largest and most competitive grant competition. Organizations applying to serve as an OST Program during the school year may request up to \$160,000. Organizations applying to serve as an OST Program year-round (school year and summer) may request up to \$285,000.
2. FY24 OST Small Nonprofit Application - Only organizations with an organizational budget size of \$250,000 or less, may apply for the FY24 OST Small Nonprofit Program, which is a less competitive grant competition. Organizations applying to serve as an OST Small Nonprofit Program during the school year may request up to \$40,000. Organizations applying to serve as an OST Small Nonprofit Program year-round (school year and summer) may request up to \$80,000.
3. FY24 OST Coordinating Entity Application - Organizations applying to serve as an OST Coordinating Entity Program year-round (school year and summer) may request up to \$215,000.

In order to receive a grant award of more than \$100,000, which may be allocated from a federal source, applicant must deliver or implement an evidence-based intervention for a minimum of 60 youth. Youth served by year-round OST programming and Coordinating Entities do not need to be unduplicated between the school year and summer programs.

The OST Office maintains the right to adjust the grant award amount at any time, with reasonable notice, across each fiscal year and grant competition.

Youth Development Outcomes

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

Positive Youth Development (PYD) is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

The intent of these competitions is to support high-quality nonprofits that offer educational, social, emotional, and physical health opportunities and activities for youth throughout the District. The OST Office is seeking to fund youth-

serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

Evidence-Based Intervention

To receive a grant award of more than \$100,000, applicants must detail the provision of evidence-based interventions (ex. High Impact Tutoring, READ 180, etc.) that support academic, social emotional learning (SEL), or other youth development outcomes. Additional examples can be found at the What Works Clearinghouse (<https://ies.ed.gov/ncee/wwc/>). The evidence-based intervention should meet the American Rescue Plan Act criteria and is defined as activities, strategies, or interventions that:

- A. Demonstrate a statistically significant effect on improving youth outcomes or other relevant outcomes based on:
 1. Strong evidence from at least one well-designed and well-implemented experimental study; or
 2. Moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or
 3. Promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias; or
- B. Demonstrate a rationale based on high-quality research findings or positive evaluation that such activities, strategies, or interventions are likely to improve student outcomes or other relevant outcomes; and include ongoing efforts to examine the effects of such activities, strategies, or interventions.

Please see the US Department of Education's guidance on using evidence to strengthen education investments for more information. If the applicant seeks a grant award amount of more than \$100,000, please cite the source(s) for the research supporting the evidence-based intervention within the program design of the grant application.

Target Population

Grants will be awarded to organizations serving school-aged youth, as defined above, with a youth development approach. Preference will be given to applicants that serve underserved youth across the District who are most in need or at-risk and require access to high-quality, low- or no-cost out-of-school-time opportunities. As defined by the Fair Student Funding and School – Based Budgeting Amendment Act of 2013, Section 4 (a) (2A) “at-risk” means a DCPS student or a public charter school student who is identified as one or more of the following:

- (A) Homeless;
- (B) In the District's foster care system;
- (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; and/or
- (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

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

- (A) Economically disadvantaged as demonstrated by eligibility for Free- and Reduced-priced Meals;
- (B) Has a disability as demonstrated by an Individual Education Plan (IEP);
- (C) English Learner;
- (D) Lesbian, Gay, Bisexual, Transexual, Intersex or Queer/Questioning, Asexual and other terms (such as non-binary and pansexual (LGBTIQA+); and/or
- (E) Residing in Wards 5, 7 or 8.

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

Organizations must serve a minimum of fifty (50) unduplicated youth residing in the District by the end of the program period with the exception of small nonprofits who must serve a minimum of fifteen (15) unduplicated youth residing in the District by the end of the program period. In order to receive a grant award of more than \$100,000, a minimum of

sixty (60) unduplicated youth residing in the District must be served by the end of the program period. For organizations applying to provide year-round OST services, a minimum of twenty (20) youth must also be served during the summer program. Youth served during the summer program may be the same youth served during the school year.

Competitive Priority Points

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

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

Up to Thirty-two (32) Points

Up to thirty-two (32) points, or four (4) points each, will be awarded for each of the eight (8) categories of at-risk/underserved youth listed above that the applicant proposes to serve. Note, eligible recipients of TANF, SNAP and/or Free and Reduced Meals represent one category, economically disadvantaged youth. The actual number of additional points to be awarded is based on the percentage of at-risk/underserved youth proposed to be served per category by the applicant, as follows:

Per each of eight (8) at-risk and underserved categories:

- 1-24% served = 1 point
- 25-49% served = 2 points
- 50-74% served = 3 points
- 75-100% served = 4 points

While competitive points for serving at-risk/underserved youth will be awarded based on the proposed number of youths to be served within each category, the actual percentage of participating youth per category enrolled in OST programs will be verified through data provided by the District of Columbia Public Schools and Office of the State Superintendent of Education. Grantees must provide services to youth within +/-10% of the percentage proposed per category to maintain grant compliance. Inability to do so may subject grantees, at the discretion of the OST Office, to immediate termination of the grant agreement or ineligibility for funding in future years.

