

Request for Applications as Subcontractor to Learn24 Grantees Programming at DC Housing Authority and/or Department of Human Services Sites - Summer 2022



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 Summer Strong Coordinating Entity 2022 Request for Application which closed on December 6, 2021. The Coordinating Entities will be announced by Learn24 in March 2022.

Learn24 releases this Request for Applications 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 and 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. Deadline to apply is **Monday, April 18, 2022 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 the end of **May 2022**.

Vendor Eligibility Requirements

- DC Office of Tax and Revenue (OTR) Clean Hands Certificate dated **April 18, 2021** 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.
- If selected, and before entering into an agreement with the Coordinating Entity, applicant must provide copies of business registration. In order to become registered to do business in the District of Columbia, applicants will need:
 - DCRA Corporate Registration or Foreign Corporation Certification, and
 - Basic Business License
- If applicant was a prior vendor, all compliance measures must be met, and applicant must be in good standing with Coordinating Entity.

Vendor Expectation

- Vendors must provide services according to the needs of the Coordinating Entity, typically for at least 2 hours (120 minutes) per day, 5 days a week for a minimum of 6 consecutive weeks and be available for the weeks that the Coordinating Entity will run the summer camp. All summer camps will occur sometime between **June 13, 2022** and **August 27, 2022**. Specific camp weeks will be determined by the Coordinating Entity and the specific vendor hours will be negotiated directly by the Coordinating Entity.
- Vendor will be required to submit Certificates of Insurance to Coordinating Entity for required coverages.
- Vendors may not charge families or youth to participate in programs. All programs must be offered free of charge.
- Vendors must collect daily attendance and submit to the Coordinating Entity.
- Vendors must find qualified substitutes to fill any absences; substitutes must submit valid clearances before working directly with youth.

- Vendors must be 18 years of age or older.
- Vendors' staff will be expected to attend a mandatory training and orientation prior to the start of camp.
- Vendors' staff who will interact directly with children and youth must complete all of the required clearances prior to the start of camp. Learn24 will subsidize certain background checks to the extent available and only to Vendor staff in attendance at the mandatory orientation. No staff member will be allowed to provide programming unless the Coordinating Entity has received all clearances. Results of clearances must be provided directly to the Coordinating Entity or Learn24. Any vendor that does not have 80% of all staff submit documentation for clearances to the appropriate agency at least one week before the start of camp, will be in violation of the intent of the contract and the Coordinating Entity will be able to fully rescind any previous agreement entered.
- The required clearances include:
 - Federal Bureau of Investigation (FBI) fingerprint background check;
 - Metropolitan Police Department (MPD) background check;
 - National Sex Offender (NSO) Registry Check;
 - Child and Family Services Agency (CFSA) Child Protection Register (CPR); and
 - TB test.
- Organizations must maintain and be able to provide documentation related to the grant for five (5) years after the final payment.
- If any of the expectations are not met, the Coordinating Entity may withhold payment.

Vendor Payment

- Vendors will enter into an agreement with the Coordinating Entity, and not the OST Office, to provide services and receive reimbursement.
- Vendors will be paid by the Coordinating Entity for direct programming, attendance at training or required meetings, and reimbursed for approved supplies. Vendors must submit an invoice (template will be provided, if needed) with description of services, expenses, and original receipts for reimbursement. Copies of receipts will not be accepted.
- Invoices must be submitted directly to the Coordinating Entity at least every 2 weeks.
- Vendors must submit receipts within the programming period or within a reasonable time period that is approved by the Coordinating Entity.
- Personnel wages must be paid through a legal and verifiable method in order to be eligible for reimbursement and all methods of payment must be pre-approved by the Coordinating Entity.

