Summer 2019 Coordinating Entity Request for Proposals

RFP Release Date: October 5, 2018
Applications Due Date: November 19, 2018 by 5:00 pm

There are no mandatory meetings for this grant competition. All information is available on the United Way of the National Capital Area's (United Way NCA) website and Learn24 website. The Office of Out of School Time Grants and Youth Outcomes (OST Office) located at the Office of the Deputy Mayor for Education (DME), United Way NCA, the District of Columbia Housing Authority (DCHA) and the DC Department of Human Services (DHS) want to support successful applicants! United Way NCA and OST Office will offer opportunities for support.

To submit a proposal, email the complete proposal and attachments to United Way NCA at grants@uwnca.org. Successfully submitted proposals will receive a confirmation email upon receipt of submission. If an email is not received, contact grants@uwnca.org **within 24 hours** from the time of submission. Applications that do not receive a confirmation email will not be reviewed.

Only one proposal per organization will be accepted in response to this Request for Proposals.

Late, incomplete, paper or in-person applications will not be considered.

TABLE OF CONTENTS

SECTION A: STATEMENT OF WORK

A.1 Introduction

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.

The funds available through this Request for Proposals (RFP) will be made available through the OST Office, located in the DME, and grant awards are contingent upon the availability of funds. United Way NCA is the grantmaking partner that will award and administer these funds on behalf of the DME's OST Office. For the purposes of this grant, summer camp locations are predetermined by DCHA or DHS properties.

United Way NCA works to help all members of the community have a better life. United Way NCA focuses on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health. United Way NCA convenes people and organizations to create solutions to the region's most pressing challenges. United Way NCA collaborates with effective partners, serves as the catalyst for community change, and brings together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

Organizations do not need to be a member of United Way NCA to apply for this grant competition.

A.2 Scope

The Summer 2019 Coordinating Entity RFP invites high-performing, fiscally responsible, non-profit, youth development organizations serving children and youth to apply for this grant competition. Organizations applying must demonstrate (1) experience managing a summer camp or youth programming, (2) experience managing subcontractors or willingness to work with subcontractors and (3) ability to implement evidence based practices that support positive youth development. This RFP is being offered in partnership with DCHA and DHS. The intent of this RFP is to select coordinating entities that will manage high-quality summer camps and subcontract with grassroots entities to provide educational, social, emotional and physical health opportunities and activities for children and youth at any of the predetermined DCHA or DHS properties for children and youth ages 5-17. The OST Office will issue a Request for Applications (RFA) in November for subcontractors to apply to work with the coordinating entity.

By focusing this grant opportunity at the identified properties, the coordinating entity will be serving children and youth who are most in need or at-risk[1] and require access to high-quality, no-cost summer opportunities. In addition, the District is seeking coordinating entities that must subcontract with grassroots and community led entities to provide a rich variety of summer experiences for District children and youth.

For the purposes of this RFP, summer camp is defined as a structured, supervised learning or youth development opportunity offered to a distinct group of District children and youth during the summer months for a minimum of 8 hours per day, 5 days a week for 6 consecutive weeks.

---

[1] 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.

A.2.1 Total Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds. United Way NCA anticipates awarding a total of up to $400,000 to serve as many of the identified sites as possible. Applicants may request up to $100,000. The District maintains the right to adjust the number of grant awards and award amounts.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares children and youth to meet the challenges of childhood, adolescence and adulthood and achieve his or her full potential by offering activities and experiences that develop social, emotional, physical, cognitive and spiritual competencies. For this RFP, the term youth will be used to describe both children and youth.

Positive Youth Development (PYD) or Advancing Youth Development (AYD) 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' 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 RFP is to support organizations with the ability to coordinate high-quality summer camps that improve the educational, social, emotional and/or physical health outcomes of youth.

A.2.3 Target Population and Location

Grants will be awarded to youth development organizations serving children and youth between the ages of 5 – 17 years. Applicants must serve youth who reside in the identified DHS or DCHA community.

