

Request for Applications as Subcontractor to Learn24 Grantees Programming at DC Housing Authority and/or Department of Human Services Sites - Summer 2021

Application Information Session

- Coordinating Entities are nonprofit organizations that will coordinate full-service summer camp experiences for children and youth residing at selected DC Housing Authority (DCHA) properties and/or DC Department of Human Services (DHS) short term family housing sites.
- These Coordinating Entities are required to subcontract with community-based grassroots businesses, nonprofits, or individuals to provide educational, social, emotional, and/or physical health opportunities and activities for children and youth as part of the summer camp schedule.

- A 2021 Summer Strong Coordinating Entity Request for Applications (RFA) was made available on October 30, 2020 and Applications were due on December 7, 2020.
- The Office of Out of School Time Grants and Youth Outcomes (OST Office), also known as Learn24, plans to announce those awarded later this month.
- The OST Office collaborates with DCHA and DHS to create full day summer camp opportunities for children and youth ages 5 - 17 residing at select DCHA and DHS sites and DHS.

- Final decisions on which sites will be selected will be announced with the Coordinating Entity grantees.
- The Coordinating Entity grantees will select the subcontractors (vendors).
- Learn24 collects the applications and ensures eligibility.
- The subcontractors will be contacted by the end of May directly from the Coordinating Entity grantees.
- Applicants will receive notice that their application has been shared with Coordinating Entity grantees

- How will the Coordinating Entity Grantees be selected and when?
 - The Coordinating Entity will be selected based on the quality of their proposal, three (3) independent grant reviewer scores, and an interview with representatives from the DME, DCHA, DHS, Resident Council, parents, and/or youth.
- Is the Coordinating Entity RFA still available?
 - No. The RFA closed on December 7, 2020.
- Is the Subcontractor RFA still available?
 - YES! The deadline to apply is **April 5, 2021 at 5:00 pm**

- Provide Clean Hands Certificate from DC Office of Tax and Revenue that is dated April 5, 2020 or later.
- Maximum income or revenue cannot exceed \$250,000.
- Applicant cannot use a Fiscal Agent.
- Must have provided the program within the past 5 years.
- Must be or become registered to do business in DC.
- Provide a budget of programming costs.
- Be willing to work with the Coordinating Entity.

- Program for a minimum of 2 hours daily, 5 days a week, for 6 weeks (sometime between June 7 and August 27) – specific hours will be negotiated with Coordinating Entity.
- Collect daily attendance, submit to Coordinating Entity.
- Complete all background checks prior to start of camp – expenses can be reimbursed if part of the budget – OST Office will subsidize certain background checks.
- Have qualified substitutes, with clearances, in case of absence.
- All staff must attend a free training and orientation.
- Registered to do business in DC.
- Maintain documents for 5 years.

- Should a business apply to program for 2-hour blocks or full day programs?
 - The intent of the RFA is to allow for a variety of providers and programs to offer a breadth of opportunities for the children and youth at the various sites and to that end, businesses should apply for 2-hour blocks. Businesses may apply to program for whatever they confidently feel they can provide, which may include multiple programs. One application is required for each program offered. Separate applications are required for various or multiple programs.
- What are the actual weeks that the camps will run? The application says between **June 7, 2021** and **August 27, 2021**.
 - Each Coordinating Entity will determine the specific weeks that the camp is open. The minimum is 6 weeks, but a Coordinating Entity may choose to run a longer camp. Hours and weeks will be negotiated between the Coordinating Entity and the subcontractor.

- Vendors will enter into agreements with Coordinating Entities.
- Vendors must submit invoices with description of services, expenses, and original receipts.
- Payment schedules will be made pursuant to the agreement and on a reimbursement basis only.
- Invoices must be submitted at least every two weeks.
- Invoices must be from the program period or a time period approved by the Coordinating Entity.
- Budgets cannot exceed \$10,000, maximum per program.
- Personnel must be paid by pre-approved, verifiable methods.
- If any of the expectations are not met, Coordinating Entity may withhold payment.