Information Sessions

Information Sessions to learn more about the process, sites, and application will be held on:

- Thursday, **March 10, 2022** from **5:00 pm – 6:00 pm**, sign up to attend [here](#), and
- Tuesday, **March 15, 2022** from **1:00 pm – 2:00 pm**, sign up to attend [here](#)

Other Relevant Information

- Any organization, business, or individual that meets the above listed Vendor Eligibility requirements may apply.
- Vendors may apply for up to \$10,000 per application. To be eligible to receive the maximum amount, applicant must provide services for a minimum of 30 youth. The number of youth served may be discussed with the Coordinating Entity.
- Vendors may employ Mayor Marion S. Barry Summer Youth Employment Program (SYEP) youth. Learn more about how to register to become an eligible employer [here](#).
- Programming may take place off-site but description of how campers will be transported safely must be described.
- Vendors may be asked to program at a different site from the one requested. Vendors have the option to accept or decline an offer.
- Do not submit any documents that are not requested. They will not be reviewed.

Checklist for Submission (See pages 4 and 5) – All items will be uploaded individually through this [link](#)

- Cover Sheet
- Response to Experience Questions – No more than three pages
- Two Letters of Support
- Program Budget
- Business Documentation
 - Copy of first page of 2020 tax return **OR** 2020 IRS Form 990
 - Copy of DC Office of Tax and Revenue (OTR) Clean Hands Certificate dated **April 18, 2021** or later

Questions

Submit questions at any time to:

Email: Learn24@dc.gov

Submit Completed Applications by 5:00 pm on April 18, 2022 through this [link](#)

All cover sheet information will be entered [here](#). All documents must be uploaded individually. No late, incomplete, hard copies, or email applications will be accepted. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of submission. Automated confirmation email will be sent to the email address provided for the "Contact Information" in the cover sheet. If a confirmation is not received, contact Learn24@dc.gov within 24 hours from the time of submission.

Cover Sheet – Enter all information in the link provided. This form is for reference only. Please do not fill out.

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: <input type="checkbox"/>		Gross Revenue or Income:		Amount of Grant Request:	
DHS Community: <input type="checkbox"/>					
Has program been offered over the past five years: <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, state where and when program was last held:		
Business License in the District of Columbia - DCRA <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, will applicant require technical assistance to register for Business License <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.			
Briefly describe or list the typical agenda for a daily session (2 hours).			

At the end of summer camp, what will the children or youth have learned as a result of the program?

I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the agreement. I understand and agree that this certification will carry through to the end of the program period.

Signature and Title

Attachments – Upload all documents individually into the link provided above.

A. Experience Questions – Please answer the following questions in three or fewer pages. Provide examples where appropriate.

1. Describe history of working with children and youth and/or describe history working with either DCHA or DHS communities.
2. Who are the key people that will deliver the program? If already employed, name them or provide a job description. Describe their experience working with youth and why they would be a good fit to be part of the summer camp. Describe how the personnel relate to the target community.
3. How many years has the program been offered and describe past successes and challenges. Describe the impact the program has had on children and youth. Describe the last time programming was offered.
4. Describe how your program recruits and retains participants and why the children and youth remain engaged with the program for the entire summer.
5. Describe resources, facilities, and space requirements the program needs to be successful, such as sink, computer lab, electrical outlets, field space, etc.

B. Letters of Support

Provide two letters of support from community members that know the program and work, regardless of where that work has occurred.

C. Budget – Provide a budget for programming in any format. Be specific with the Description of Expenses and Calculations. Ensure that all math is accurate.

An example budget is provided for knitting and crocheting program.

Description of Expenses	Calculation	Total
Staff Hours	2 staff x 2 hours a day x 5 days x 6 weeks x \$25.00 per hour	\$3,000
Staff Planning Time	2 staff x .5 hours a day x 5 days x 7 weeks x \$25.00 per hour	\$875
Supplies (Yarn, needles, pens, journals, etc.)	30 campers at \$15 per child	\$450
Camp End Showcase	30 campers at \$5 per child	\$150
	Total	\$4,475

D. Budget Documentation - Used to verify gross revenue under \$250,000. Provide one of the following:

- Copy of first page of 2020 tax return for individuals and businesses **OR**
- Copy of 2020 (or most recent year filed) IRS Form 990 for non-profit organizations in any form (EZ, postcard, or regular).

E. Additional Required Documentation

- DC Office of Tax and Revenue (OTR) Clean Hands dated within the past year, or no earlier than **April 18, 2021**.