Applicants who have experience delivering services at public housing or temporary housing communities may receive additional points. Applicants must select a minimum of one location to coordinate services:

- The Kennedy, 5505 Fifth Street NW, Washington, DC 20011
- The Horizon, 5004 D Street SE, Washington DC 20019
- 4225 6th Street SE, Washington DC 20032
- Benning Terrace, 4450 G St SE, Washington, DC 20019
- Fort Dupont/Stoddert Terrace, 155 and 357 Ridge Rd SE, Washington, DC 20019

For the DCHA locations, youth from surrounding neighborhoods are eligible to participate as long as they are District residents.

Grantees and subcontractors may not charge a fee to any District youth attending the camp.

Applicant must serve a minimum of 30 youth during the grant period.

Applicant must ensure and maintain an adult to participant ratio of at least 1:15 at all times.

A.2.4 Summer Grant Period

The grant period will run from April 1, 2019 through August 30, 2019.

A.2.5 Camp Programming Period

Summer camp programming must take place between June 17, 2019 and August 16, 2019. Specific weeks may be determined by key stakeholders such as resident council, DCHA or DHS.

A.2.6 Camp Programming Dosage

Programs must offer combined services covering a minimum of 8 hours per day, 5 days per week for a minimum of 6 consecutive weeks during the camp programming period to the same group of youth. Priority points may be awarded for proposals that exceed the minimum dosage expectations.

A.3 Eligibility

A.3.1 Organizational Structure and Requirements

Organizations must be a 501(c)(3) non-profit organization operating for a minimum of two years at the time of submission. Applicants must submit 501(c)(3) designation letter from the Internal Revenue Service (IRS). Fiscal sponsors are not permitted for this grant competition.

Organizations must have been incorporated and registered to operate in the District of Columbia. Organizations must submit a District of Columbia Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity.

All applicants must be in good standing with IRS as evidenced by Form 990 filings, the District of Columbia as evidenced by Clean Hands Certificate, and United Way NCA as evidenced by meeting current and past grant expectations.

A.3.2 Programmatic Focus and Experience

Organizations' primary vision and focus must be on serving District of Columbia youth with intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Organizations must clearly define how the summer camp will measure and define outputs and outcomes to support youth achieving developmental outcomes.

Additionally, organizations must have demonstrated success managing youth programs at public housing or temporary housing communities and/or demonstrate the ability to coordinate youth programs at public housing or temporary housing communities. The District is seeking coordinating entities that will subcontract with grassroots and community led entities to provide a rich variety of summer experiences for our youth.

A.3.3 Operations and Finance

Organizations must have an overall overhead expense of no more than 20% of the total annual organizational budget to qualify.

As part of the proposal, the applicant must include copies of:

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) audits conducted by an independent Certified Public Accountant (CPA). The report must clearly have the name and contact information of the CPA, with Income Statements and Balance Sheets
- Pages 1-6 of 2016 and 2017 signed IRS Form 990 or IRS 990 EZ
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

A.3.4 Grant Fund Limitations

Grant funds may only be used to support youth residing in the District.

A minimum of 93% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation or educational/learning field trip expenses. No more than 7% of grant funds may be used for general operating costs, overhead or indirect costs (costs that cannot be tied directly to programming) such as audits, management salary, organizational rent and grant-writing.

A minimum of 40% of the grant amount must be used for subcontractors to provide services directly to the youth.

Grant funds may not be used for any of the following activities: serving youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff or volunteers interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; 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 or board incentives; youth cash incentives or gift cards (other than for nominal amounts); tuition, awards and scholarships; re-granting (also known as sub-granting);and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

Grant funds may not be used in conjunction with other District of Columbia government grants, such as Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP) to serve the same program and the same youth. SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving funds from DOES.

