

School Year 2020-2021  
Out of School Time & Small Nonprofit  
Competitions:  
Grant Information Session

LIVE UNITED®

# Funding for the SY 2020-2021 Out of School Time RFAs

The funding for the SY 2020-2021 Out of School Time & Small Nonprofit RFAs 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.

LIVE UNITED

# Learn24

Learn24 is the name for the network that supports equitable access to high-quality, OST programs for the District's children and youth.

Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers.

The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day.

# Scope

The School Year 2020-21 OST Grant Competition Request for Applications (RFA) invites high-performing, fiscally responsible, DC based, non-profits that focus on youth development and serve school-aged youth with OST program(s) to apply. Organizations applying must serve youth with a positive youth development approach.

Organizations may serve children and youth who reside outside of the District; however, these funds may only be applied to children and youth who reside in the District.

OST program is defined as a structured, supervised learning youth development program offered to a distinct group of District children or youth before school, after school, on weekends, or during seasonal school breaks.

LIVE UNITED®

# Scope

Organizations applying must embody a general philosophy of positive youth development in their program design. Applicants may utilize the youth development outcomes as a framework.

The OST office seeks to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in the community.

The grant period is **October 1, 2020 through September 30, 2021.**

Organizations applying for School Year 2020-21 Out of School Time Request for Applications must serve a **minimum of 30 unduplicated** District children and/or youth by the end of the grant period.

Organizations applying for School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications must serve a **minimum of 15 unduplicated** District children and/or youth by the end of the grant period.

LIVE UNITED®

# Scope

Grant awards are contingent on the availability of funds approved by the Council of the District of Columbia.

The OST Office anticipates awarding a total of up to \$1,300,000 for the School Year 2020-2021 Out of School Time Grant Competition. Applicants may request **up to \$100,000**.

The OST Office anticipates awarding a total of up to \$250,000 in total awards School Year 2020-2021 Small Nonprofit Out of School Time Grant Competition. Applicants may request **up to \$25,000**.

The OST Office maintains the right to adjust the number of grant award amount.

LIVE UNITED®

# Youth Development Outcomes

The intent of this grant is to support high-quality programs that offer educational, social, emotional, and physical health opportunities and activities for youth throughout the District. The OST Office is seeking to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community.

**Youth Developmental Outcomes:** the results of programs and supports that are designed to engage youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that youth develop in an environment that uses an asset-based approach and positive youth development.

**Outcomes:** measurable, meaningful, and expected *changes* in the population served that result from a program's activities.

LIVE UNITED<sup>®</sup>

# Target Population

- Grants will be awarded to youth development organizations serving school aged children and youth.
- Preference will be given to applicants that serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost OST opportunities.
  - Considerations for need include family income, specific populations, neighborhood conditions, ages served and number of programs offered in the community.
  - Organizations must be able to describe the specific need that the program addresses in the narrative.

LIVE UNITED®



# Program Dosage

Organizations must offer consistent and on-going programming, designed to enroll the same group of children and youth at the proposed site(s), which operates:

- Year Round and continuously for a minimum of once weekly for at least one (1) hour per week for a minimum of 24 weeks during the grant period, OR
- an intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period, OR
- specifically, 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 over the grant period, OR
- a program model for Learning Hubs, a safe space for youth to access internet, devices, snacks or meals and supervision from an adult. Learning Hubs must operate a minimum of three (3) consecutive hours per day during the typical school hours for youth who may not physically be in-school but need a safe learning environment to complete school assignments.

Programming may occur at any time during the grant period to meet the minimum dosage.

# Location Requirements

Organizations may apply to serve children and youth at multiple sites. **Only one (1) application is allowed per organization per funding announcement.**

Organizations may apply to serve youth at one site or multiple sites and must be able to describe access to program locations in the event public buildings are not available. OST program(s) may be offered at Community-Based Organization (CBO) Sites or OST program(s) may occur outside of the District. Site locations must have adequate space to accommodate physical distancing requirements as required by the District and DC Department of Health.

