School Year 2022-23 Small Nonprofit Out of School Time Request for Applications

RFA Release Date: May 6, 2022
Applications Due Date: June 7, 2022, by 5:00 pm EST

There are no mandatory meetings necessary to apply for this grant competition. All information is available on the Learn24 website learn24.dc.gov. The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) wants to support applicants and encourages all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Seamless Docs (here). Successfully submitted applications will receive a confirmation via the browser upon receipt of submission. If a confirmation is not received, contact RFA.SY22-23@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed.

One application per organization will be accepted in response to this Request for Applications. Exceptions will be granted to organizations that are serving as fiscal sponsors for one or more entities.

Late (at or after 5:01 pm on June 7), incomplete, paper, or email applications will not be considered. All funding decisions are final and are not subject to review, appeal, or protest.

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SECTION A: STATEMENT OF WORK

A.1 Introduction

The Government of the District of Columbia (District) is committed to supporting children and youth in preparing for a bright future. In service of that commitment, the District is seeking to support strong nonprofit organizations that provide children and youth with high-quality out-of-school-time (OST) programming.

The funds available through this Request for Applications (RFA) will be awarded 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.

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.

A.2 Scope

The School Year 2022-23 Small Nonprofit Out of School Time RFA invites high-performing, fiscally responsible, nonprofits that focus on youth development and serve school aged children and youth with OST programs to apply. Organizations applying must serve youth with a positive youth development approach. Grant funds may only be used to serve children and youth[1] who reside in the District of Columbia. For this RFA, the term youth will be used to describe both children and youth.

For the purposes of this RFA, OST programming is defined as a structured and supervised program offered to a group of District youth before school, after school, when classes are not in session, on weekends, or during seasonal school breaks.

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds approved by the Council of the District of Columbia. The OST Office anticipates awarding up to $400,000 in total awards.

Applicants may request up to $25,000. The OST Office may adjust the grant award amount.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares youth to meet the challenges of childhood, adolescence, and adulthood and achieve his or her full potential by offering activities and experiences that help youth develop social, emotional, physical, cognitive, and spiritual competencies.

Positive Youth Development (PYD) is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths'

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[1] "Youth" means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency

strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

The intent of this grant is to support high-quality small nonprofits 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.

A.2.3 Target Population

Grants will be awarded to organizations serving school-aged youth, as defined above, with a youth development approach. Preference will be given to applicants that serve youth who are most in need or at-risk and require access to high-quality, low- or no-cost out-of-school time opportunities. As defined by the Fair Student Funding and School – Based Budgeting Amendment Act of 2013, Section 4 (a) (2A) "at–risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

(A) Homeless;
(B) In the District's foster care system;
(C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or
(D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

The District maintains the right to provide priority points based on location for programs located in Wards 5, 7, and 8 based on the information found through the D.C. Policy Center's *Needs Assessment of Out-of-School Time Programs.*

Programs must be available to any at-risk youth across the District that meets the programs' specific target population.

Organizations must serve a minimum of 15 unduplicated District youth by the end of the grant period.

A.2.4 Grant Period

The grant term will run from October 1, 2022 through June 30, 2023.

A.2.5 Program Period

The program period is from October 1, 2022 through June 30, 2023.

A.2.6 Program Dosage

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

- programming that occurs during the school calendar 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 program 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.

Programming may occur at any time during the program period to meet the minimum dosage. Learn24 has a preference for in-person programming. All programs will need to adhere to safety and security measures required by Mayoral Orders, DC Department of Health, or any DC Law.

A.2.7 Program Locations

Organizations may apply to serve youth at one site or multiple sites. OST program(s) may be offered at any location either in or outside of the District

A.3 Eligibility

In order to achieve equitable outcomes for youth, the OST Office offers a variety of grant opportunities which will provide diverse programming opportunities. Applicants may apply for multiple Learn24 Grant Competitions however, with the exception of the Coordinating Entity Out of School Time Grant, applicants are only eligible to receive one grant award.

A.3.1 Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of one (1) year. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). (Appendix 7)

Fiscal sponsors are not permitted for this RFA.

All applicants 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 (Appendix 8)
    ii. DCRA Certificate of Good Standing (Appendix 9)
    iii. Office of Tax and Revenue (OTR) Clean Hands Certificate (Appendix 10)

The organization must have an organizational budget of $250,000 or less.

If the applicant is a prior Learn24 grantee, the applicant must be compliant with all prior grant agreements.

A.3.2 Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Organization must have offered the program for at least two (2) years. Applications must clearly define the program measures and define outputs and outcomes to support youth in achieving developmental outcomes. A one-page logic model or theory of change is required and does not count toward the narrative page limitation.

A.3.3 Organizational Finances

The District supports fiscally responsible organizations. Organizational indirect costs should not exceed more than 30% of the total organization budget.

Organizations may not receive more than $50,000 in any fiscal year from the District without providing a complete audit 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, but only an audit will suffice in order to receive more than $50,000 in any fiscal year.

The applicant must include copies of:

1. Current fiscal year Income Statement and Profit/Loss Statement.
2. Most recent IRS Form 990, 990EZ, or 990N and any schedules filed.
3. Current board approved organization budget.

A.3.4 Grant Fund Limitations

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

> Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; sales tax; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; 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, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (other than nominal amounts); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy or payroll taxes.

