



Creating Safe Passage Events Request for Proposals

RFP Release Date: October 25, 2018
Applications Due Date: November 26, 2018 by 5:00 pm

There are no mandatory meetings for this grant competition. All information is available on the United Way of the National Capital Area's (United Way NCA) [website](#) and Learn24 [website](#). The Office of Out of School Time Grants and Youth Outcomes (OST Office) located at the Office of the Deputy Mayor for Education (DME) and United Way NCA want to support successful applicants! United Way NCA and DME will offer opportunities for support.

To submit a proposal, email the complete proposal and attachments to United Way NCA at grants@uwnca.org. Successfully submitted proposals will receive a confirmation email upon receipt of submission. If an email is not received, contact grants@uwnca.org **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.

Only one proposal per organization will be accepted in response to this Request for Proposals.

Late, incomplete, paper or in-person applications will not be considered.

TABLE OF CONTENTS

Section A: Statement of Work	3
A.1 Introduction.....	3
A.2 Scope	3
A.3 Eligibility.....	5
Section B: Proposal Submission	6
B.1 Application Format.....	6
B.2 Narrative (10 pages maximum including budget narrative)	7
Section C: Proposal Process and Scoring	7
C.1 Important Dates	7
C.2 Review Process.....	8
Section D: Successful Grant Applicants.....	9
D.1 Requirements If Awarded	9
D.2 Monitoring and Compliance.....	9
Section E: Appendices	11
Appendix 1: Proposal Checklist.....	11
Appendix 2: Proposal Cover Page.....	12
Appendix 3: Sample Project Budget.....	13
Appendix 4: Certifications and Assurances	14
Appendix 5: IRS Determination Letter 501(c)3 Status - Tax Exempt Form	15
Appendix 6: DCRA - Certificate of Incorporation	16
Appendix 7: OTR - Certificate of Clean Hands	17
Appendix 8: DCRA - Certificate of Good Standing	18
Appendix 9: DCRA - Basic Business License Charitable Solicitation	19

SECTION A: STATEMENT OF WORK

A.1 Introduction

The Government of the District of Columbia (the District) is committed to supporting District children and youth in attending school every day. In service of that commitment, the District is seeking a strong organization that can support students' safe passage to and from school by convening stakeholders citywide and by holding community engagement events in safe passage priority areas.

The funds available through this Request for Proposals (RFP) will be made available through the OST Office, located in the DME, and grant awards are contingent upon the availability of funds. United Way NCA is the grantmaking partner that will award and administer these funds on behalf of the DME's OST Office. For the purposes of this grant, Safe Passage Communities are predetermined by the School Safety and Safe Passage Working Groups.

United Way NCA works to help all members of the community have a better life. United Way NCA focuses on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health. United Way NCA convenes people and organizations to create solutions to the region's most pressing challenges. United Way NCA collaborates with effective partners, serves as the catalyst for community change, and brings together the voices, expertise, and resources needed to define, articulate, and create community impact in the national capital area.

Organizations do not need to be a member of United Way NCA to apply for this grant competition.

A.2 Scope

With more than 45% of students and families enrolling at a school outside of their ward of residence, travel around the District is a daily concern for our students and families. Over 10,000 families in the District rely on the Kids Ride Free student transit subsidy in order to get their students to and from school at no additional cost. However, students face many challenges, including bullying, violence, or other impediments that prevent them from getting to and from school safely.

Based on increased concerns around student safety, the School Safety and Safe Passage Working Group was established to better understand and enhance safety-related policies that impact District of Columbia Public Schools (DCPS) and Public Charter Schools (DCPCS). The group has collaborated with a variety of stakeholders to identify areas that need additional support based on the number of student-involved incidents reported by Metro Transit Police and anecdotal recollections from the Working Group. Five areas were established as safe passage priority areas for School Year 2017 – 2018 with an additional area added in February 2018. Government agencies participated in safe passage campaigns by adopting an area and providing physical support during student arrival and dismissal. After coordinating efforts with school leaders in the areas identified and conducting safe passage campaigns, it became evident that a District-wide collaborative discussion on safe passage and safe, engaging community events for students and families were needed.

Local stakeholders (students, school leaders, and community members) have voiced the need to have a collaborative discussion on the best way to enhance student safety as they travel to and from school and safe places for students in their community.