Four (4) Points

An additional four (4) points will be awarded to applicants who are current FY23 OST grantees and that have met all grant agreement, performance, and compliance requirements, including but not limited to program and financial reporting, and attendance at all required OST trainings facilitated by The Institute for Youth Development.

Grant Period

School Year Program Competition: The grant period for school year programming is from October 1, 2023, through June 30, 2024.

Year-Round Program Competition: The grant period for year-round programming (school year and summer) is from October 1, 2023, through September 30, 2024.

Program Period

School Year Program Competition: The program period for school year programming is from October 1, 2023, through June 30, 2024.

Year-Round Program Competition: The program period for year-round programming (school year and summer) is from October 1, 2023, through August 25, 2024.

Program Dosage

School Year: Organizations providing OST services to youth during the school year must offer consistent and on-going programming, designed to enroll the same group of youth at the proposed site(s), utilizing one of the program dosage models defined below:

- Continuous - Programming that occurs during the school calendar for a minimum of three (3) days weekly for at least eight (8) hours per week for a minimum of 25 weeks, totaling no less than 200 hours during the school year (**This model is required for Coordinating Entities**); OR
- Series - Programming scheduled across three (3) or more program blocks during the school year with each series including a minimum of six (6) or more continuous weeks for at least six (6) hours per week, totaling no less than 108 hours during the school year; OR
- School Closures – Programming that occurs specifically during times when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days, totaling no less than 90 hours during the school year; OR
- Continuous 1:1 - Programming that provides one-on-one program services during the school calendar for a minimum of one day weekly for at least two (2) hours per week for a minimum of 25 weeks, totaling no less than 50 hours of 1:1 service per youth served during the school year.

Year-Round: Organizations providing OST services to youth during the school year and summer must offer consistent and on-going programming, designed to enroll the same group of youth at the proposed site(s), utilizing one of the above program dosage models during the school year as well as one of the summer models defined below:

- Summer Strong – Programming that occurs for a minimum of five (5) hours per day, five (5) days per week for five (5) or more continuous weeks, totaling no less than 125 hours during the summer break; OR
- Summer Strong Intensive – Programming that occurs for a minimum of eight (8) hours per day, five (5) days per week for six or more continuous weeks, totaling no less than 240 hours during the summer break (**This model is required for Coordinating Entities**); OR
- Summer Strong 1:1 - Programming that provides one-on-one program services during summer break for a minimum of one day weekly for at least two (2) hours per week for a minimum of 5 weeks, totaling no less than 10 hours of 1:1 service per youth during the summer break.

Programming may occur at any time during the program period to meet the minimum dosage. All programs will need to operate in-person, unless otherwise determined by the OST Office and are subject to and must adhere to safety and security measures required by Mayoral Orders, DC Department of Health, or any DC Law.

Program Locations

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

Eligibility

In order to achieve equitable outcomes for youth, the OST Office offers a variety of grant opportunities which will provide diverse programming opportunities. With the exception of organizations serving as a Coordinating Entity, applicants are only eligible to receive one grant award per competition.

Organizational Structure and Status Requirements

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

All applicants and fiscal sponsors must be in good standing with the:

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

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

Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Organizations must have offered the program for at least two (2) years. Applications must clearly define the program measures and define outputs and outcomes to support youth in achieving developmental outcomes.

Organizations applying to be Coordinating Entities must also have demonstrated success managing youth programs at public housing or temporary housing communities and/or demonstrate the ability to coordinate youth programs at public housing or temporary housing communities. The District is seeking coordinating entities that will subcontract with grassroots and community led entities to provide a rich variety of school year experiences for our youth.

Organizational Finances

The District supports fiscally responsible organizations. Organizational indirect costs should not exceed more than 30% of the total organization budget.

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

1. Current fiscal year Income Statement and Profit/Loss Statement
2. Last two (2) years of IRS Form 990, 990EZ, or 990N and any schedules filed
3. Board approved organization budget (Local Education Agency (LEA) are exempt)
4. Organizations with revenues over \$250,000 must submit a copy of an audit conducted by an independent CPA within the last two fiscal years, with findings/conclusions that indicate sound financial management/a clean audit.