- What if I can't afford to front the payment for the background checks?
 - Background checks will be subsidized for all personnel if selected by a Coordinating Entity. All other payments will be made on a reimbursement basis only.
- What if I lost a receipt or never received one?
 - You will not be reimbursed for that expense.

- Programming may be held off site, and depending on the health situation this summer, may be virtual or hybrid.
- Subcontractors are responsible for safe transport to and from locations. This must be described in the application
- Transportation expenses can be reimbursed if part of the budget.
- Transportation must be for staff and youth only.
- All original receipts must be maintained.

- Cover Sheet – Complete the form in Seamless Docs.
- Electronically Sign the Certification in Seamless Docs.
- Experience – upload up to 3 pages of narrative and answer the specific questions asked.
- Upload two Letters of Support from community members or someone familiar with the program.
- Budget – include estimated expenses for 6 weeks of programming.
- First page of 2019 tax return or full copy of 990 Form.
- Clean Hands Certificate dated **April 5, 2020** or later.
- Deadline to apply **April 5, 2021** at **5:00 pm**.

- Complete the application at:
<https://dcgov.seamlessdocs.com/f/SubcontractorRFA>
- All applications must be submitted online.
 - Please note applications can be saved and completed at a later time.
All required documents **MUST** be submitted with the application.
Deadline to apply April 5, 2021 at 5:00 pm
- There is a 250MB limit on each file upload.
 - Multiple files can be uploaded at one time.

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Coordinating Entities are nonprofit organizations that will coordinate full service summer camp experiences for children and youth residing at selected DC Housing Authority (DCHA) properties and/or DC Department of Human Services (DHS) short term family housing sites. These Coordinating Entities are required to subcontract with community based grassroots businesses, nonprofits, or individuals to provide educational, social, emotional, and physical health opportunities and activities for children and youth as part of the summer camp schedule. The Government of the District of Columbia (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the Office of Out of School Time Grants and Youth Outcomes (OST Office), also known as Learn24, released a 2021 Summer Strong Coordinating Entity Request for Application which closed on December 7, 2020. The Coordinating Entities will be announced by Learn24 in March 2021.

Learn24 releases this Request for Application as Subcontractor (RFA Sub) in an effort to assist the Coordinating Entities in selecting high-quality subcontractors (vendors). All selections will be made by the Coordinating Entities themselves. Vendors will be selected based solely on information supplied in this application. The RFA Sub is intended for any local business, nonprofit, or individual interested in providing direct programming for children and youth ages 5 -17 with an engaging, fun, and educational camp experience. As a result of the current health emergency, specific DCHA and DHS sites have not yet been identified. Vendors may apply to offer the same program (e.g. same curriculum, content, or activity) at multiple locations with one application. A separate application is required for additional programs.

Vendors may request to offer programming to a specific age group or target population but must describe the population they wish to serve. Applicants must ensure and maintain an adult to participant ratio of at least 1:15 at all times if in-person programming is being held. Deadline to apply is **Monday, April 5, 2021 at 5:00 pm**. The application will be submitted through the link below and documents will be uploaded separately. The Coordinating Entity will notify selected vendors by **May 28, 2021**.

Vendor Eligibility

- DC Office of Tax and Revenue (OTR) Clean Hands Certificate dated **April 5, 2020** or later.
- Maximum gross revenue or income may not exceed \$250,000.
- Fiscal agents are not eligible to apply.
- Applicant must have provided the offered program within the past 5 years*

Cover Sheet – Please complete application here

I. Vendor Information

Legal Business Name				★	
Mailing Address					
Zip Code	★	Ward or N/A	★	Website or N/A	★
Check the community you hope to serve (more than one is permitted): DCHA Community:		Gross Revenue or Income:		★	
<input type="checkbox"/> DHS Community: <input type="checkbox"/>				Amount of Grant Request: ★	
Has program been offered over the past five years:				If yes, state where and when program was last held:	
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Business License in the District of Columbia - DCRA				If no, will applicant require technical assistance to register for Business License	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No	

II. Contact Information

Name	★	
Email	★	Phone

III. Program Information - If selected as a vendor, information in this section may be shared with children, youth, and families for recruitment and marketing of the camp.