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

Applicant may not subcontract more than 40% of grant funds, unless approved by the OST Office. The use of subcontractors must be provided in the budget narrative.

A.3.5 Program Expenses and Budget

Grant funds may be used for functional program expenses across multiple in-person programs and across multiple locations and must be described in the narrative.

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits; program equipment, supplies and materials; curricula; program evaluation; educational/learning field trip expenses; staff time; expenses related to procuring background checks; staff time related to data entry, reporting, training, and accounting when related to program expenses; cleaning supplies; and Personal Protection Equipment (PPE) necessary to create and sustain programming.

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a Small Nonprofit grantee does not have a NICRA, the de minimus indirect rate is 20%.

Program budget must be provided in the excel Learn24 budget template provided. A training will be provided for any organization experiencing challenges with the template.

SECTION B: APPLICATION SUBMISSION

B.1 Application Submission Checklist

All required documents from the checklist must be submitted as PDF, Microsoft Word, or Microsoft Excel files must be uploaded with the completion of the application form.

The application will not be reviewed if applicant fails to follow the requirements or fails to submit all required documents. Additional documents not requested will not be reviewed and will be removed from the application materials. Documents that exceed the page limitations will not be reviewed.

The checklist summarizes the list of required documents and is for informational purposes only.

- ☐ Cover Sheet and Program Locations to be submitted online
- ☐ Application Narrative (6 pages maximum)
- ☐ Program Budget– submitted on the excel template provided (https://tinyurl.com/yf9jh5j5)
- ☐ Board approved Organization Annual Budget
- ☐ Certifications and Assurances
- ☐ Program Logic Model and/or Theory of Change, any format is acceptable, but template provided for convenience (one page per program maximum)
- ☐ IRS Determination Letter of 501(c)(3) non-profit organization status dated June 7, 2021, or earlier
- ☐ DCRA Basic Business License, currently valid through June 30, 2023, or if it will expire before June 30, 2023, organization will renew the Business License when it expires,
- ☐ DCRA Certificate of Good Standing dated within the past year or between June 7, 2021, and June 7, 2022
- ☐ OTR Clean Hands Certificate dated within the past year or between June 7, 2021, and June 7, 2022
- ☐ Current fiscal year Income Statement and Profit Loss Statement
- ☐ Most recent Form 990, 990EZ, or 990N and any schedules filed

B.2 Narrative (6 pages maximum)

Responses should be written according to the sections and in the order below to receive maximum point allocation. Organizing the narrative by sections with the corresponding header is suggested. The narrative includes the budget narrative to clarify or justify the budget details. Do not submit a separate budget narrative. The actual budget calculations may be separate documents, but the program budget must be completed on the excel template provided and will not count toward the maximum number of pages.

B.2.1 Narrative Format

The narrative must be formatted as follows:

- Margins: Use 1-inch margins.
- Font: Use 11-point Times New Roman font. Figures and captions can be in font size 8.
- Page Numbering: Number each page of the document consecutively.
- Spacing: Use single spacing.
- The use of tables, graphs, or charts is permitted and will count towards the narrative page limit.

B.2.2 Program History and Staff Experiences (16 points)

- Describe the program's history and mission, including why the organization chose the neighborhood, and how the organization is supported and perceived by the community.
- Name key personnel that will deliver the program and manage the grant funds. Describe staff experience and capability working with DC youth. Explain how personnel relate to, have similar experiences with, or are best suited to serve the target population, including their connection with the neighborhood and/or youth they serve.
- Define the target population, and how the program meets the needs of the target population.

- Describe the organization's authentic connection to the community and describe the impact the program has had on children and youth in the neighborhood with supporting stories, data, or numbers.

B.2.3 Program Description and Success (16 Points) (Logic Model to be used in part for scoring)

If the organization offers more than one program (e.g., elementary academic program, high school leadership programmatic, etc.), that could be funded through this grant, ensure the description is clear on the individual program(s) and provides adequate information on the following core components of each program:

- Describe the program including activities, opportunities, services, supports, and projects that youth will experience, and be engaged with during the program period.
- Describe how the organization measures success. Include targets, goals, and how the organization defines success for participants. Describe any change the organization has instituted in the past few years to improve the program and whether this information was based upon a program assessment, youth survey, best practice, or other means.
- Describe how the organization identifies structural racism and works to dismantle those systems.
- Describe youth's involvement and role(s) in contributing to the design and content of the program and opportunities for youth leadership and describe how the organization has listened to youth and implemented changes as a result of youth feedback and if the changes have been sustained.

B.2.4 Budget (12 Points)

Attach the organizational annual budget (in any format) and program budget(s) in the Learn24 template provided. Indicate all revenue and expenses and describe the use of the grant dollars. (Appendix 4 and Appendix 5)

- Describe how the organization will track grant expenditures and the systems that are in place to manage and comply with grant requirements.
- Provide budget information that is detailed, accurate, and directly related to the activities in the grant. Indicate all revenue and expenses and describe the use of the grant dollars.
- Provide a budget narrative which includes clarifying information regarding the sources of funding and whether the funding is secured or pending.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- Thursday, May 19, 2022: Grant Information Session
- Wednesday, May 25, 2022: Budget Template Training
- Tuesday, May 31, 2022: Last day that questions may be submitted
- Friday June 1, 2022: Last day that answers will be published
- Wednesday, June 7, 2022: Completed applications due electronically by 5:00 p.m.
- June 2022: If needed, questions to applicants to clarify applications
- August 2022: Awards announced via email

C.1.1 Grant Technical Assistance

- Grant Information Session: OST Office will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
    - Thursday, May 19, 2022, from 2:00 pm – 3:00 pm. Registration is not required. Click here to participate or https://rb.gy/rojwq5.