Organizations may not receive more than \$50,000 in any fiscal year from the District without providing either 1) a clean audit conducted by an independent CPA if organization revenue is over \$250,000; or 2) a financial review conducted by an independent CPA if organization revenue is less than \$250,000. If an audit or fiscal review is unavailable, the organization must show evidence that a CPA is under contract/a letter of engagement must be submitted to indicate the intent to perform the audit or financial review by April 1, 2024. The audit or financial review, or letter of engagement must be included within the grant application. If an audit or financial review, or the letter of engagement is not received as a part of the grant application, the grantee will not be considered eligible for the applicable grant competition. If a letter of engagement is submitted as part of the application, the audit or financial review must be submitted no later than April 1, 2024. Extensions will not be granted. If the audit or financial review is not received by the OST office by April 1, 2024, the remaining funds awarded to the grantee will not be disbursed and the agreement may be subject to immediate termination, at the discretion of the OST office.

If the results of an organization's audit (or financial review, if applicable) are not "clean" (favorable or no cause for fiscal management concerns) the organization may be subject to the immediate termination of the agreement, at the discretion of the OST Office.

Grant Fund Limitations

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

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; 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; sales tax; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (other than nominal amounts of up to \$25); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy or payroll taxes.

Grant funds may not be used with other District of Columbia government grants to offer the same services or activities to the same youth. Organizations may use funding from other District of Columbia agencies to supplement or offer additional program services/activities or to serve additional youth.

Applicants, with the exception of those applying to be a Coordinating Entity, may not subcontract more than 40% of grant funds. The use of subcontractors must be included in the budget narrative.

Applicants applying to be a Coordinating Entity must allocate a minimum of 30% of the total grant amount to subcontract with at least three (3) subcontractors per site to provide services directly to the youth. The use of subcontractors must be included in the budget narrative.

Program Expenses and Budget

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

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

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimus indirect rate is 20%.

APPLICATION SUBMISSION

Application Submission Checklist

All application materials must be submitted through Cityspan at [Learn24RFA.cityspan.com](https://learn24rfa.cityspan.com) by Friday, June 30, 2023 at 5:00 pm EST. Applicants must first create an account in Cityspan. The narrative and budget will be completed through the Cityspan application form. All required documents must be uploaded as PDF, Microsoft Word, or Microsoft Excel files and be submitted with the completion of the Cityspan application form. Successfully submitted applications will receive an email confirmation from Cityspan upon completion. Applicants should print/save the confirmation as evidence of submission. The confirmation email will be sent to the email address provided for the "Proposal Point of

Contact" in the submitted application. If a confirmation is not received, contact RFA.OST24@dc.gov within 24 hours from the time of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed, regardless of reason, e.g.- technical difficulties.

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

Organization

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

Organization Overview

- Organization's legal name
- Employer Identification Number (EIN)
- Mailing Address
- Indicate whether the organization has had a contract with DC government that was terminated within the last five years
- Organization Mission
- Number of full- and part-time employees
- Total organization budget

Organization Contacts

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

Certifications and Assurances

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

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

Attachments

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

- Board-approved Organization Annual Budget
- Current fiscal year Income Statement and Profit Loss Statement
- One (1) year of most recent audit (if organization revenue is greater than \$250,000); financial review (if organization revenue is less than \$250,000), or CPA engagement letter
- Two (2) years of the most recently completed signed Form 990, 990EZ, or 990N and any schedules filed
- IRS Determination Letter of 501(c)(3) non-profit organization dated June 7, 2021, or earlier
- DCRA Basic Business License, currently valid through June 30, 2024, or if it will expire before June 30, 2024, organization will renew the Business License when it expires
- DCRA Certificate of Good Standing dated within the past year or between June 7, 2022 and June 7, 2023
- OTR Clean Hands Certificate dated within the past year or between June 7, 2022 and June 7, 2023

Program Description (96 points / 76 points for Coordinating Entities)

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

Type of Grant

- Type of grant being applied for: Out of School Time (OST) Program, OST Small Nonprofit Program or OST Coordinating Entity
- Grant period being applied for: School Year *or* Year Round

Funding Request

- Total program budget
- Amount of grant funds requested

Proposal Point of Contact

- Proposal Point of Contact name and contact information

Organization History, Leadership and Experience (20 points)

- Indicate whether the organization is a current OST grantee.
- Detail the history and mission of organization, including why the organization chose the neighborhood, and how the organization is supported and perceived by the community.
Detail leadership with broad expertise and commitment to youth, including directors, senior staff, and board members. Detail organization's approach and philosophy in implementing a youth development approach. Detail key staff that will manage grant funds. Provide quantitative and qualitative evidence of success in managing and complying with grant requirements. Detail the program team, tenure, experience, and connection with the community, and how the program personnel are best suited to implement youth development programs and serve the target population. Detail the experience and understanding of the needs of the youth and community/neighborhood.
- Detail how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community.

