

Request for Application as Subcontractor at DC Housing Authority and/or Department of Human Services Sites - Summer 2020



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 District is seeking to build and support strong organizations that can provide children and youth with a high-quality summer camp experience. On October 8, 2019 the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME), in partnership with United Way of the National Capital Area (United Way NCA) issued a 2020 Summer Strong Coordinating Entity Request for Applications (Coordinating Entity RFA).

The Coordinating Entity RFA will identify Coordinating Entities that will organize a full service summer camp experience for children and youth at select locations. 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 Coordinating Entities will be selected through a competitive process by March 2020. This Request for Application (RFA) is being released in an effort to assist the Coordinating Entities in selecting high-quality subcontractors (vendors). This RFA is 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 at select DC Housing Authority (DCHA) sites and/or DC Department of Human Services (DHS) short term family housing sites.

The DCHA sites where camps may be held are:

- Lincoln Heights, 400 50th Street NE, Washington DC 20019 in Ward 7
- Woodland Terrace, 2310 Ainger Place SE, Washington DC 20020 in Ward 8
- Benning Terrace, 4450 G Street SE in Ward in Ward 7
- Syphax Gardens (Greenleaf communities), 1501 Half Street SW in Ward 6
- Kenilworth, 4500 Quarles Street NE in Ward 7

The DHS sites where camps may be held are:

- 3320 Idaho Avenue NW in Ward 3
- 5505 5th Street NW in Ward 4
- 1700 Rhode Island Ave NE in Ward 5
- 850 Delaware Ave SW in Ward 6

The sites being served may change at the discretion of DCHA and DHS.

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. Deadline to apply is Friday, February 14, 2020 at 5:00 pm. The application will be submitted through the link below and documents will be uploaded separately.

Vendors will be selected based on information supplied in this application. The Coordinating Entity will notify selected vendors by May 30, 2020. 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.

Vendor Eligibility

- DC Office of Tax and Revenue (OTR) Clean Hands Certificate valid through August 28, 2020
- 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

Vendor Expectation

- Vendors must provide services 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, which will be sometime between June 5, 2020 and August 28, 2020. Specific camp weeks will be determined by the Coordinating Entity and the specific vendor hours will be negotiated directly by the Coordinating Entity.
- 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.
- Vendor's staff who will interact directly with children and youth must complete all of the following clearances prior to the start of camp:
 - Federal Bureau of Investigation (FBI) fingerprint background check;
 - Metropolitan Police Department (MPD) background check;
 - National Sex Offender Registry Check;
 - Child and Family Services Agency (CFSA) Child Protection Register; and
 - TB test.

The OST Office 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 must be provided to the Coordinating Entity.

- 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 District, to provide services and receive reimbursement.
- Vendors will be paid 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 two 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 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:

- Monday, December 9, 2019 from 10:00 am – 11:30 am at Shaw Neighborhood Library, 1630 7th St NW, Washington, DC 20001
- Wednesday, January 15, 2020 , 2019 from 6:00 pm – 7:30 pm at Benning Neighborhood Library, 3935 Benning Rd NE, Washington, DC 20019

Demographic

The information below may be useful when applying to serve a specific age group at the various locations.

DCHA Locations:

	Lincoln Heights	Woodland Terrace	Benning Terrace	Syphax Gardens	Kenilworth
Youth Under 18	361	283	333	133	243
Youth Ages 0 – 5	63	57	75	29	47
Youth Ages 6 – 12	154	123	127	58	104
Youth Ages 13 – 17	144	103	131	46	92

DHS Locations

	Ward 3	Ward 4	Ward 5	Ward 6
# of Family Units	50	45	46	50

Other Relevant Information

- All organizations, businesses, and individuals are eligible to 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.
- 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.

Checklist for Submission – All items will be uploaded individually through this [link](#)

- Cover Sheet
- Response to Experience Questions – No more than three pages
- Two Letters of Support
- Budget
- Business Documentation
 - Copy of first page of 2018 tax return **OR** 2018 IRS Form 990
 - Copy of DC OTR Clean Hands Certificate

Questions

Submit questions at any time to:

Debra Eichenbaum, Grants Management Specialist

Office of Out of School Time Grants and Youth Outcomes

Email: debra.eichenbaum@dc.gov Phone: 202-478-5913

Submit Completed Applications by 5:00 pm on February 14, 2020 through this [link](#)

All cover sheet information will be entered into the link provided [here](#). All documents must be uploaded individually. No hard copies or email applications will be accepted.

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"/> Lincoln Heights <input type="checkbox"/> Woodland Terrace <input type="checkbox"/> Benning Terrace <input type="checkbox"/> Syphax Gardens <input type="checkbox"/> Kenilworth DHS Community: <input type="checkbox"/> Ward 3 <input type="checkbox"/> Ward 4 <input type="checkbox"/> Ward 5 <input type="checkbox"/> Ward 6				
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.

Describe the program in 50 words or less. This description should be geared towards children and youth.			
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?			

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

A. Experience Questions – Please answer the following questions in three or fewer pages.

1. Describe your history of working with children and youth and/or describe your history working either DCHA communities or DHS children and youth.
2. Who are the key people that will deliver the program? Describe their experience working with youth and why they would be a good fit to be part of the summer camp schedule.
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.
4. Describe how your program recruits and retains participants and why the children and youth remain engaged with your program for the entire summer.
5. Describe resources, facilities, and space requirements you may need for the program such as sink, computer lab, electrical outlets, field space, etc.

B. Letters of Support

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

C. Budget – Provide a budget for your programming in any format.

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 - Will be used to verify gross revenue under \$250,000. Provide one of the following:

- Copy of first page of 2018 tax return for individuals and businesses **OR**
- Copy of 2018 (or most recent year filed) IRS Form 990 for non-profit organizations in any form (EZ, postcard, or regular).

E. Additional Required Documentation

OTR Clean Hands valid through August 28, 2020.