- Budget Template Training: OST Office will host a virtual training on using the Learn24 budget template and will provide an overview and answer questions related to the required Budget template. Applicants are strongly encouraged to participate.

        - Wednesday, May 25, 2022 from 2:00 pm – 3:00 pm, register here or at https://www.eventbrite.com/e/learn24-budget-template-training-tickets-335468875437

    - Logic Model Training: A prerecorded logic model workshop on how to create a program logic model can be found here

C.1.2 Questions

Questions regarding the RFA must be submitted via email to RFA.SY22-23@dc.gov. Questions and answers will be published beginning May 20, 2022. The questions and answers document will be updated regularly as questions are received. Applicants submitting questions will find the response on the document within 72 hours of receipt, except on weekends. Questions and answers can be found at: https://rb.gy/ir10if.

C.1.3 Application Submission and Deadline

Applications and attachments must be submitted by Tuesday, June 7, 2022, at 5:00 pm. Click here or visit https://dcgov.seamlessdocs.com/f/2022_23_SchoolYearSNP_RFA to submit. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of completion. Applications without a confirmation or without evidence of completion, late, or incomplete applications will not be reviewed.

Applications with any missing attachments are considered incomplete and will not be reviewed.

C.2 Review Process

C.2.1 Scoring

Each application will be reviewed by a panel of reviewers. The role of a panelist is to review and score an application's content according to the established review criteria using the attached rubric. (Appendix 13) The panel will provide a consensus score that is used by the Grantor to make final award determination.

Applicants will be reviewed on a 44 point scale as follows:

- Program History and Staff Experience (16 points)
- Program Description and Success (16 points)
- Budget (12 points)

The panel will determine a final score that is then used to rank applications. The scores and ranks are used by the OST Office to make final award determinations. The District may provide additional preferences and priorities in order to make final award decisions.

Any application that scores 50% or less than the overall points available will not be eligible for funding.

C.2.2 Reviewers

OST Office will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school-time programming. 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 the award in August 2022. Applicants will receive reviewer scores sheets by September 2022. Applicants should ensure RFA.SY22-23@dc.gov is on the list of acceptable email address to ensure emails are not sent to the spam filter.

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

Grantees will complete grant agreements with Learn24 and submit all required documents by October 2022.

D.1.2 Grantee Meetings and Activities

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the OST Office, prior to being implemented.

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. Failure to attend may result in immediate termination of the grant agreement.

Grantees are required to take part in a city-wide effort to build a quality OST system by participating in a Program Quality Intervention (PQI) process, unless exempted and approved by the OST Office. The quality cohort will begin in the fall/winter with one (1) quality training convening and a requirement to complete a self-assessment for a time commitment of approximately sixteen (16) hours during the school year.

D.1.3 Training and Certification

Grantees must have at least one (1) local, certified mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits and uploaded into Cityspan. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees should have a policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter. Access the training here or at https://dc.mandatedreporter.org. The mandated reporter must have all current background clearances uploaded into Cityspan.

The grantee must provide the organization's Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy.

At least one (1) person per physical site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion will be verified during site visits and must be uploaded in the Cityspan database. All staff must be aware of the location of the trained CPR personnel on-site. This will be confirmed during monitoring visits.

D.1.4 Operations

Grantees will be required to provide to the District all certificates of insurance which will be reviewed and approved by the Office of Risk Management (ORM). (Appendix 11)

Grantees must be compliant with the specific insurance and background check requirements of the program location.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, audits, or other supporting documentation related to the grant.

If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment or termination of the grant.

Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds 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 include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

If needed at any time during the program period, at the request of the District, grantees may be required to accept and enroll youth experiencing housing uncertainty. Grantees will have the opportunity to discuss this requirement with Grantor at the time of referral.

D.1.5 Data

Grantees are required to collect consent forms and participate in research and evaluation activities commissioned by the District. Grantees will submit data directly to the District using Cityspan. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of youth/family consent forms, and distribution and entry of youth surveys.

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer to participants in 4th grade and above, if appropriate. The SAYO-Y must be administered to youth, if required, for both a pre and a post survey. The pre survey must be completed within the first four (4) weeks of programming. The post survey must be completed in the last month of programming. All grantees are required to complete the SAYO-Y unless exempted and approved by the OST Office.

D.2 Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. Grantor staff (with appropriate identification) will make a minimum of one scheduled and/or one unscheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, programming, as well as participants and staff, as deemed necessary. (Appendix 12)

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, 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.

All grantees are required to have at least one (1) staff member participate as a grant reviewer for a Learn24 grant competition prior to the end of the second year of continuation grant funding, unless exempted and approved by the OST Office. This requirement can be fulfilled during the School Year or Summer Strong grant review cycles and will be monitored by the Grant Manager.