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

If the organization offers more than one program (e.g., elementary academic program, SEL, high school leadership program, etc.), that will be funded through this grant, ensure the description is clear on the individual program(s) and provides adequate information on the following core components of all programs:

- Describe targeted population served using the most current data available. Describe why the organization is proposing to serve this population. Describe how the proposed program will address the needs of underserved and/or "at-risk" youth as defined in the RFA. Detail accurately how the organization determines youth meet the definition of underserved/at-risk. (Note: Not requested of organizations applying to be a Coordinating Entity)
- Describe how the program meets the unique need of the community to be served. If the described program did not exist, would the youth served have any other OST program options in the community? Provide examples of other programmatic options for youth if the program did not exist. (Note: Not requested of organizations applying to be a Coordinating Entity)

At-risk and Underserved Population(s) to be Served (32 points)

Indicate the proposed percentage of targeted at-risk and underserved populations to be served by OST Program (Note: Not requested of organizations applying to be a Coordinating Entity)

Program Design / Services (12 Points / 16 points for Coordinating Entities)

If the organization offers more than one program (e.g., elementary academic program, SEL, high school leadership program, etc.), that will be funded through this grant, ensure the description is clear on the individual program(s) and provides adequate information on the following core components of all programs:

- Detail the program(s) and daily activities, which include but are not limited to academic support, enrichment, social-emotional development, leadership, and sports/recreational services, and how the activities will

promote youth development/achievement. Detail how the youth experience the program activities. Detail the frequency of each activity. If applicable, describe any planned field trips or special projects and the objective(s) they will address. Note, the cost of all activities must meet the reasonable and necessary standard.

- For organizations applying to be a Coordinating Entity, describe the organization's history of working within public housing and/or temporary housing communities and any existing relationships or experience with DHS and/or DCHA communities.
- For organizations applying to be a Coordinating Entity, describe the organization's process for managing subcontractors, including agreements, staff/volunteer background checks, and other supports needed.
- State up to five measurable objectives that will guide the development of the grant-funded program. Describe the evidence-based research services and activities (program, models, instructional methods, and techniques) that will be implemented to achieve each objective and that will be supported by the requested funds. All content, activities, and services must be secular, neutral, and nonideological.

What is a Measurable Objective?

A measurable objective has four components:

- 1) Subject (who is the target or focus?);
- 2) Behavior (what will be changed/improved?);
- 3) Specific criteria for assessing improvement, readiness, or achievement; and
- 4) Time period for performance or assessment.

Examples

- 1) By June 30, 2024, 85% of participating students in grades 1-12 will attend 150 or more hours of programming.
- 2) By June 30, 2024, 70% of K-5 students, participating in 30 hours or more of the OST program, will show gains in reading as demonstrated by Fountas and Pinnell literacy level literacy assessments.
- 3) By June 30, 2024, 90% of students in grades 6-8 participating 30 hours or more in the OST program will demonstrate increased soccer knowledge and skill as measured by pre- and post-assessment drills that evaluate general coordination and body awareness, individual ball control, dribbling, and passing skills.
- 4) By June 30, 2024, 60% of students in grades 9-12 participating 90 hours or more in the OST program will demonstrate an increase sense of self-efficacy as measured by pre- and post-surveys.
- 5) By June 2024, 40% of adult family members identified as the primary caregiver will attend at least two family engagement events during the school year.

NOTE: If applying to serve as a Coordinating Entity and/or for a grant request of more than \$100,000, answer the following questions:

- Describe the evidence-based services and activities (programs, models, instructional methods and techniques) that will be implemented to achieve each objective and that will be supported by the requested funds. Detail how the evidence-based intervention will be implemented with fidelity. Include citations for all research.

Youth Involvement (12 Points)

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

- Describe authentic youth involvement in the development or implementation of the program(s). Include the leadership role(s) youth have in contributing to the design and content of the program, opportunities, or organization. Include specific examples. Describe any changes made to the program as a result of youth input. If youth have not been involved, explain why.

Making Connections (12 Points)

- Detail how the program supports youth to connect to the larger community and be responsible citizens. Provide specific examples and explain how these connections benefit the youth. Otherwise, provide a rationale why the program does not connect with the larger community.
- Describe other roles the organization has in the youth's life either through a connection to the school, family, community, or other system. Explain how the key program personnel are best suited to serve the target population, including experience and authentic connection with the specific community served, including any other roles the staff or volunteers have in the youth's life. Examples include a connection to the school, family, community, or other systems (such as foster care, youth experiencing incarceration, etc.).
- Detail the strategies the program will use to engage families and why this is important to youth development. If these techniques have been used previously, describe both the successes and challenges. If the strategies are new, describe the rationale that suggests success. Otherwise, detail why family engagement is not a component of programming.