Program Type in 5 words or less (i.e.: Soccer; Healthy Eating; or Building Computers for Everyday Use):				★
Describe the program in 50 words or less. This description should be geared towards children and youth and may be used for recruitment purposes				
★				
Target Age(s)	★	Special Population, if any		
Minimum number of students per session	★	Maximum number of students per session		
Will the programming take place on-site or off-site? If off site, please describe transportation plan.				

Upload Attachment(s)

Please upload the following attachments:

There is a 250MB limit on each attachment.

Response To Experience Questions - No More Than Three Pages [Click Here to Upload](#)

First Letter Of Support [Click Here to Upload](#)

Second Letter Of Support [Click Here to Upload](#)

Program Budget [Click Here to Upload](#)

Copy Of First Page Of 2019 Tax Return OR 2019 IRS Form 990 [Click Here to Upload](#)

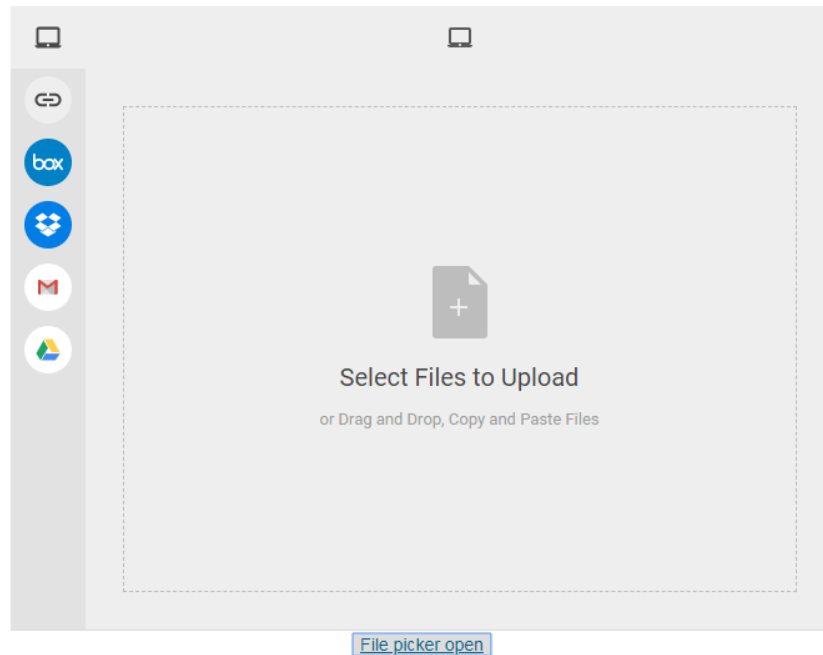
Copy Of DC OTR Clean Hands Certificate Dated April 5, 2020 Or Later
[Click Here to Upload](#)

