



Fiscal Year 2024 Students in the Care of DC Out of School Time Program – Coordinating Entity Request for Applications

RFA Release Date: Wednesday May 31, 2023
Applications Due Date: Friday June 30, 2023, by 5:00 pm EST

There are no mandatory meetings in order to apply for this grant competition. All information is available on [Learn24 website](#). The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME), and Students in the Care of DC (SCDC) want to support successful applicants and encourage 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 notice via the browser upon completion. Applicants should print or save the confirmation as evidence of submission. A confirmation email will be sent to the email address provided for the "Application Point of Contact" in the submitted application. If a confirmation is not received, contact RFAOST24@dc.gov within 24 hours from the time of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed.

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

Late (at or after 5:01 pm on Friday June 30, 2023), incomplete, paper, or in-person applications will not be considered regardless of reason, e.g.- technical difficulties

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 non-profit organizations that provide children and youth with high-quality out-of-school-time (OST) programming.

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

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

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

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) Students in the Care of DC Out of School Time Coordinating Entity competition is available to applicants until the end of this grant period, which ends on September 30, 2024. 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 13-18.

Scope

The 2024 Students in the Care of DC Out of School Time Coordinating Entity RFA invites high-performing, fiscally responsible, non-profits to apply for this grant competition. Organizations applying must demonstrate (1) experience managing and coordinating enrichment or youth programming, (2) experience managing subcontractors or willingness to work with subcontractors, (3) ability to implement evidence-based practices that support positive youth development, and (4) have experience working in a secure facility.

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

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

For the purposes of this RFA, an OST program is defined as a structured, supervised learning or youth development opportunity offered to students. The program must operate at least two (2) hours per day, three (3) days a week, for a minimum of 34 weeks from October 2023 through September 2024. The program must also operate during school breaks and provide programming on weekends. In addition, the program must provide each youth participant with access to a similar community-based program after release from and DC facility in order to provide the youth participant with a continuum of programming.

Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. The grant awards may be from a federal source and grantees must be able to be compliant with federal requirements, if applicable. The OST Office anticipates awarding one grant up to \$400,000 to coordinate the OST program at a DC facility. Applicants may request up to \$400,000. The OST Office maintains the right to adjust the number of grant awards and award amounts.

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.

Research shows that the best way to enhance long-term public safety is to provide court-involved youth with the tools they need to successfully transition into adulthood.

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

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

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

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

Evidence-Based Intervention

To receive the maximum grant award, applicants must illustrate the use 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 student outcomes or other relevant outcomes based on
 1. Strong evidence from at least one well-designed and well-implemented experimental study; or

2. Moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or
3. Promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias; or

B. Demonstrate a rationale based on high-quality research findings or positive evaluation that such activities, strategies, or interventions are likely to improve student outcomes or other relevant outcomes; and include ongoing efforts to examine the effects of such activities, strategies, or interventions.

Please see the US Department of Education's guidance on using evidence to strengthen education investments for more information. Please cite reliable sources for the research supporting the evidence-based intervention and how the program is implemented with fidelity must be submitted.

Target Population and Location

One grant will be awarded to an organization that can serve students between the ages of 12 to 20 years. Because the population is highly variable and transient, the population fluctuates frequently and the length of stay for youth varies. The program should be prepared to serve, but not limited to the populations listed below:

1. Youth charged as adults (Title 16 youth)
2. Secure detained youth
3. Awaiting placement youth

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

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

Grant Period

The grant term will run from October 1, 2023, through September 30, 2024.

Programming Period

The school year enrichment programming must take place between October 1, 2023 through September 30, 2024. Specific weeks may be determined by the OST Office and SCDC.

Programming Dosage

For the purposes of this RFA, OST program is defined as a structured, supervised learning or youth development opportunity offered students. The program must operate at least two (2) hours per day, three (3) days per week for 34 weeks from October 2023 through September 2024. Preference will be given to programs that can include operation during school breaks and weekends. In addition, the program must provide each youth with access to a similar community-based program after release from the designated DC facility in order to provide the youth participant with a continuum of programming.