Program Sites

Complete the following details for program site(s) within the Cityspan application.

Site Locations

- Grant-funded site name(s) and location(s)
- Type of facility
- Ward each site is located within
- Targeted wards to be served by each site
- Specific neighborhood(s) and/or school(s) to be served by site
- Total number of unduplicated youth to be served
- Grade level(s) of youth to be served
- Types of students served
- Service period for each site

Site Dosage

- Select site dosage model for school year and/or summer
- Program start date per site
- Program end date per site
- Number of weeks services to be offered per site
- Number of days per week services to be offered per site
- Number of hours per day services to be offered per site
- Total number of service hours per site
- Projected Average Weekly Attendance (AWA) of program participants per site. Note: The projected Average Weekly Attendance (AWA) is the total number of unduplicated participants who are projected to attend at least one session during a program week. The AWA will be used to evaluate the participation of youth in the program.

Activities

- List all activities to be offered per site
- Indicate focus and type for each activity to be offered

Program Support & Sustainability (40 points)

Complete the following components for program support and sustainability within the Cityspan application form.

Coordination (12 points)

- Describe how students participating in the program will travel to and from the program and home and assurances for attention to safety, health, and nutrition issues.
- Describe the steps the applicant proposes to take to ensure equitable access to, and participation in, its program for students, staff, and other program beneficiaries with special needs as required by the General Education Provisions Act (GEPA) 427, OMB Control No. I801-0004, Section 427.
- Demonstrate how the program will utilize partnerships to offer a broad spectrum of services to the youth served. Examples of types of partnerships include schools, other community and/or faith-based organizations; juvenile justice agencies; law enforcement agencies, and youth groups, libraries; cultural and sports organizations; museums; cooperative extension agencies; zoo; higher education institutions; subject experts; and businesses.
- Applicants are advised to provide signed MOAs or Letters of Support, with a clear demonstration of commitment from senior administrators of any partnering organizations. Note: quality partnerships are more important than quantity.

OST Program Staffing (8 points)

- Describe the staff organization of the OST program and provide narrative descriptions for key staff. Provide a description of the program site coordinator role, including the number of hours per week, job responsibilities, and qualifications.
- Describe the proposed projected staff ratio and list all staff positions beyond the site coordinator and the responsibilities and qualifications. Staff ratios must align with DC childcare licensing regulations.

Quality and Continuous Improvement (8 points)

- Detail the training opportunities made available to both program staff and volunteers and describe how training aligns with a youth development approach.
- Details organization's history of commitment to the continuous cycle of improvement through measurements such as self-assessment, external assessment, or completed staff trainings. Detail changes made to the program based on data collected in previous years with examples of how those changes affect the youth. Explain how youth are involved in the process of continuous improvement.

Sustainability (12 points)

- Describe the organization's indirect costs and if the organization's indirect costs are above 30%, explain why.
- Describe in detail how the organization plans to raise revenue for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Include details on other funding sources the organization is applying for or has secured for the program. If there is a nominal program fee, describe how the program will accommodate youth whose families cannot afford to pay.
- Describe the strategies, resources, training opportunities, or other supports the organization has in place to support and sustain OST youth workers, teachers, and volunteers. Describes successes and challenges sustaining staff and volunteers. If the strategies are new, describe the rationale that suggests success.

Budget and Budget Narrative (12 points)

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

- Program Personnel
 - Employee Salaries - Include individual detail of staff positions and calculation of wages for each position.
 - Employee Benefits – Include the breakdown of each fringe benefit for each position.
- Program Implementation
 - Contractual/Purchased Services – Describe and list each contractual service with a budgeted amount. Note, with the exception of organizations applying to serve as a Coordinating Entity, organizations may not subcontract more than 40% of grant funds, unless approved by the OST Office. Applicants applying to be a Coordinating Entity must allocate a minimum of 30% of the total grant amount to subcontract with at least three (3) subcontractors per site to provide services directly to the youth.
 - Supplies & Materials – Describe and list all types of materials or supplies, including major purchases of instructional curriculum with a budgeted amount.
 - Equipment – Describe and list any equipment with a budgeted amount.
 - Travel - Describe and list travel services with a budgeted amount.
 - Marketing & Outreach- Describe and list marketing and outreach services with a budgeted amount.
 - Other Direct Program Cost- Describe and list other direct program cost with a budgeted amount.
- Program Operations - Operational expenses include but are not limited to:
 - Rent
 - Utilities
 - Telecommunication
 - Equipment
 - Postage and delivery
 - Insurance – OST grantees must procure and maintain the types of insurance specified (Appendix 7). It is recommended that prior to submission of a grant application, applicants request that an insurance broker or insurance company review proposed OST services and provide a quote for required coverage based on the number of students to be served and the location(s). Applicant may include estimated insurance expenses as a line item in the proposed budget under Program Operations.
- Organization Expenses - Provide a detailed explanation for all proposed expenses related to administration of the grant funds. The maximum allowable amount for indirect costs may not exceed 20 percent of the total award. The percentage of direct instructional services and fringe benefits for administrative positions shall not be used to determine the 20 percent.
 - Salaries - Include individual detail of indirect staff positions and amounts for each position.
 - Contractual/Purchased Services – Describe and list each purchased service with a budgeted amount.
 - Other - Describe and list any additional indirect operational expenses that cannot be tied directly to the program, but that are incurred to support the program (i.e., audit fees, grant writing, insurance, management or finance salaries, or administrative rent).