D.2.1 Staff and Volunteer Clearance Requirements

Grantees will be required to have the following background checks uploaded into Cityspan on all of the organization's staff, volunteers, contractors, and subcontractors who have regular (at least once weekly) and unsupervised access to youth, including those conducting virtual programming:

- DC Child and Family Services Agency (CFSA) Child Protection Register (CPR) and signed affidavit one-year after the initial CFSA CPR Check is completed.
- Federal Bureau of Investigation (FBI) criminal background check and signed affidavit one-year after the initial FBI check
- Metropolitan Police Department (MPD) criminal background check and signed affidavit one-year after the initial MPD check, and
- National Sex Offender (NSO) Registry and signed affidavit one-year after the initial NSO check.

One-day visitors, guests, and volunteers that shall be at all times under the direct supervision of a staff member with all appropriate clearances are exempt.

All clearances must be valid for the duration of the grant period, or renewed prior to expiration, align with the program site requirements (DCPS, DCPCS, etc.), and uploaded into Cityspan. Employees, volunteers, or contractors who are newly hired or under contract by the organization and have unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file.

In the event that any staff, volunteer, or contractor has a background check returned with an issue or indication of past criminal history, the said result must be communicated to the Grantor within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until Grantor has made a determination.

D.2.2 Attendance

Grantees will be required to provide access to daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 database. Attendance must be entered at least monthly into the Learn24 database. In the case of virtual programming, grantee will be required to maintain attendance of youth and enter enrollment data into the Learn24 database.

D.2.3 Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17.

D.2.4 Safety

If awarded, District may request access to the following. (Appendix 12 for a full list)

- Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- CPR/First Aid, one certified person at each program site (does not need to be organizational staff)
- Procedural plan in the case of health emergency
- Mandated reporter policy
- Sign-in or attendance procedures and sheets and exit and pick up procedures
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA) language
- Incident reports,
- Safety and security virtual and/or in-person protocols,
- Process for contacting parents to ensure youth access to technology,
- Process for tracking technical equipment that is loaned to youth, and
- Social distancing policies, if applicable.

D.2.5 Program Reporting

No later than two (2) weeks prior to the program start, grantees must enter the following information into the Learn24 database (Cityspan):

- Confirmed list of all program site(s) – provided to the Grant Manager Information about each program at each program site
- General program schedule
- Days of the week and hours of programming

No later than the second week of programming and throughout the grant period, the grantee must enroll participant into the program via Cityspan. The minimum participant information is:

- Full legal name
- Home address
- Date of birth
- Gender
- School grade
- School name

Grantees will be required to complete program reports. Reports must be completed for the following time periods until programming is complete: October 1 – December 31; January 1 – March 31; and April 1 – June 30Reports include the following:

- Total number of youth served throughout the program
- Number of youth who attended at least one day of the program
- Written report, including relevant information and successes, challenges, and changes.

D.2.6 Finance and Financial Reporting

Grantees will receive grant funds through the DC Vendor Portal and Ariba eSourcing.

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget.

Grantees shall maintain all financial records related to the grant award. The records shall compare actual expenditures to the budget as well as cumulative grant award installments/payments.

Accounting records, source documentation, including but not limited to, general ledger, receipts, agreements, contracts, 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 Grantor.

D.2.7 Disbursements of Funds

Grantee will invoice the District for the first payment once the grant agreement is fully executed. The second payment and all subsequent invoices will be made via reimbursement after all required documents have been reviewed and approved by the grant manager. The final payment of not less than 5% of the grant award can be invoiced upon acceptance of the final report and a compliance review of the grant.

D.2.8 Accountability Risk Profile

At the completion of a grant period, the OST Office shall provide the grantee an accountability risk profile ("ARP"), which shall designate the grantee as "low-risk", "medium-risk", or "high-risk".

As part of the process of making an ARP risk profile, the OST Office shall review whether the grantee met all grant agreement requirements, including program reporting and financial reporting.

The ARP risk classification will determine the amount of monitoring required for future grants and the eligibility of the grantee to apply to future RFAs or receive future grants from the OST Office.

An organization designated as “high-risk” shall not be eligible to apply for a grant from the OST Office until both: one (1) year has elapsed since the date of the designation; and two (2) appropriate documentation has been provided to the OST Office that documents the organization’s performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

SECTION E: APPENDICES

Appendix 1: Application Cover Sheet and Program Locations

Appendix 2: Certifications and Assurances

Appendix 3: Logic Model

Appendix 4: Example Organization Budget

Appendix 5: Learn24 Budget Template (required) (https://tinyurl.com/yf9jh5j5)

Appendix 6: Glossary

Appendix 7: IRS Determination Letter 501(c)3 Status: Tax Exempt Form

Appendix 8: DCRA: Basic Business License or Charitable Solicitation License

Appendix 9: Sample DCRA Certificate of Good Standing

Appendix 10: Sample OTR Clean Hands

Appendix 11: Insurance Requirements

Appendix 12: Sample Monitoring Visit Checklist

Appendix 13: Scoring Rubric

Appendix 1: Application Cover Sheet and Program Locations

Cover sheet to be completed electronically via the application submission. The template below is for informational purposes only. All fields must be completed.