The purpose of this RFP is support those collaborative discussions by funding an organization to: (1) host a District-wide safe passage convening for a diverse group of 100+ stakeholders with the purpose of developing creative approaches to improve student safety as they travel to and from school, and (2) host at least four community events focused on safe passage in any of the six current safe passage priority areas after seeking input from each community about how to make the engagement most impactful.

A.2.1 Total Amount of Funding to be Awarded

Grant awards are contingent upon the availability of funds. United Way NCA anticipates awarding one grant of up to \$25,000. The District maintains the right to adjust the number of grant awards and award amounts.

A.2.2 Target Location

Safe Passage Priority Areas for this RFP are:

- Anacostia Metro Station
- Congress Heights Area
- Good Hope Road SE Corridor
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave. Metro Station
- NoMa/Gallaudet University Metro Station

Location of each Safe Passage Priority Area is available [here](#).

Grantees may not charge a fee to any of the events, convening, or sessions.

A.2.3 Grant Period

The grant period will run from December 1, 2018 through June 30, 2019.

A.2.4 Districtwide Safe Passage Convening (1)

Applicants will be responsible for planning and executing a Districtwide convening on the topic of safe passage. The convening will be successful if it attracts 100+ participants from across DC, with particularly strong representation from safe passage focus areas. The goal of the convening will be to share information about community-based practices and agency resources, and to seek ideas and feedback on potential new strategies in DC. Activities provided by the applicant will include:

- (1) Developing and implementing a strategy for partnership with community-based organizations and community members on the development the event agenda and content,
- (2) Managing invitations and RSVPs,
- (3) Event advertising,
- (4) Securing event space,
- (5) Coordinating and providing food and beverages,
- (6) Inviting and confirming speakers and presenters,
- (7) Designing and producing events materials (e.g., agendas, breakout session materials),
- (8) Planning and supplying event décor (e.g., signage and tablecloths),
- (9) Managing and staffing day-of event logistics, and
- (10) Capturing the event through photo, video and notetaking.

Preference may be given to applicants that have experience creating programming and planning events for communities in Wards 5, 7, and 8.

A.2.5 Community Engagement Events (4)

Applicant will be responsible for planning and executing four community gatherings attracting 40+ community members to support safe passage. The location of the gatherings can be any four of the six safe passage priority areas identified in this RFP (but no more than one event may be organized for a single safe passage area). The goal of the community engagement events will be to build community support for safe passage through an event tailored to the safe passage area. Planning and organizing activities provided by the applicant will include:

- (1) Listening Sessions: Gathering community input from the focus community through listening sessions with key stakeholders, including schools, students and families, on how a community event could support safe passage in their specific community,
- (2) Developing and implementing a strategy for partnership with community-based organizations and community members on planning and implementing the event agenda and content,
- (3) Managing invitations and RSVPs,
- (4) Event advertising,
- (5) Securing event space,
- (6) Coordinating and providing food and beverages,
- (7) Designing and producing events materials (e.g., flyers, handouts),
- (8) Planning and supplying event supplies (e.g., tables, signage),
- (9) Managing and staffing day-of event logistics, and
- (10) Capturing the event through photos.

A.2.6 Stakeholder Engagement

Applicant must be willing to engage, but are not limited to the following:

- (1) District Government Stakeholders
 - Office of the Deputy Mayor for Education (DME)
 - District of Columbia Public Schools (DCPS)
 - DC Public Charter School Board (DCPCSB)
 - Public Charter Schools
 - Safer Stronger DC Office of Neighborhood Safety and Engagement (ONSE)
 - Metropolitan Police Department (MPD)
- (2) Community & Other Stakeholders
 - Families, including Students and Parents
 - Community Leaders
 - School Safety and Safe Passage Working Group
 - Metro Transit Police Department (MTPD)

A.3 Eligibility

A.3.1 Organizational Structure and Requirements

Organizations must be a 501(c)(3) non-profit organization operating for a minimum of two years at the time of submission. Applicants must submit 501(c)(3) designation letter from the Internal Revenue Service (IRS). Fiscal sponsors are not permitted for this grant competition.

Organizations must have been incorporated and registered to operate in the District of Columbia. Organizations must submit a District of Columbia Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity.

All applicants must be in good standing with the IRS as evidenced by Form 990 filings, the District of Columbia as evidenced by Certificate of Good Standing, and United Way NCA as evidenced by meeting current and past grant expectations, if applicable.

A.3.2 Operations and Finance

In order to qualify for this grant competition, and as a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, may not exceed 20% of the organization's total budget.