Eligibility

Organizational Structure and Status Requirements

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

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

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

- DC Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 4)
- Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing, (Appendix 5) and
- DCRA Charitable Solicitation Basic Business License, (Appendix 6)

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

Programmatic Focus and Experience

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

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

Competitive Priority Points

Four Points

An additional five (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

Finance

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

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

The applicant must include copies of:

1. Current board approved organization budget
2. Current and past year Income Statements and Balance Sheets
3. Organizations must submit a copy of an audit conducted by an independent Certified Public Accountant (CPA) that has been completed within the last twelve (12) months, with findings/conclusions that indicate sound financial management/a clean audit. If the results of an organization's audit 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.

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

Grant Fund Limitations

Grant funds may only be used to support youth in the care of DC.

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

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

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.

A minimum of 40% of the grant amount must be used to fund subcontractors who will provide robust enrichment services directly to the youth being served.

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

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

APPLICATION SUBMISSION

Submission Requirements

All application materials must be submitted through Cityspan at Learn24RFA.cityspan.com by Friday, June 30, 2023, at 5:00 pm EST. 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 RFAOST24@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 the 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 Profile

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
- Indication of whether 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.

- Current Board-approved Organization Annual Budget
- Current and previous fiscal year Balance Sheet with Profit & Loss Statements
- Audit conducted by an independent CPA completed within the last twelve (12) months
- 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

- Detail how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems for the populations being served.

Program Description (72 points)

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

Funding Request

- Total program budget
- Amount of grant funds requested

Proposal Point of Contact

- Proposal Point of Contact Name and contact information

Organization History, Capacity, and Relevant Experience (20 Points)

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

Need & Justification (4 points)

- Detail the targeted population to be served using the most current data available. Describe how the applicant plans to meet the needs of the distinct populations to be served, including research-based strategies.

Subcontractor Management (20 Points)

- Describe the organization's ability to solicit subcontractors. Describe the organization's evaluation criteria for selecting subcontractors that supports the ability to offer a high-quality program for youth involved in the juvenile justice system
- Describe the organization's ability to manage subcontractors. Describe internal controls to manage subcontractor agreements and financial management.
- Describe the frequency of support applicant foresees subcontractors will require. Describe how the applicant plans to address the need. Detail technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale.
- Describe any challenges the applicant foresees with subcontractors and how those issues may be resolved, including termination of agreement if needed.
- Describe how subcontractors are evaluated for delivering programming through a PYD and PYJ approach.

Program Design / Services (24 Points)

- Describe the overall program design, including a daily sample schedule, which may include but is not limited to academic support, enrichment, social-emotional development, leadership, and sports/recreational services. The schedule can change daily, weekly, monthly, semester, etc. but must be described.
- Describe if the coordinating entity will provide direct services for any portion of the program. Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and for population to be served. Describe the types of services and variety of programming applicant will be seeking from subcontractors.
- Describe what applicant will require in regard to space, facilities, or other requirements. Include context and connection to the schedule and program design based on the need and activities of the population to be served.
- Describe how youth exiting a facility may be referred or connected to the continuum of programming. Include direct extension programming opportunities specific to the interest of the population to be served.
- 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 September 30, 2024, 85% of participating students will attend 90 hours or more of programming.
- 2) By September 30, 2024, 70% of students participating 90 hours or more in the OST program will engage in a minimum of ten hours of 1:1 mentoring services.
- 3) By September 30, 2024, 70% of students participating 90 hours or more in the OST program will demonstrate increased knowledge in computer engineering as measured by pre- and post-assessments.
- 4) By September 30, 2024, 60% of students participating 90 hours or more in the OST program will demonstrate an increase in conflict resolution skills as measured by pre- and post-surveys.
- 5) By September 2024, 43% of adult family members identified as the primary caregiver will attend at least one family engagement events during the school year.

Youth Involvement (4 points)

- Describe the role(s) youth have in contributing to the design and/or content of the program. Describe if there are any opportunities for youth leadership.