Applicant Information

Organization legal name:		
Employer Identification Number (EIN):		
Street address:		
Has your organization had a contract with any DC Government agency that was terminated within the past 5 years?		☐ Yes ☐ No ☐ Unsure
If yes, please explain:		
Mission statement (no more than 30 words)		

Application Point of Contact Information

Name:			
Email:		Phone:	

Staff Information

Number of full-time employees:		Number of part-time employees:	

Budget Information

Grant amount requested:		Total program budget:		Organization budget:	

Program Information

Check all ages the program will serve:	☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ Students over 18 but still in high school (Grant funds must serve school-age participants)		
Does the program specifically target any special populations?	☐ ELL ☐ Special Needs ☐ All Boys ☐ All Girls ☐ LGBT ☐ Homeless ☐ Public Housing ☐ Foster Care ☐ None ☐ Other: _________	Expected number of unduplicated District youth who will be directly served through the grant:	
Program Start Date:		Program End Date:	
Maximum number of hours per week open to youth participation:		Total number of weeks program would be offered:	
Check the dosage model of the application:	☐ Programming occurs during the school calendar for a minimum of once weekly for at least one (1) hour per week for a minimum of 24 weeks during the grant period ☐ Intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period ☐ 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		

Program Location Information:

Program location 1 name:			Is this a DCPS facility?		☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)			Floor, apartment, or suite #		
City:		State:		Zip code:	
Program location 2 name:			Is this a DCPS facility?		☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)			Floor, apartment, or suite #		
City:		State:		Zip code:	
Program location 3 name:			Is this a DCPS facility?		☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)			Floor, apartment, or suite #		
City:		State:		Zip code:	
Program location 4 name:			Is this a DCPS facility?		☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)			Floor, apartment, or suite #		
City:		State:		Zip code:	

Appendix 2: Certifications and Assurances

The authorized signatory must sign and date after each statement.

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 Grantor 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

Staff Clearances and Requirements

I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Register Check, and verified results from the National Sex Offender Registry on file. I grant the District access to these records at their request, during monitoring visits, and will ensure to upload them into the database, redacting all Personally Identifiable Information. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall always be under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above, that I have the signing authority on behalf of the organization, and 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 grant. I understand and agree that this certification will carry through to the end of the grant period.

Signature/Date

Appendix 3: Logic Model

[Organization's Name] Logic Model for [Program Name]

Program and Mission statement (note the target population, audience served, and what the program hopes to impact)

Type the mission statement here.

Challenge to be Addressed

What is the problem that the organization is trying to address through the programs?

Assumptions

Assumptions the organization makes about the program, the people involved, and how change will occur. The assumptions might include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.

Inputs/Resources
(Needed to operate program)

<u>Inputs</u> or resources 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, number and ages of youth expected to serve, curricula, volunteers, and research.

Activities
(Program Opportunities for Kids)

<u>Activities</u> (program activities) are the actions or events provided to generate desired outcomes. Include the dosage—the amount of time or number of activities. 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 the 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.

Outputs
(Result of Program Activities)

<u>Outputs</u> 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 training, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.

Short Term Outcomes
(Awareness, Knowledge, Attitude)

<u>Outcomes</u> are the measurable, meaningful, and expected ***changes*** in the population served that result from a program's activities.

Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes desired by the program mid-point.

Intermediate Outcomes
(Skills, Action, Behavior)

Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes desired by the program end. Think about 0-3 months after the program ends when identifying these outcomes.

Long Term Outcomes
(Status or Condition)

Long-term outcomes generally focus on changes in status or condition. These are the outcomes intended for participants to achieve or exhibit after 6 months or longer at the end of the program. The time for achieving this outcome should take into consideration how long participants are tracked beyond the program.

External Factors
(Realities)

Factors that are outside of organization's control that might affect the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.

Appendix 4: Example Organization Budget

Revenue Description			Projected Income
		Corporate Donations (Walmart, KPMG)	50,000
		Individual Contributions (United Way, CFC)	10,000
		Interest	136
		Cafritz Foundation Grant (pending)	15,000
		Meyer Foundation Grant (secured)	10,000
		Learn24 – School Year 22-23 Grant (not secured)	25,000
		Other Grants (description provided in the narrative)	100,000
		Events	5,000
		Indirect Costs	5,000
		Total Revenue	**$220,136**
Expense Description – Example Total Program Budget			**Projected Expenses**
Program Personnel			
		Administrative staff-Salaries (Executive Director, Ms. Etta Jones – 50% of salary for 20 hours per week of program and admin support)	60,000
		Program staff-Program Director (other direct program salaries), Jason James – 80% of salary (SY program)	56,800
		Benefits – (percentage of all staff salaries)	25,696
Program Implementation			
	Contractor		
		Dance Artists to the Stars (12 robotic building lessons, $400/each)	4,800
	Supplies and Materials		
		Program Materials (STEM books & Robotic kits $325/per for 30 kids)	9,750
		Supplies (graph paper, protractors, calculators $25/each for 30 kids)	750
	Equipment		
		Program Equipment (3 laptops at $1,000/each)	3,000
		3D Printer	3,000
	Travel		
		Field trip (Aerospace tickets $25/each for 30 kids)	750
		Transportation (Bus hire for full day)	700
	Other Direct Program Costs		
		Snacks ($2/day/30 youth/24 days)	1,440
Program Operations			
		Rent (6 months of rent at $2,000/mo)	12,000
		Insurance (30% of total Insurance costs of $12,000)	3,600
		Utilities (approximately 6 months of utilities at $400/mo)	2,400
Organization Expenses (not programmatic)			
		Administrative Supplies (6 months of toner at $160/mo)	960
		Phone and IT Services	1,200
		Insurance (30% of total Insurance costs of $12,000)	3,600
		Utilities (approximately 6 months of utilities at $400/mo)	2,400
		Equipment (3 computers/$1,000 each)	3,000
		Total Expenses	**195,846**

Indirect Rate is [insert explanation], if applicable. Include a copy of the NICRA if one exists.