LIVE UNITED<sup>®</sup>

LIVE UNITED®

# ELIGIBILITY AND REQUIREMENTS

# Organizational Structure & Status

## Requirements for School Year 2020-21 Out of School Time

### Request for Applications

- Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of one (1) year and have been operating the proposed program for a minimum of two (2) years at the time of submission.
- Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). Organizations may partner with another 501(c)(3) entity as a fiscal sponsor to apply. Both applicant and fiscal sponsor must submit 501(c)(3) designation letters.
- Applicant and fiscal sponsors must be incorporated and registered to operate in the District of Columbia. Applicant and fiscal sponsors are required to submit a District of Columbia, Department of Consumer Regulatory Affairs (DCRA) Certificate of Incorporation, or District of Columbia Registration as Foreign Entity.

LIVE UNITED®

Organizational Structure & Status  
Requirements for School Year 2020-2021 Small Nonprofit  
Out of School Time  
Request for Applications

- 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 one (1) year at the time of submission. Applicants must submit 501(c)(3) designation letters from the IRS.
- Organizations must be incorporated and registered to operate in the District of Columbia. Organizations are required to submit a District of Columbia, Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation.
- Fiscal sponsors are not permitted for this RFA.

LIVE UNITED®

# Organizational Structure & Status Requirements

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

- a. IRS as evidenced by two (2) years of Form 990 filings.
- b. District as evidenced by:
  - i. DCRA Basic Business or Charitable Solicitation License
- If the applicant is a prior Learn24 grantee, the applicant must be in compliance with all prior grant agreements.

LIVE UNITED®

# Programmatic Experience

- Organization's primary vision and program focus must be on serving District youth.
- Organization must have offered the program for at least two (2) years and be able to demonstrate success in measuring and achieving developmental outcomes.
- For School Year 2020-21 Out of School Time Request for Applications a logic model is required.
- For School Year 2020-21 Small Nonprofit Out of School Time Request for Applications an optional logic model is requested to supplement the narrative and does not count toward the narrative page limitation.

LIVE UNITED®

# Operations & Finance

- 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.
- In order to qualify for the School Year 2020-21 Small Nonprofit Out of School Time Request for Applications grant competition the applicant must have an organizational budget of \$250,000 or less.
- As a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, should not exceed 25% of the organization's total budget.

LIVE UNITED®



# School Year 2020-21 Out of School Time Request for Applications<sup>®</sup>

## Operations & Finance

The applicant and/or fiscal sponsor must include copies of:

1. Income Statement and Balance Sheet: Current and past two (2) years of these financial documents
2. IRS Form 990 & All Schedules: Two (2) years of the most recently filed Form 990, 990EZ, or 990N, must have the signature of an officer and all applicable schedules.
3. Current board approved organization budget.
4. Organizations with revenues over \$250,000 must submit a copy of the most current audits conducted by an independent Certified Public Accountant (CPA).

Organizations with revenues of less than \$250,000 may submit an audit or financial review conducted by an independent CPA.

If an audit of financial review is unavailable, the organization must show evidence that a CPA is retained and under contract to perform the audit. The agreement must include the name and contact information of the CPA, scope of work and date the audit is anticipated to start and be completed. The audit must be received prior to any grant funds being distributed.

LIVE UNITED<sup>®</sup>

## School Year 2020-2021 Small Nonprofit Out of School Time Operations & Finance

The applicant must include copies of:

1. Income Statement and Balance Sheet: Current and past two (2) years of these financial documents
2. IRS Form 990 & All Schedules: Two (2) years of the most recently filed Form 990, 990EZ, or 990N, must have the signature of an officer and all applicable schedules.
3. Current board approved organization budget.