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 part of the proposal, the applicant must include copies of:

- Pages 1-6 of 2016 and 2017 signed IRS Form 990 or IRS 990 EZ
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

Organizations must provide the following financial information prepared by an independent Certified Public Accountant (CPA). Each report must clearly show the name of the firm that issued the report and contact information:

- Organizations with revenues of \$250,000 or greater are required to submit two most current fiscal year financial statements and audits.
- Organizations with revenues of less than \$250,000 may choose to have an audit, but are only required to submit current and past fiscal year financial statements and financial reviews.

A.3.3 Grant Fund Limitations

No more than 7% of grant funds may be used for general operating costs, overhead or indirect costs (costs that cannot be tied directly to programming) such as audits, management salary, organizational rent and grant-writing.

Grant funds may not be used for any of the following activities: serving youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff or volunteers interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; 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 or board incentives; youth cash incentives or gift cards (other than for nominal amounts); tuition, awards and scholarships; re-granting (also known as sub-granting); and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

SECTION B: PROPOSAL SUBMISSION

B.1 Application Format

B.1.1 Proposal Format

Proposal narratives must be formatted as follows:

- 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 10 pages or less

B.1.2 Proposal Submission

Proposal attachments must include all of the listed documents below. Do not attach any additional documents not requested; they will not be reviewed. Charts and graphs are permitted, but will count toward the total page limit:

- Cover Page (Appendix 2)
- Proposed Project Budget (Appendix 3)
- Narrative (10 page maximum)

- Proposed staff resumes and/or position descriptions
- IRS Determination Letter of 501(c)(3) status (Section A.3.1) (Appendix 5)
- DCRA Certificate of Incorporation (Section A.3.1)(Appendix 6)
- DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.2)(Appendix 7)
- DCRA Certificate of Good Standing (Section A.3.2)(Appendix 8)
- DCRA Basic Business License Charitable Solicitation (Section A.3.2)(Appendix 9)
- Two most recent years or FY17 and FY18 Audits including Balance sheet (also known as statement of financial position) and Income statement (also known as statement of activities) (Section A.3.2)
- Two most recent IRS Form 990 or Form 990 EZ, pages 1-6 (Section A.3.2)

B.2 Narrative (10 pages maximum including budget narrative)

B.2.1 Organization History and Content-based Knowledge (20 Points)

- Describe the organization's history and mission.
- Describe why the organization would be the strongest partner for this work.

B.2.2 Expert Knowledge on Community Engagement Strategies (20 Points)

- Describe the organization's knowledge of communities in wards 5, 7, and 8.
- Describe the organization's experience with positively engaging communities in wards 5, 7, and 8.

B.2.3 Clear Vision on Partnership and Engagement Strategies (20 Points)

- Describe plans for outreach and securing partnerships with community stakeholders in wards 5, 7, and 8 to support safe passage programming and define the specific Safe Passage Priority Area. Share how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.
- Name and describe why the applicant will partner with specific community based organizations that the applicant plans to work with for the events.
- Describe how the applicant will obtain buy in from each community.
- Explain how the organization will liaise with and manage relationships with each community.

B.2.3 Plan for Event Execution (20 Points)

- How will the organization ensure each event is engaging for participants? Describe the type of events planned, target age group and estimate number in attendance.
- Describe how each event will be professionally managed and organized.
- How many staff members does the organization have available to plan each event? How will additional help be secured for the event?
- Describe the level of experience in planning events for diverse stakeholders within wards 5, 7, and 8.
- Describe the organization's ability, methods and/or experience to analyze and provide recommendations from community events.

B.2.4 Budget (20 Points)

- Describe how the grant funds will be used and the rationale for the expenses in the proposal budget.

SECTION C: PROPOSAL PROCESS AND SCORING

C.1 Important Dates

- Thursday, October 25, 2018: RFP released
- Tuesday, November 13, 2018: Grant Information Session
- Wednesday, November 14, 2018: Questions submitted to grants@uwnca.org

- Friday, November 16, 2018: Frequently Asked Questions published
- Monday, November 26, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m.
Please email completed proposals to grants@uwnca.org
- December 2018: If needed, questions to applicants to clarify proposals
- January 2019: Awards announced via email

C.1.1 Grant Technical Assistance (GTA)

The DME will host one information session to provide an overview and answer questions related to the RFP.