Appendix 5: Learn24 Budget Template

Name of Organization

Directions
Only enter expenses that would be charged to the grant.
Insert rows, categories, or expenses as needed and include description and calculations.
Leave rows blank or delete blank rows if the expenses is not charged to the grant.
Total must equal the amount requested in grant funds.

Expense	Description and Explanation of calculation	Costs
Program Personnel		
Salaries - Employees only		
Title & Name (if possible)	Brief description of program role, calculation of wages	
Title & Name (if possible)	Brief description of program role, calculation of wages	
Payroll Taxes		
Expense Name	Explain calculations, prorated	
Benefits		
Expense Name	Explain calculations, prorated	
Program Implementation		
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement & amount charged to grant	
Name of Contractor	Brief description of contract/agreement & amount charged to grant	
Supplies and Materials		
Learning materials (curricula, books, kits, etc.)	Brief description, calculations (include # needed for youth), describe how prorated	
Supplies (pencils, pens, paper, etc.)	Brief description, calculations (include # needed for youth), describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Equipment		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Travel		
Off site learning	Brief description, calculations, describe how prorated	
Transportation	Brief description, calculations, describe how prorated	
Staff Travel	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Marketing and Outreach		
Printing	Brief description, calculations, describe how prorated	
Website	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Other Direct Program Costs		
Expense Name	Brief description, calculations, describe how prorated	
Program Operations		
Rent	Brief description, calculations, describe how prorated	
Utilities	Brief description, calculations, describe how prorated	
Telecommunication	Brief description, calculations, describe how prorated	
Equipment	Brief description, calculations, describe how prorated	
Insurance	Brief description, calculations, describe how prorated	
Postage and delivery	Brief description, calculations, describe how prorated	
Organization Expenses (these expenses are considered indirect)		
Salaries - Employees only (not program specific)		
Title & Name (if possible)	Brief description of program role, calculation of wages	
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and support to program	
Name of Contractor	Brief description of contract/agreement and support to program	
Other Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Indirect Costs	Up to 20% de minimus rate or approved NICRA rate	
	TOTAL	$0.00

Appendix 6: Glossary

Activities: (program activities) are the actions or events provided to generate desired outcomes.

Applicant: an entity that submits an application to be considered for funding.

Asset Based: An approach that focuses on the strengths and competencies that children and youth have that values resilience over risk, assets over deficits, and strengths over weaknesses. An asset-based approach focuses on leveraging existing strengths as opposed to fixing what is "wrong".

At-Risk: Fair Student Funding and School, Based Budgeting Amendment Act of 2013 Section 4(a)(2A) states "At–risk" means a District of Columbia Public School (DCPS) student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District's foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Cityspan: a secure web-accessible database platform that the Office of Out of School Time Grants and Youth Outcomes contracts with to collect and maintain data regarding program information, program staff, youth enrollment, and youth attendance.

Direct Program Costs: costs related to carrying out program activities and working directly with the students such as teachers, instructors, other education staff, aids, assistants, interns, supplies, curriculum, and management.

DME: Office of the Deputy Mayor for Education

DPR: Department of Parks and Recreation

Dosage: the amount of time or number of activities.

Evidence Based Practices: practices or programming that have been shown through research or data to improve outcomes.

Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Frontline Staff: staff that work directly with youth.

Goal: an indicator established to determine whether an objective has been achieved (e.g. all participating youth have improved their literacy scores).

Grantmaking Partner: a nonprofit organization that administers and monitors the OST Grant Program on behalf of the OST Office.

Indirect/Operating Costs: costs that cannot be tied directly to the program, but costs that are incurred to support the program (e.g. audits, audit fees, grant writing, management or finance salaries, or administrative rent).

Inputs: resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities**.**

Local Education Agency: the DCPS system or any individual or group of public charter schools operating under a single charter.

Logic Model: is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact of the program. It depicts the relationship between the program activities and its intended effects.

Opportunities: activities, roles, and responsibilities taken on and done by youth to explore, express, earn, belong, and influence.

OST Commission: The Commission on Out of School Time Grants and Youth Outcomes.

Out-of-School Time (OST) Program: a structured, supervised learning or youth development program offered to District youth before school, after school, on weekends, or during seasonal breaks.

Outcomes: knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood.

Outputs: tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. (e.g. number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events, and guest speakers).

Personally Identifiable Information (PII): information that, alone or in combination, can be linked to a specific student including but not limited to child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the underlying data is so narrowly defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 10 children could be identifiable as well.

Positive Youth Development (PYD): a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths *so that youth are empowered to reach their full potential.* PYD differs from other approaches to youth in that it rejects an emphasis on trying to correct what is "wrong" with youth's behavior or development.

Request for Applications (RFA): a solicitation for entities to apply in order to be considered for funding.

Reviewer: an individual that reads applications, reviews, and scores applications based on the scoring criteria.