Program Sites

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

Site Location(s)

- Name(s) and location(s) of site(s)
- Type of facility
- Ward site is located within

Students to be Served

- Targeted wards to be served
- Specific neighborhood(s) and/or school(s) to be served
- Total number of unduplicated youth to be served
- Grade level(s) of youth to be served
- Types of students served

Site Dosage

- 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 in the program.
- Types of activities to be offered per site

Activities

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

Program Support & Sustainability (32 points)

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

Coordination (8 points)

- 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; 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.

Staff and Volunteer Qualifications (16 points)

- Describe the professional qualifications, expertise, and experience of key program staff and/or volunteers that will be responsible for the day-to-day operations of the program. Detail connections between staff and/or volunteers and population to be served
- Provide a description of the work of the program coordinator, which should include the number of hours per week, job responsibilities, and qualifications.
- Name and describe the staff that will manage the grant financials and reporting. Describe the history and ability to manage a federal grant, including any history of successfully managing federal grants.
- Describe the training, resources, or other supports the coordinator has in place to support staff and volunteers and detail how the training will help support youth to be served.

Sustainability (8 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.

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, a minimum of 40% of the total grant amount should be allocated for subcontractors 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. Note, justification must be provided for any funds to be used for equipment or computing devices and if equipment and computing devices will be purchased with funds, describe the controls in place for procurement and management of the device and equipment.
- 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 amount for indirect costs may not exceed 10 percent of the total award. The percentage of direct instructional services and fringe benefits for administrative positions shall not be used to determine the 10 percent. If the organization’s indirect costs are above 10%, explain why.
 - 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 implementation cost with a budgeted amount.

APPLICATION PROCESS AND SCORING

Important Dates

- Wednesday May 31, 2023 – RFA Release
- Wednesday, June 7, 2023: Grant Information Session
- Wednesday, June 14, 2023: Last day that questions may be submitted
- Friday June 16, 2023: Last day that answers will be published
- Friday, June 30, 2023: Completed applications due electronically by 5:00 p.m.
- June-July 2023: As needed, questions to applicants to clarify/verify application materials
- August 2023: Awards announced

Grant Information Session (GIS)

- Grant Information Sessions: Learn24 will host a virtual information session to provide an overview and to answer questions related to the RFA. Applicants are strongly encouraged to participate.
Wednesday, June 7, 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 RFAOST24@dc.gov with subject line: SCDC Coordinating Entity RFA. Questions and answers will be published beginning June 2, 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 36 hours of receipt, except on weekends. Questions and answers can be found at [FY24 SCDC Q&A](#).

Review Process

Scoring

Each application will be reviewed by three reviewers utilizing the scoring rubric. (Appendix 8)

Applicants will be reviewed on a 116-point scale as follows:

- Program Description (72 points)
- Program Support and Sustainability (32 points)
- Budget (12 points)

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

Priority points may be awarded to applicants that offer programming during weekend and school breaks. The District will make final award decisions based on the final score.

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

Reviewers

Learn24 will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school-time programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using the rubric.

Notification Process

All applicants will be notified via email about the status of the award in August 2023. Applicants will receive reviewer scores sheets in September 2023. Applicants should ensure RFAOST24@dc.gov is on the list of approved email addresses to receive emails directly into the inbox instead of spam. Failure to respond to emails from RFAOST24@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 Learn24 and submit all required documents by September 30, 2023. Failure to submitted required documents and insurance within 45 days of grant award notice may result in immediate termination of the grant award.

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

Confidentiality

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

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

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

Grantee Meetings and Activities

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

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

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.

OST Events

Grantees will be required to attend at minimum 1 of 2 OST district-wide events- Summer in the City and/or Afterschool 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 Institute for 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 and are subject to change/updates,

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.

Insurance

Upon notice of grant award, 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. Upon notice of grant award, Grantees shall be required to submit proof of insurance for the insurance clauses as determined by the Office of Risk Management (ORM) and 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, at the coverage amounts determined by ORM, based on the grantees completion of the ORM's Insurance Review Document (IRD).