SECTION B: PROPOSAL SUBMISSION

B.1 Application Format

B.1.1 Proposal Format

Proposal narratives must be formatted as follows:

- 1 inch margins
- 11-point Times New Roman font
- Single-spaced with appropriate paragraph spacing
- Page numbers
- 12 pages or less

B.1.2 Proposal Submission

Proposal attachments must include all of the listed documents below. Do not attach any additional documents not requested; they will not be reviewed. Charts and graphs are permitted, but will count toward the total page limit:

- Cover Page (Appendix 2)
- Summer Camp Agenda (Appendix 3)
- Organizational and Programmatic Budget (Appendix 4)
- Certification (Appendix 5)
- Narrative (12 page maximum)
- IRS Determination Letter of 501(c)(3) status (Section A.3.1) (Appendix 7)
- DCRA Certificate of Incorporation (Section A.3.1)(Appendix 8)
- DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.1)(Appendix 9)
- DCRA Certificate of Good Standing (Section A.3.1)(Appendix 10)
- DCRA Basic Business License Charitable Solicitation (Section A.3.1)(Appendix 11)
- Two most recent years or FY17 and FY18 Audits including Balance sheet (also known as statement of financial position) and Income statement (also known as statement of activities) (Section A.3.1)
- Two most recent IRS Form 990 or Form 990 EZ, pages 1-6 (Section A.3.1)

B.2 Narrative (12 pages maximum including budget narrative)

B.2.1 Organization History, Capacity and Relevant Experience (20 Points)

- Describe the organization's history and mission. Describe the organization's approach and philosophy towards youth development.
- Describe the organization's expertise in coordinating and/or delivering youth development programs. Provide examples of success in coordinating and/or delivering the services.
- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements. Describe the personnel responsible for the various elements of the grant.
- Describe the organization's history of working within public housing and/or temporary housing communities.
- Clearly list which location(s) the applicant wishes to serve, why and describe any existing relationships or experience at the location selected.

B.2.2 Subcontractors (24 Points)

- Describe the organization's internal financial management controls with respect to managing subcontractor agreements.
- Describe the organization's process to manage subcontractors.
- Describe how the applicant will provide support to subcontractors to ensure all background checks and clearances for staff, contractors and volunteers are complete, in compliance and on file.
- Describe the frequency of support applicant foresees subcontractors will require on a daily basis and how the applicant plans to address the need.
- Describe any challenges the applicant foresees with subcontractors and how those issues may be resolved. Among other challenges identified, please include applicant's plan to address accident/incident reports; health and safety issues; attendance (of youth and subcontractors), budget and financial reporting concerns.
- Describe what applicant will require with respect to space, facilities or other physical requirements.

B.2.3 Details about the Summer Camp (36 Points)

Describe the responsibilities of the coordinating entity clearly with respect to program details and objectives that the applicant will provide, or if the coordinating entity will not be providing direct services to children and youth, provide descriptions of the types of programming the coordinating entity will be seeking along with adequate information on the following core components:

- Program Schedule:
  - Describe the general summer camp design include or use a chart that explains the daily schedule, covering a minimum of eight (8) hours and how said schedule will dictate the activities five (5) days a week for a minimum of six (6) consecutive weeks. The schedule can change daily or weekly, but must cover the entire time period.
  - If the coordinator will provide direct services for a portion of the camp day, describe the activities, opportunities, services, supports and projects that youth will experience and be engaged with during the that time period, including age ranges and dosage of service.
  - Describe the types of services and variety of programming applicant will be seeking from subcontractors in order to cover the necessary camp programming dosage. Note that a minimum of 40% of the programming must be provided by subcontractors.
  - Describe how the applicant plans to engage children and youth of various ages, in what types of activities and how these groups will be arranged.

- Staff and Volunteer Qualifications:
  - Describe the professional qualifications, expertise and experience of key program staff and/or volunteers that will be responsible for the day-to-day operations of the summer camp.

- Describe previous experience working with youth or other relevant areas of expertise, including as a coordinator of services.
- Describe the training, resources, or other supports the coordinator has in place to support summer staff and volunteers.

- Youth Involvement
  - Describe the role(s) youth have in contributing to the design and content of the camp or opportunities for youth leadership during camp.
  - Describe strategies of how the applicant will recruit and retain youth.
  - Provide the number and ages of youth the summer camp proposes to serve.

B.2.4 Budget (12 Points)

- Describe how the grant funds will be used and provide organization and camp budget.
- Describe in detail how the organization plans to raise money for the camp if there is a deficit (e.g., fundraising events, private donations, government initiatives, etc.). Describe any in-kind services and supports and who will provide those in-kind services and supports.
- Describe how the coordinating entity will subcontract and utilize the expertise of various grassroots organizations to enhance the programming offered at the summer camp.