School-Age Program Quality Assessment (SAPQA): is a validated instrument designed to measure the quality of school age programs (grades K-6) and identify staff training needs. The SAPQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Services: provision of resources, knowledge, or goods to or for youth.

Small Nonprofit Organization: an organization with an operating budget of less than $250,000.

Structural Racism: A system of policies and norms within an institution that have historically been used to create, perpetuate, and reinforce racial inequities.

Supports: things done with youth; relationships addressed by expectations, guidance, and boundaries.

Survey of Academic and Youth Outcomes-Youth (SAYO-Y): a youth survey created by the National Institute on Out of School Time (NIOST) at Wellesley College that is comprised of multiple choice, Likert scale questions that are completed by youth participants to measure their program experiences, future expectations, sense of competence, and sense of how the OST program has helped them.

Target: an indicator established to determine how successfully an organization is achieving an objective (e.g. x% of youth will improve their literacy scores by at least one grade level).

Theory of Change: describes the change that an initiative (organization, program, network, project, etc.) wishes to see in the world and its understanding of how it will contribute to that change.

Youth: an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

Youth Development: childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth.

Youth Developmental Outcomes: the results of programs, services and supports that are designed to engage youth to meet their developmental needs and refer to changes in knowledge, attitude or behavior. These outcomes have been framed into two categories:

Identity: a sense of personal well-being and connection and commitment to others.
Ability: knowledge, skills, and attitudes that prepare youth for adulthood.

Youth Participation: youth having the power to make and implement decisions, together with a share of the responsibility for the outcomes.

Youth Development (Program): childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth or a programmatic or service delivery approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their strengths.

Youth Program Quality Assessment (YPQA) ®: is a validated instrument designed to measure the quality of grades 4-12 youth programs and identify staff training needs. The PQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Youth Program Quality Intervention (YPQI): a data-driven continuous improvement model created by The David P. Weikart Center for Youth Program Quality (Weikart) that uses a rigorous, experimental design, which research finds produces a cascade of positive effects, resulting in improved program quality at the point of service.

Youth Worker or Youth Development Practitioner: an individual who works with youth to promote developmental outcomes. Youth Workers range from frontline staff to program managers who work with youth in structured, semi-structured, or unstructured settings.

Appendix 7: Sample 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: [redacted]
Dec. 23, 2011 LTR 4168C E0
[redacted] 000000 00
00017549
BODC: TE

[redacted]
WASHINGTON DC 20003-2802

019320

Employer Identification Number: [redacted]
Person to Contact: [redacted]
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/eo 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 8: Sample DCRA: Basic Business License or Charitable Solicitation License

The application can be found at
https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf

☆ ☆ ☆

GOVERNM. NT
OF THE
DISTRICT OF
COLUMBI
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

[redacted]

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

CofO/HOP#: CO116788	SSL: 0904 0869	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	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

Appendix 9: DCRA Certificate of Good Standing

The application available at: https://dcra.dc.gov/corporate-registration-information

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

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: nOsAbujx

Appendix 10: DC OTR Certificate of Clean Hands

The application available at: https://otr.cfo.dc.gov/page/online-clean-hands-application

Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

[redacted]

1022 MARYLAND AVENUE

WASHINGTON, DC 20002-5330

[redacted]

EIN : *****[illegible]

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 11: Insurance Requirements

The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Grant Manager giving evidence of the required coverage prior to commencing performance under this Agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Grant Manager. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-/VII or higher.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Grantee (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee, and not the additional insured. The additional insured status under the Grantee's Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grant Manager in writing. All of the Grantee's liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Agreement by the Grantee, or anyone for whom the Grantee may be liable. These policies shall include a separation of insured clause applicable to the additional insured.

If the Grantee maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee.

1. Commercial General Liability Insurance ("CGL") - The Grantee shall carry a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the Grant Manager in writing), covering liability for all ongoing and completed operations of the Grantee, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.

2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grant Manager in writing) including coverage for all owned, hired, borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy

3. Workers' Compensation Insurance - The Grantee shall provide evidence of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Agreement is performed.

   Employer's Liability Insurance - The Grantee shall provide evidence of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

4. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to assure compliance.

5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall maintain Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Agreement. The policy shall provide limits of $1,000,000 per claim or per occurrence for each wrongful act and $2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

6. Sexual/Physical Abuse & Molestation - The Grantee shall carry $1,000,000 per occurrence limits; $2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared limits" under a commercial general liability or professional liability policy will not be acceptable.

7. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

   All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

A. PRIMARY AND NONCONTRIBUTORY INSURANCE. The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance, or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

B. DURATION. The Grantee shall carry all required insurance for two (2) years after the Report is accepted by the District.

C. LIABILITY. Section XVII are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee’s liability under this Agreement.

D. GRANTEE’S PROPERTY. Grantee are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance.

F. NOTIFICATION. The Grantee shall ensure that all policies provide that the Grant Manager shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Grant Manager with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the Grant Manager with an updated Certificate of Insurance should its insurance coverages renew under this Agreement.

G. CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the Grant Manager.

   The Grant Manager may request, and the Grantee shall within three (3) business days provide updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of this Agreement, renewal certificates of insurance, additional insured, and other endorsements shall be furnished to the Grant Manager prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Manager on an annual basis as the coverage is renewed (or replaced).