Data

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

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

Monitoring and Compliance

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

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

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

Staff and Volunteer Clearance Requirements

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

- Federal Bureau of Investigation (FBI) Criminal Background Check;
- Metropolitan Police Department (MPD) Criminal Background
- National Sex Offender Registry; and

Background checks are valid for two (2) years from the effective date. Signed Affidavits must be uploaded one (1) year after the effective date for all background checks. Clearances must be valid through the entire grant period. If background checks expire during the grant period, the background check must be renewed in a timely manner prior to expiration.

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

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

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.

Safety

If awarded, District may request access to the following:

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

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, the grantee must provide the following information:

- Number of youth enrolled in the program
- Number of youth attending the program
- Enrollee information
 - Full name
 - Date of birth
 - Home address
 - School grade
 - Gender
 - Verification of FERPA Consent provided by parent(s)/guardian(s)

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.

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.

Financial Reporting

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

Grantees 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.

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

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

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

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

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, payroll register, program information, and/or audits. If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment. Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within thirty (30) days of receipt of written notification.

Disbursements of Funds

Upon full execution of the grant agreement (signature by grantee and grantor), the Grantee will invoice the District for the first payment, totaling 25% of the grant total. All subsequent invoices will be paid on a quarterly basis.

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 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 two (2), appropriate documentation has been provided to the OST Office that documents the organization's performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

APPENDICES

Appendix 1: Example Organization Budget

Appendix 2: Glossary

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

Appendix 4: Sample OTR Clean Hands

Appendix 5: Sample DCRA Certificate of Good Standing

Appendix 6: Sample DCRA Basic Business License or Charitable Solicitation License

Appendix 7: Insurance Requirements

Appendix 8: Scoring Rubric - Attachment

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. audits, audit fees, grant writing, management or finance salaries, or administrative rent).

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

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

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

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

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

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

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

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

Appendix 3: 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: ~~XXXXXXXXXX~~
Dec. 23, 2011 LTR 4168C E0
~~XXXXXXXXXX~~ 000000 00
00017549
BODC: TE

~~XXXXXXXXXXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
WASHINGTON DC 20003-2802



019320

Employer Identification Number: ~~XXXXXXXXXX~~
Person to Contact: ~~XXXXXXXXXX~~
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: OTR: Certificate of Clean Hands

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

 Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

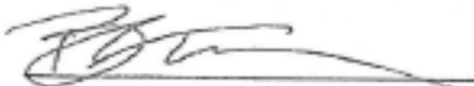


WASHINGTON, DC 20002-5330

EIN : *****

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

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



Authorized By Bobby Tucker
Chief Collection Division

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

Tracking#: 379271

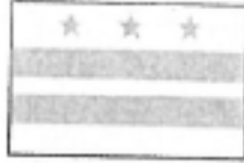
This document is a certified, complete and true copy

Appendix 5: DCRA: Certificate of Good Standing

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

Initial File #: 742391

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



CERTIFICATE

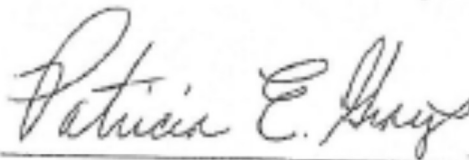
THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this **CERTIFICATE OF GOOD STANDING** is hereby issued to

[REDACTED]

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

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

Business and Professional Licensing Administration



PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: aOsAbujx

Appendix 6: DCRA: Basic Business License Charitable Solicitation

The application can be found at https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf

☆☆☆

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Vincent C. Gray,

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

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

BASIC BUSINESS LICENSE

Billing Name and Address: [REDACTED]
Washington, DC 20003

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

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

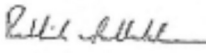
Owner's Name
Corp. Name [REDACTED]
Trade Name

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

General Business - Charitable Solicitation

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

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


Director:
Rabbiah A. Sabbakhan

Appendix 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.

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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.
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