LIVE UNITED<sup>®</sup>

## Operations & Finance (Cont'd)

As part of the proposal (and if not previously provided), the applicant must include copies of:

- **IRS Determination Letter of 501(C)(3):** Organization's IRS 501 (c) (3) tax exemption letter showing nonprofit organization status and operating for a minimum of two (2) years for **School Year 2020-21 Out of School Time Request for Applications**, therefore your tax-exempt status should be dated June 18, 2018 or earlier
- **IRS Determination Letter of 501(C)(3):** Organization's IRS 501 (c) (3) tax exemption letter showing nonprofit organization status and operating for a minimum of one (1) year for **School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications**, therefore your tax-exempt status should be dated June 18, 2019 or earlier
- **DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity:** for a minimum of two (2) years, therefore your incorporation status should be dated June 18, 2019 or earlier for **School Year 2020-21 Out of School Time Request for Applications**
- **DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity:** for a minimum of one (1) year, therefore your incorporation status should be dated June 18, 2018 or earlier for **School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications**

LIVE UNITED®

## Operations & Finance (Cont'd)

As part of the proposal (and if not previously provided), the applicant must include copies of:

- **DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity:** dated June 18, 2019 or earlier for School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications
- **DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity:** dated June 18, 2018 or earlier for School Year 2020-21 Out of School Time Request for Applications
- **DCRA Basic Business License or Charitable Solicitation License:** dated July 16, 2019, or later and license should not be expired and remain active through the grant period.

LIVE UNITED<sup>®</sup>

# Grant Fund Limitations

- Grant funds may only be used to support youth with a primary residence within the District of Columbia.
- Grant funds may be used across multiple programs and across multiple locations. A minimum of 90% of grant funds awarded must be applied to direct program costs and no more than 10% of grant funds may be used for indirect or general operating costs for School Year 2020-21 Out of School Time Request for Applications.
- Grant funds may be used across multiple programs and across multiple locations. A minimum of 80% of grant funds awarded must be applied to direct program and no more than 20% of grant funds may be used for indirect or general operating costs for School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications.

LIVE UNITED®

# Grant Fund Limitations

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;
- purchase of vehicles;
- entertainment or social activities;
- food or beverages associated with entertainment;
- recruitment;
- food or beverages for staff or volunteers;
- interest on loans;

LIVE UNITED®

# Grant Fund Limitations

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

- fines and penalties;
- fines and penalties of any grant awards;
- fundraising, grant-writing, or development;
- investment management costs or fees;
- membership to lobbying organizations or lobbying 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 incentives, and any payments to members of the Board of Directors;
- tuition of any kind;
- award and scholarships of any kind;
- youth cash incentives or gift cards (other than for nominal amounts less than \$5.00 per child);
- 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.

Grant funds may not be used in conjunction with other District of Columbia government grants to serve the same program and the same youth.

LIVE UNITED<sup>®</sup>

LIVE UNITED<sup>®</sup>

# APPLICATION PROCESS



# Application Process

Applications and attachments must be submitted by Thursday, **July 16, 2020**, at **5:00 pm**, click [here](#) to submit for School Year 2020-21 Out of School Time Request for Applications.

Applications and attachments must be submitted by Thursday, **July 16, 2020**, at **5:00 pm**, click [here](#) to submit for School Year 2020-2021 Small Nonprofit Out of School Time Request for Applications.

Applications **MUST** be in by **Thursday, July 16, 2020, at 5:00 pm.** **Applications received after the deadline will not be reviewed.**

All required documents must be submitted as PDF, Microsoft Word, or Microsoft Excel files, as required under the Checklist.

As a reminder:

- Incomplete applications will NOT be accepted.
- Applications will NOT be accepted by fax.
- Applications will NOT be accepted by in person.
- No extensions will be granted.
- Absolutely no applications will be accepted after **Thursday, July 16, 2020, at 5:00 pm.**
- Applications without a confirmation email, late or incomplete will not be reviewed.

\*Successfully submitted applications will receive a confirmation email within one (1) business day.