H. DISCLOSURE OF INFORMATION. The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, contractors consultants, or servants in the performance of this Agreement.

Appendix 12: Sample Monitoring Visit Checklist

Grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, Learn24 team member must have access to the following items:

  - Signed enrollment forms with SAYO and FERPA consent
  - Supporting documents on participant attendance
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  - Certificates of Insurance
  - DC Department of Consumer and Regulatory Affairs (DCRA) Current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - DCRA current Charitable solicitation Basic Business License
  - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Fixed Asset Equipment distribution policy, loan agreement, and procedure for return of equipment
    - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
    - Field trip procedures
    - Incident reporting and resolution
    - Social distancing policies (when applicable)
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Process for handling health emergency
    - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program, if applicable
  - Accommodation
    - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
    - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment

Appendix 13: Scoring Rubric

Section 1: Program History and Staff Experience (16 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define history and mission of organization	□ Describes history and mission of organization, lacks details or clarity	□ Describes history and mission of organization in detail □ Describes why the organization chose to provide services in the proposed neighborhood	□ Details history and mission of organization □ Details why the organization chose to provide services in the proposed neighborhood □ Details specific history and experience in the neighborhood □ Details specific ways that the organization is supported by the neighborhood
□ Does not describe the key people that will deliver the program or who will manage the grant	□ Describes key personnel but lacks details □ Personnel have experience in managing funds and program successfully □ Describes how personnel relate to, have similar experiences with, or are best suited to serve the target community	□ Describes key personnel that will manage grant funds and program □ Personnel have expertise, experience, and success in managing funds and program □ Describes how personnel relate to, have similar experiences with, or are best suited to serve the target community	□ Details key personnel that will manage grant funds and program □ Personnel have expertise, experience, and success in managing funds and program and provides examples □ Details how personnel relate to, have similar experiences with, or are best suited to serve the target community and provides examples □ Details the personnel connection to the neighborhood or youth served
□ Does not describe target population □ Does not describe the needs of the target population	□ Describe target population □ Describe the needs of the target population	□ Describes target population and provides examples □ Describes the needs of the target population and provides examples	□ Details target population and matches the at-risk definition for OST funding □ Details the needs of the target population and describes how the program meets the need □ Details why program is necessary to the community, with information based on location or ward and provides evidence
□ Does not describe the organization's connection to the community	□ Describes the organization's connection to the community	□ Describes the organization's connection to the community □ Describes impact program has had on the youth and provides example	□ Details the organization's strong and authentic connection to the community □ Details impact program has had on the youth and provides examples with quantitative and qualitative evidence

Section 2: Program Description and Success (16 points) (Logic Model will be used in part for scoring)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Logic model or theory of change is unclear or not provided	□ Logic model or theory of change is clear	□ Logic model or theory of change is clear □ Describes program provided	□ Logic model or theory of change is clear, detailed, and intentionally designed □ Details of program provided

□ Does not describe the measures of success □ Does not describe any changes made based on data collected in previous years	□ Describes the organization's measures of success □ Describes some changes made based on data collected in previous years	□ Describes targets (number of youth served), goals (what the youth will achieve at the end of programming) and activities (describes what the youth will be doing) □ Describes what success is for participants □ Describes changes made based on data collected in previous years with examples	□ Details targets, goals, and activities □ Details the definition of success for participants □ Details how quality is measured □ Details changes made based on data collected in previous years with examples of how those changes affect the youth □ Details a commitment to continuous cycle of improvement through measurements such as self-assessment or external assessment, staff training, or other methods
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Describes how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community	□ Details how the organization identifies structural racism and include any examples of work done by the organization to dismantle those systems in the community □ Details opportunities provided to youth to work toward dismantling structural racism.
□ Does not describe youth involvement	□ Describes youth involvement in the program □ Describes youth leadership roles □ Describes methods organization uses to gather youth feedback	□ Describes youth involvement in the design and content of program □ Describes youth leadership roles □ Describes methods organization uses to gather youth feedback □ Describes changes implemented as a result of youth feedback	□ Details authentic youth involvement in the design and content of program and provides evidence □ Details authentic youth leadership opportunities and provides evidence □ Details methods organization uses to gather youth feedback □ Details changes implemented as a result of youth feedback and how those changes are sustained

Section 3: Budget (12 points) (Use Learn24 Program Budget Template)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe how the organization will track grant expenditures	□ Describes how the organization will track grant expenditures	□ Describes how the organization will track grant expenditures	□ Details how the organization will track grant expenditures □ Details systems/processes in place to manage and comply with the grant requirements
□ Does not provide a budget □ Does not describe the budget expenses and revenue	□ Provides a budget □ Describes the budget expenses and revenue	□ Provides a detailed budget □ Describes the budget expenses and revenue □ Describes the use of the grant dollars that align to the program activities	□ Provides a detailed and clear program budget □ Details the budget expenses and revenue with accurate math □ Details the use of the grant dollars that align to program activities
□ Does not provide a budget narrative	□ Provides a budget narrative	□ Provides a detailed budget narrative and information on other sources of funding	□ Provides a detailed budget narrative □ Budget narrative includes clarifying information regarding the sources of funding and whether the funding is secured or pending □ Details how organization will continue to program even if not funded through this opportunity