APPLICATION PROCESS AND SCORING

Important Dates

- Wednesday, May 24, 2023: Grant Information Session
- Wednesday, May 31, 2023: Last day that questions may be submitted
- Friday June 2, 2023: Last day that answers will be published
- Friday, June 30, 2023: Completed applications due electronically by 5:00 p.m.

- June-July 2023: If needed, questions to applicants to clarify/verify application materials
- August 2023: Awards announced

Grant Technical Assistance

- Grant Information Session: OST Office will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
 - Wednesday, May 24, 2023, from 2:00 pm – 3:00 pm. Registration is not required. Attend the information session by clicking [here](#).

Questions

Questions regarding the RFA must be submitted via email to RFA.OST24@dc.gov. Questions and answers will be published beginning May 19, 2023. Once published, the questions and answers will be updated regularly as questions are received. Responses to questions will be provided through the document within 72 hours of receipt, except on weekends. Questions and answers can be found at [FY24 Out of School Time Grants Q&A](#).

Application Submission and Deadline

Applications and attachments must be submitted via Cityspan by Friday June 30, 2023, at 5:00 pm, click [here](#) or go to Learn24RFA.cityspan.com register and apply. Successfully submitted applications will receive a confirmation email from Cityspan upon completion. Applicants should print/save the email as evidence of completion. The confirmation email will be sent to the email address provided for the "Proposal Point of Contact" in the submitted application. If a confirmation is not received, contact RFA.OST24@dc.gov within 24 hours from the time of submission. Applications without a confirmation or without evidence of completion, late, or incomplete applications will not be reviewed.

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

Review Process

Scoring

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

Applicants may receive up to 148 points, or 128 points for Coordinating Entities, as follows:

- Organization History, Leadership and Staff Experience (20 points)
- Program Description (76 points / 56 points for Coordinating Entities)
- Program Coordination, Staffing, Quality & Sustainability (40 points)
- Budget/Budget Narrative (12 points)

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

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

Any application that scores 50% or less than the overall points available will not be eligible for funding.

Reviewers

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

Notification Process

All applicants will be notified via email about the status of the award in August 2023. Applicants will receive reviewer scores sheets by September 2023. Applicants should ensure RFA.OST24@dc.gov is on the list of acceptable email address to ensure emails are not sent to the spam filter. Failure to respond to emails from RFA.OST24@dc.gov within 24 hours may result in immediate ineligibility to receive a grant award.

Awards

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

SUCCESSFUL GRANT APPLICANTS

Requirements If Awarded

Grant Agreements

Grantees will complete grant agreements with the OST Office and submit all required documents by September 30, 2023.

Grantee Meetings and Activities

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

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

Grantees are required to take part in a city-wide effort to build a quality OST system by participating in a Program Quality Assessment (PQA) process managed by the OST Institute for Youth Development, unless exempted and approved by the OST Office. The quality cohort will begin in the fall/winter with participation one (1) required quality training convening and a requirement to complete a self-assessment for a time commitment of approximately sixteen (16) hours during the school year.

To help enhance District families' knowledge of and accessibility to OST resources, grantees must register with Learn24 Program Finder and participate in (1) one of (2) two OST-hosted events: Afterschool in the City or Summer in the City.

Trainings and Certifications

Grantees must participate in required professional development trainings, as identified by the OST Office's Institute for Youth Development for each fiscal year, including training sessions focused on supporting students with special needs, and offered by the OST Office's Youth Development at no cost to grantees. Required trainings must have at minimum one representative from each organization. Required trainings will be established by The Institute each fiscal year.

Grantees must have at least one (1) local, certified mandated reporter for each physical site serving youth. The certificate(s) of completion of the mandated reporter training must be provided during monitoring visits and uploaded into Cityspan. 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. Access the training [here](#) or at <https://dc.mandatedreporter.org>. 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. 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. The organization's Bullying Policy and written approval of the policy provided by OHR must be uploaded into Cityspan.