Close

Continue

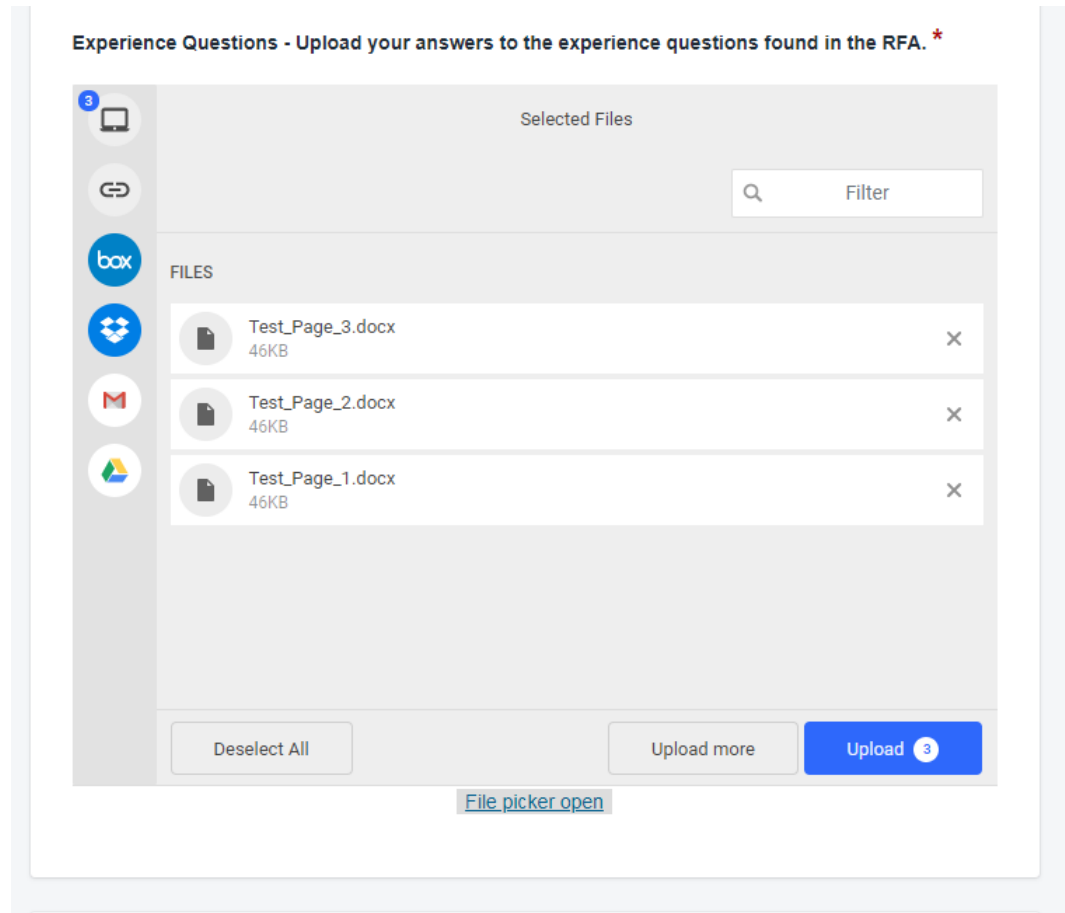
Please upload the corresponding documents below:

Experience Questions - Upload your answers to the experience questions found in the RFA. *



- Files can be uploaded from:
 - Computer
 - Website URL
 - Box
 - Dropbox
 - Gmail
 - Google Drive
- There is a 250MB limit on each file

Multiple files can be uploaded at one time.



**DC GOVERNMENT**

info@dc.gov

Washington, DC, US

Document Signers**1** Signer1

- Complete the application by clicking the “Submit & Sign” button at the bottom right corner of the page.
- All items with a red asterisk must be completed for document to be accepted.

Submit & Sign

- How will the selection process be done?
 - Subcontractors will be selected by the Coordinating Entity with the assistance of the OST Office, DCHA, DHS, and/or the resident council.
- How will the logistics of different age groups and locations work?
 - The Coordinating Entity is responsible for determining the logistics. The OST Office, DCHA, and DHS will support the Coordinating Entity.
- How do I connect with SYEP youth to be a summer employer?
 - Contact Department of Employment Services (DOES).

To submit questions:

Debra Eichenbaum, Grants Management Specialist
Office of Out of School Time Grants and Youth
Outcomes

Email: Learn24@dc.gov or debra.eichenbaum@dc.gov

Phone: 202-923-9619

Thank You!!