- Tuesday, November 13, 2018: Grant Information Session at Anacostia Neighborhood Library, 1800 Good Hope Road SE, Washington, DC from 1:00 pm – 2:00 pm

C.1.2 Questions

Questions regarding the RFP must be submitted by November 14, 2018 at 5:00 pm to be included in the published Frequently Asked Questions which will be posted on the United Way NCA [website](#) by November 16, 2018 at 5:00 pm. Questions may be sent to grants@uwnca.org at any time related to this RFP.

C.1.3 Proposal Submission and Deadline

All proposals, including attachments must be submitted to grants@uwnca.org by Friday, November 30, 2018 at 5:00 pm. Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late or incomplete proposals will not be reviewed. No extensions will be granted for the submission of missing proposal components.

C.2 Review Process

C.2.1 Scoring

Each proposal will be reviewed by three (3) reviewers utilizing the scoring rubric (Appendix 14).

Applicants will be reviewed on a 100 point scale as follows:

- Organization History and Content-based Knowledge (20 points)
- Expert Knowledge on Community Engagement Strategies (20 points)
- Clear Vision on Partnership and Engagement Strategy (20 points)
- Plan for Event Execution (20 points)
- Budget (20 points)

In the event that any of the three reviewer scores differ by 10 points or more from the average score, a fourth review may be completed and the outlier may be discarded.

The District will make final award decisions based on the final score.

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

C.2.2 Reviewers

The DME will recruit reviewers who have a background and knowledge of safe passage and event planning. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using the rubric.

C.2.3 Notification Process

All applicants will be notified via email about the status of award by late December 2018.

C.2.4 Awards

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

SECTION D: SUCCESSFUL GRANT APPLICANTS

D.1 Requirements If Awarded

D.1.1 Grant Agreements

Grantee will complete grant agreements with United Way NCA and submit all required documents by December 31, 2018.

D.1.2 Grantee Meetings and Activities

Grantee must complete the activities as described in the proposal for which the grantee was funded. Any deviations should be raised with United Way NCA in writing for review and approval.

Grantee is required to attend one mandatory meeting with United Way NCA. This meeting will be held in December 2018 at a location to be determined. Successful applicants will be provided a minimum of 2 weeks' notice regarding the date and time of the meeting. This meeting will provide important information about compliance, reporting and accountability. In addition, the meeting will provide technical training, assistance, dialogue with city agencies and offices and the opportunity to learn from peers and colleagues.

Grantee will be required to meet weekly with the DME on the events, activities and achievement throughout the grant period.

D.1.3 Operations

Grantee will be required to add United Way NCA, and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate with a deductible no greater than \$25,000.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, United Way NCA or the District may request the organization's invoices, vouchers, receipts, statements and/or audits. Any payment may be reduced by amounts found by United Way NCA or the District not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization by United Way NCA and an overpayment is identified, the organization shall reimburse United Way NCA or the District for said overpayment within 30 days of receipt of written notification.

Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by United Way NCA.

D.2 Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. United Way NCA staff will make one scheduled monitoring visit. During such visit, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary by United Way NCA.

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

D.2.2 Attendance

Grantee will be required to provide access to sign-in sheets for each event as requested.

D.2.4 Reporting

A monthly report must be submitted directly to the DME that provides a summary of activities that the grantee performed over the course of the month.

After each event, grantee must provide a summary of the event and findings from each listening session within 30 days after each event.

At the end of the grant, grantee must provide a final report that includes a summary of each event, recommendations on safe passage strategies for each community and a complimentary Power Point Presentation of the recommendation. Grantee may be asked to present findings to key stakeholder groups.

D.2.5 Financial Reporting

Grantees are required to submit an expenditure certification report along with a detailed General Ledger by July 31, 2019. The expenditure report must include the following information:

- Balance Sheet or Statement of Financial Position
- Current Period Expenditures
- Explanation of how the grant was used

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.

Grantee must also certify that the expenditure report represents an accurate accounting of the expenses paid in conjunction with this grant, administered by United Way NCA on the behalf of the District. By certifying the expenditure report, grantee also acknowledges and consents that both the District and United Way NCA reserve the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant.

Each expenditure report must be signed and certified by the Grantee's Chief Financial Officer (or closest applicable title) and by the Executive Director/Chief Executive Officer.

The Grantee shall provide United Way NCA the following records for funded expenditures through the Expenditure Reports and Program Reports, and during monitoring and site visits by United Way NCA staff, as applicable:

- Documentation of staff time;
- Documentation of all equipment, materials, supplies and travel expenses;
- Inventory records and supporting documentation for allowable equipment purchased to carry out the summer camp;
- Rationale supporting allocation of space charges;
- Any other records that support charges to the budget, and;
- A listing of all expenditures incurred during the current period.