At least one (1) person per physical site serving youth must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion 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.

Operations

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

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

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

Data

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

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer to participants in 4th grade and above, if appropriate. The SAYO-Y must be administered to youth if required for both a pre and a post survey. The pre survey must be completed within the first four (4) weeks of programming. The post survey must be completed in the last month of programming. All grantees are required to complete the SAYO-Y unless exempted and approved by the OST Office.

Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. Grantor staff (with appropriate identification) may make a minimum of one scheduled and/or one unscheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, programming, as well as participants and staff, as deemed necessary. (Appendix 8)

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

All grantees are required to participate in the quality cohort by participating in one (1) quality training and completing a self-assessment through The Institute for Youth Development. The quality cohort will begin in fall/winter with a commitment of approximately sixteen (16) hours throughout the school year. It is strongly encouraged that grantees participate in the full quality cohort that consists of three (3) quality training sessions and includes a self-assessment

and an external assessment with a commitment of approximately 40 hours. All grantees must also participate in a required professional development focused on supporting students with special needs to be offered by the OST Institute for Youth Development at no cost to grantees.

All grantees are required to register with Learn24 Program Finder and participate in one (1) of two (2) OST-hosted events: Afterschool in the City or Summer in the City.

Staff and Volunteer Clearance Requirements

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

- 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.

While waiting on the returned results of all required background checks, personnel may only interact with youth under the supervision of a staff member with all appropriate clearances.

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

Attendance

Grantees will be required to provide access to daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 Cityspan database. Attendance must, at minimum, be entered weekly into the Cityspan database. Failure to do so will place the grantee out of compliance.

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

Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17.

Safety

If awarded, District may request access to the following. (Appendix 8 for a full list).

- 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
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA) language and SAYO-Y, if applicable
- Incident reports,
- Safety and security virtual and/or in-person protocols,
- Process for contacting parents to ensure youth access to technology,
- Process for tracking technical equipment that is loaned to youth, and
- Social distancing policies, if applicable.

Program Reporting

No later than two (2) weeks prior to the program start, grantees must update the following information in Cityspan:

- Confirmed list of all program site(s)
- Information about each program at each program site
- General program schedule
- Days of the week and hours of programming

No later than the second week of programming and throughout the grant period, the grantee must enroll participants into the program via Cityspan. The minimum participant information is:

- Full legal name
- Date of birth
- Gender
- Home address
- School grade
- School name
- LEA Student ID (if available)
- Cityspan Student ID
- Verification of FERPA Consent provided by parent/guardian
- Verification of SAYO-Y Consent provided by parent/guardian

Grantees will be required to complete program reports on a quarterly basis throughout the indicated grant period.

Reports must be completed for the following time periods until programming is complete.. Reports include the following:

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

If Grantee receives federal funds, additional reporting may be requested at any time by the Office of the State Superintendent or by the U.S. Department of Education. 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.

Finance and Financial Reporting

Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which include sufficiently

supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

Grantees must have active accounts and profiles in the DC Vendor Portal and Ariba eSourcing system. Grantees will invoice the District via the DC Vendor Portal for reimbursement of the grant.

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

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

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

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

Disbursements of Funds

Grantee will invoice the District for the first payment totaling 25% of the grant total will be issued once the grant agreement is fully executed. Three subsequent invoices totaling 25% of the grant total will be submitted to the District and payments will be issued on a quarterly basis. Quarterly payments, pending approved invoice, will be issued on or after the following dates:

- October 1, 2023
- November 17, 2023
- February 9, 2024
- April 19, 2024

Approval of quarterly invoices will be based on the successful completion and submission of the following data points in Cityspan:

- Enrollment of all participants
- Monthly attendance
- Monthly budget tracker
- Quarterly program reports

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 grantees eligibility for continuation of grant funds for an additional program term, up to but not exceeding two additional fiscal years, and the amount of monitoring required by the OST Office for future grants.

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 appropriate documentation has been provided to the OST

Office that documents the organization's performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

APPENDICES

Appendix 1: Example Organization Budget

Appendix 2: Glossary

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

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

Appendix 5: Sample DCRA Certificate of Good Standing

Appendix 6: Sample OTR Clean Hands

Appendix 7: Insurance Requirements

Appendix 8: Sample Monitoring Visit Checklist

Appendix 9: Scoring Rubric

Appendix 1: Example Organization Budget

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

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

Appendix 2: Glossary

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

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

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

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

Cityspan: a secure web-accessible database platform that the Office of Out of School Time Grants and Youth

Continuous: programming that occurs during the school calendar for a minimum of three (3) days weekly for at least eight (8) hours per week for a minimum of 25 weeks, totaling no less than 200 hours during the school year.