LIVE UNITED<sup>®</sup>

# SCORING RUBRIC

LIVE UNITED<sup>®</sup>

# Logic Model

- Please note registration is required to attend these workshops and the links to register are on page 9 of the RFA.
- The workshop dates are:
  - Logic Model Training: Learn24 will host a workshop centered on creating a required program logic model
  - Monday, **June 29, 2020** from **10:00 am – 11:30 am**, click [here](#) to register
  - Tuesday, **June 30, 2020** from **10:00 am – 11:30 am**, click [here](#) to register

LIVE UNITED®

# Logic Model Sample

<b>Program and Mission statement</b> (note the target population, audience served and what you hope to impact)			
Type the mission statement here.			
<b>Challenge to be Addressed</b>		<b>Short Term Outcomes</b> (Awareness, Knowledge, Attitude)	
What is the problem that your organization is trying to address through your programs?		<b>Outcomes</b> are the measurable, meaningful, and expected <b>changes</b> in the population served that result from a program's activities.	
<b>Assumptions</b>		Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.	
Assumptions are the beliefs you have about your program, the people involved and how you think change will occur. They might also include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.			
<b>Inputs/Resources</b> (Needed to operate program)	<b>Activities</b> (Program Opportunities for Kids)	<b>Outputs</b> (Result of Program Activities)	<b>Intermediate Outcomes</b> (Skills, Action, Behavior)
<b>Inputs or resources</b> that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities. Examples include: Funding, Program staff, curricula, Volunteers, and Research.	<b>Activities</b> (program activities) are the actions or events provided to generate desired outcomes. You should also include the <b>dosage—amount of time or number of activities</b> . For example: Workshops (4 @ 2 hours), Guest Speakers (6 per year), or Training Programs (2 hours/week for 10 weeks). The dosage is an important determining factor for whether your program can achieve its outcomes. A program that does one hour of tutoring per semester should not claim to improve grades. However, a program that does one hour of tutoring per week for a semester could make that claim.	<b>Outputs</b> are the direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. Examples include # of individuals who will complete trainings, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.	Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes you desire by the program end. Think about 0-3 months after your program ends when identifying these outcomes.
			<b>Long Term Outcomes</b> (Status or Condition)
			Long-term outcomes generally focus on changes in status or condition. These are the outcomes you desire for participants to achieve or exhibit 6 months or longer after the end of your program. The time period for achieving this outcome should take into consideration how long you track participants beyond the actual program.
<b>External Factors</b> (Realities)	Those factors that are outside of your control that might influence your ability to do the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.		

# Application Documents

- Appendix 1: Application Cover Sheet
- Appendix 2: Certifications and Assurances
- Appendix 3: Logic Model
- Appendix 4: Sample Organization Annual Budget and Program Budget
- Appendix 5: Glossary
- Appendix 6: IRS Determination Letter 501(c)3 Status: Tax Exempt Form
- Appendix 7: DCRA Certificate of Incorporation
- Appendix 8: DCRA: Basic Business License or Charitable Solicitation License
- Appendix 9: Insurance Requirements
- Appendix 10: Sample Monitoring Visit Checklist
- Appendix 11: Scoring Rubric

LIVE UNITED<sup>®</sup>

# Review Process and Scoring

Applications and attachments must be submitted by **Thursday, July 16, 2020, at 5:00 pm.**

**Proposals received after the deadline will not be reviewed.**

As a reminder:

- Successfully submitted applications will receive a confirmation email upon receipt of submission. If an email confirmation is not received, contact [Learn24@dc.gov](mailto:Learn24@dc.gov) **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.
- One application per organization will be accepted in response to this Request for Applications.
- Late, incomplete, paper, email or in-person applications will not be considered.

LIVE UNITED<sup>®</sup>

# Review Process

- Each application will be reviewed by three (3) reviewers using a scoring rubric. The role of a panelist is to review and score an application's content according to the established review criteria using the attached rubric.
- In the event that three (3) reviewer scores differ by ten (10) points or more from the average score, a fourth review will be completed and the outlier will be discarded.
- The reviewer scores will be used to calculate a final score that is then used to rank applications. The scores and ranks are used by the DME to make final award determinations.
- The District may provide additional points for priorities to ensure equity across the District. Additional points will be awarded consistently and objectively based on information supplied in the proposal.