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

D.2.6 Disbursements of Funds

United Way NCA will advance 100% of grant funds, pending the availability of funds, after the grant agreement is fully executed and all required documents have been received.

SECTION E: APPENDICES

Appendix 1: Proposal Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in following order. The checklist is for each applicant's internal use only and should not be submitted.

- ☐ Proposal Cover Page (Appendix 2)
- ☐ Proposal Narrative (not to exceed 10 pages)
- ☐ Project budget, any format (Appendix 4)

Attachments

- ☐ Internal Revenue Service Determination Letter of 501(c)3 status, dated November 1, 2017 or earlier (Appendix 7)
- ☐ District of Columbia, DCRA Certificate of Incorporation (Appendix 8) or District of Columbia Registration as Foreign Entity dated November 1, 2017 or earlier
- ☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated November 1, 2017 or later (Appendix 9)
- ☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated November 1, 2017 or later (Appendix 10)
- ☐ District of Columbia Basic Business License Charitable Solicitation dated November 1, 2017 or later (Appendix 11)
- ☐ Financial statements and audits or financial review report for FY16 and FY17 (Section A.3.2)
- ☐ Pages 1-6 of signed IRS Form-990 for FY16 and FY17 (Section A.3.2)

Appendix 2: Proposal Cover Page

Applicant Information

Organization Name	
Mailing Address	
Ward in which Headquarter is located	
Organization Annual Budget	
Grant Amount Requested	

Contact Information

Name and title			
Email		Phone	

Appendix 3: Sample Project Budget

Project Budget: Creating Safe Passage Events	
Wages (1 PT Project Coordinator and other hourly employees for events)	\$ 10,000
Program Supplies (9 events x \$500 per event)	\$ 4,500
Food and Meals (9 events x \$1,000)	\$ 9,000
Subtotal Expenses	\$ 23,500

Appendix 4: Certifications and Assurances

Authorized designee (Executive Director, Officer, etc.) please sign after each statement acknowledging you have read and agree to provide these policies if awarded funds. These policies will be reviewed and verified for compliance during onsite monitoring visits.

Terrorist Exclusion

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

Signature/Date

Non-Discrimination Policy and Delivery of Services

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


Signature/Date



Personal Assurance


I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature/Date

Appendix 5: IRS Determination Letter 501(c)3 Status - Tax Exempt Form

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



In reply refer to: 
Dec. 23, 2011 LTR 4168C E8
 000000 00
00017549
BODC: TE



WASHINGTON DC 20003-2802



019320

Employer Identification Number: 
Person to Contact: 
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.

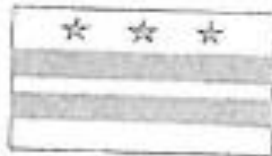
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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 6: DCRA - Certificate of Incorporation

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



CERTIFICATE

THIS IS TO CERTIFY that there were received and accepted for record in the Department of Consumer and Regulatory Affairs, Corporations Division, on 10/07/1974 Articles of Incorporation of:

[REDACTED]

The above named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to conduct its affairs in the District of Columbia as of the date mentioned above.

WE FURTHER CERTIFY that the above entitled corporation is at the time of issuance of this certificate in Good Standing, according to the records of the Corporations Division, having filed all reports as required by the District of Columbia Nonprofit Corporation Act.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 08/24/2011



Vincent C. Gray
Mayor

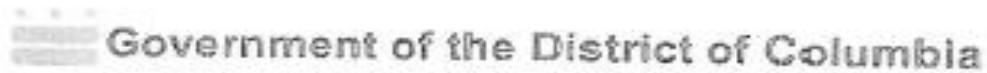
Tracking #: Q90RCINA1

Business and Professional Licensing Administration

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Appendix 7: OTR - Certificate of Clean Hands

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



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

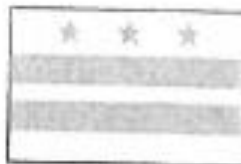
This document is a certified, complete and true copy

Appendix 8: 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 #: b0sAbujx

Appendix 9: 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

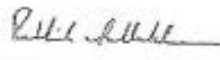
Owner's Name
Corp. Name [REDACTED]
Trade Name

Co/O/HOP#: CO116788	SSL: 0904 0959	Zone: CHC/C-2-A	Ward: 6	ANC: 8B	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