Continuous 1:1: programming that provides one-on-one program services during the school calendar for a minimum of one day weekly for at least two (2) hours per week for a minimum of 25 weeks, totaling no less than 50 hours of 1:1 service per youth served during the school year.

Coordinating Entity: Grantees that manage high-quality afterschool programs and subcontract with grassroots entities to provide educational, social, emotional, and physical health opportunities and activities for children and youth ages 5-17 at any agreed upon DCHA or DHS properties.

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

DME: Office of the Deputy Mayor for Education

DPR: Department of Parks and Recreation

Dosage: the amount of time or number of activities.

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

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

Frontline Staff: staff that work directly with youth.

Full Year Program: programming that takes place across the school year and summer, occurring between the dates of October 1 and August 30.

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

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

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

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

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

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

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

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

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

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

Personally Identifiable Information (PII): information that, alone or in combination, can be linked to a specific student including but not limited to child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the underlying data is so narrowly defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 10 children could be identifiable as well.

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

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

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

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

School Closures: programming that occurs specifically during times when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days, totaling no less than 90 hours during the school year.

School Year Program: programming that takes place during the school year, occurring between the dates of October 1 and June 30.

Series: Programming scheduled across three (3) or more program blocks during the school year with each series including a minimum of six (6) or more continuous weeks for at least six (6) hours per week, totaling no less than 108 hours during the school year.

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

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

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

Summer Strong: programming that occurs for a minimum of five (5) hours per day, five (5) days per week for five (5) or more continuous weeks, totaling no less than 125 hours during the summer break.

Summer Strong Extended: programming that occurs for a minimum of eight (8) hours per day, five (5) days per week for six or more continuous weeks, totaling no less than 240 hours during the summer break.

Summer Strong 1:1: programming that provides one-on-one program services during summer break for a minimum of one day weekly for at least two (2) hours per week for a minimum of 5 weeks, totaling no less than 10 hours of 1:1 service per youth during the summer break.

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

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

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

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

Underserved Youth: any DCPS student or public charter school student who is identified as one or more of the following:

- Economically disadvantaged as demonstrated by eligibility for Free- and Reduced-priced Meals;
- Has a disability as demonstrated by an Individual Education Plan (IEP);
- English Learner;
- Lesbian, Gay, Bisexual, Transexual or Questioning (LGBTQ); and/or
- Residing in Wards 5, 7 or 8.

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

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

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

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

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

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


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

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

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

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

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

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

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

[REDACTED]
WASHINGTON DC 20003-2602



019320

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

Dear Taxpayer:

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

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

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

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

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

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

The application can be found at

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

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

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

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

BASIC BUSINESS LICENSE

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

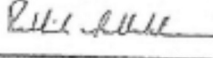
Owner's Name
 Corp. Name [REDACTED]
 Trade Name

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

General Business - Charitable Solicitation

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

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

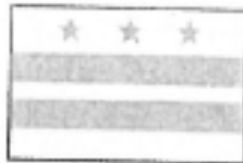

 Director:
 Rabbiah A. Sabbakhan

Appendix 5: DCRA Certificate of Good Standing

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

Initial File #: 742391

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



CERTIFICATE

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

[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

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: 00sAbujx

Appendix 6: DC OTR Certificate of Clean Hands

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

 Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

[REDACTED]

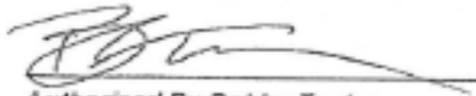
[REDACTED]

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 7: Insurance Requirements

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

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

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

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

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

2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grant Manager in writing) including coverage for all owned, hired, borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy

or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy

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3. Workers' Compensation Insurance - The Grantee shall provide evidence of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Agreement is performed. Employer's Liability Insurance - The Grantee shall provide evidence of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to assure compliance.

5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall maintain Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Agreement. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

6. Sexual/Physical Abuse & Molestation - The Grantee shall carry \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared limits" under a commercial general liability or professional liability policy will not be acceptable.

7. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance,

self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

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

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

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

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

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

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

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

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

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

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

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

Employer’s Liability Insurance - The Grantee shall provide evidence of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to assure compliance.
5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall maintain Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Agreement. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
6. Sexual/Physical Abuse & Molestation - The Grantee shall carry \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse,

such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared limits" under a commercial general liability or professional liability policy will not be acceptable.

7. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

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

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

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

certificate of insurance evidencing such coverage shall be submitted to the Grant Manager on an annual basis as the coverage is renewed (or replaced).

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

Appendix 8: Sample Monitoring Visit Checklist

Grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, Learn24 team member must have access to the following items:

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