LIVE UNITED®

# Review Process

- United Way NCA will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school time programming.
- All reviewers will be screened for conflicts of interest and must be impartial.
- All reviewers are trained in the use of the rubric for consistency.
- All funding decisions are final and are not subject to review, appeal or protest.

LIVE UNITED®



# Notification of Awards

- All applicants will be notified via email about the status of the award by late **September 17, 2020**.
- Applicants will receive reviewer scores sheets in **September 21, 2020**.

LIVE UNITED®

# Application Tips

- Make sure application exactly follows order in RFA
- Do not submit documents/materials that are not requested in the RFA (e.g. curriculum, photos, etc.)
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Avoid general language, be detailed and specific especially regarding:
  - Program activities and schedule
  - Roles of partners
  - How you have used evaluation to improve your program
  - How you have incorporated youth voice in program design and evaluation
  - How you are tapping other revenue streams for your program
- Have someone not familiar with your program read and score the application using the scoring rubric

LIVE UNITED®

# Successful Grant Applicant Requirements

If Awarded, the grantee may be required to:

- Complete grant agreements and submit all required documents by October 2020
- The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be raised with the OST Office 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
- Quality Improvement- participate in Quality Improvement process led by The Institute by completing Program Quality Self- Assessment

LIVE UNITED®

# Successful Grant Applicant Requirements

If Awarded, the grantee may be required to:

- **Participate in training and certification opportunities**
  - Mandated Reporter
  - Bullying Prevention Policy
  - CPR
- **Operations**
  - Add the District to its general liability and automobile coverage (if needed)
  - Maintain grant documentation for 5 years after submission of final grant payment
  - Accept and enroll youth experiencing housing uncertainty
  - 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 the District .

LIVE UNITED<sup>®</sup>

# Successful Grant Applicant Requirements

- Data and Evaluation
  - Collect consent forms and participate in research and evaluation activities commissioned by the District
  - Administer the SAYO-Y, to participants in 4<sup>th</sup> grade and above
- Participate in administrative and programmatic site visits
- Ensure that ALL staff that work with youth acquire the required clearances
- Utilize the District's database – Cityspan database
- Adult to Youth Ratio of at least 1:15

LIVE UNITED®

# Successful Grant Applicant Requirements

- Program Reporting

PRIOR TO PROGRAM START*	MONTHLY*	6 MONTHS & YEAR END (Due February and August)
<ul style="list-style-type: none"> <li>- Program Site details                             <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Start Date &amp; End Date</li> <li>• Hours of programming</li> <li>• Minimum and maximum number of youth</li> </ul> </li> <li>- Description of specific services provided to youth</li> <li>- Staff Clearances</li> </ul>	<ul style="list-style-type: none"> <li>- Student ID/Unique Identifier (if available)</li> <li>- Participant information in Cityspan:                             <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of Birth</li> <li>• Home address and zip code</li> <li>• School name and grade</li> </ul> </li> <li>- Daily attendance</li> <li>- Staff clearances</li> </ul>	<ul style="list-style-type: none"> <li>- Written report, including relevant data, on achievement and progress toward outputs and outcomes as described in the logic model</li> </ul>

LIVE UNITED<sup>®</sup>

# Important Dates

- Thursday, June 18, 2020: RFA released
- Wednesday, June 24, 2020: Grant Information Session
- Monday, June 29, 2020: Questions submitted to [Learn24@dc.gov](mailto:Learn24@dc.gov)
- Tuesday, June 30, 2020: Logic Model Workshop
- Monday, July 6, 2020: Questions and Answers published
- Thursday, July 16, 2020: Completed applications due electronically by 5:00 p.m.
- July and August 2020: If needed, questions to applicants to clarify applications
- Thursday, September 17, 2020: Awards announced via email

LIVE UNITED<sup>®</sup>

# RFA Contact

For grant competition updates please contact

[Learn24@dc.gov](mailto:Learn24@dc.gov)

LIVE UNITED®