SECTION C: PROPOSAL PROCESS AND SCORING

C.1 Important Dates

- Friday, October 5, 2018: RFP released
- Tuesday, October 16, 2018: Logic Model Workshop
- Wednesday, October 24, 2018: Questions submitted to grants@uwnca.org
- Wednesday, October 31, 2018: Frequently Asked Questions published
- Monday, November 5, 2018: Grant Information Session
- Tuesday, November 6, 2018: Logic Model workshop
- Tuesday, November 13, 2018: Logic Model Feedback Session
- Monday, November 19, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m. Please email completed proposals to grants@uwnca.org
- January 2019: If needed, questions to applicants to clarify proposals
- February 2019: Awards announced via email

C.1.1 Grant Technical Assistance (GTA)

Applicants are strongly encouraged to participate in any of the opportunities below:

- United Way NCA, OST Office, DCHA and DHS will hold an information session to provide an overview and answer questions related to the RFP.
  - Monday, November 5, 2018: Grant Information Session: Woodland Terrace, 2310 Ainger Place SE, Washington DC from 10:00 am – 12:00 pm
- Fair Chance will host a Logic Model workshop centered on creating program logic models
  - Tuesday, October 16, 2018 from DC 20001 from 9:00 am – 12:00 pm, click here to register
  - Tuesday, November 6, 2018 from 10:00 am – 1:00 pm, click here to register
- Fair Chance will provide direct feedback to providers who bring in completed logic models.
  - Tuesday, November 13, 2018 from 10:00 am – 1:00 pm, click here to register

C.1.2 Questions

Questions regarding the RFP must be submitted by October 24, 2018 at 5:00 pm to be included in the published Frequently Asked Questions which will be posted on the United Way NCA website by October 31, 2018 at 5:00 pm. Questions may be sent to grants@uwnca.org at any time related to this RFP.

C.1.3 Proposal Submission and Deadline

All proposals, including attachments must be submitted to grants@uwnca.org by Monday, November 19, 2018 at 5:00 pm. Successfully submitted applications will receive a confirmation email. Applications without a confirmation email, late or incomplete proposals will not be reviewed. No extensions will be granted for the submission of missing proposal components.

C.2 Review Process

C.2.1 Scoring

Each proposal will be reviewed by three (3) reviewers utilizing the scoring rubric (Appendix 14).

Applicants will be reviewed on a 112 point scale as follows:

- Organization History, Capacity and Relevant Experience (20 points)
- Subcontractors (24 points)
- Details about the Summer Camp (36 points)
- Budget (12 points)
- Hours of Programming (20 points)

In the event that any of the three reviewer scores differ by 10 points or more from the average score, a fourth review will be completed and the outlier may be discarded.

The top three ranking applicants per site will be invited for an interview. The interview panel includes key stakeholders that may include representatives from United Way NCA, DHS, DCHA, the resident council, parent, and youth. The reviewer score and the interview scores will be used to generate a final score. The District will make final award decisions based on the final score.

The District may provide additional preferences and priorities in order to make final award decisions.

C.2.2 Reviewers

United Way NCA will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school time. 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 award by late March 2019. Applicants will receive reviewer scores sheets by late March 2019.

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 United Way NCA and submit all required documents by April 2019.

D.1.2 Grantee Meetings and Activities

Grantee must complete the activities as described in the proposal for which the grantee was funded. Any deviations should be raised with United Way NCA in writing for review and approval.

Grantees are required to attend one mandatory meeting. This meeting will be held in March 2019 at a location to be determined. Successful applicants will be provided a minimum of 2 weeks' notice regarding the date and time of the meeting. This meeting will provide important information about compliance, reporting and accountability. In addition, the meeting will provide technical training, assistance, dialogue with city agencies and offices and the opportunity to learn from peers and colleagues.

D.1.3 Coordination Support

Grantees will receive Technical Assistance from The OST Office during the entire grant period including data entry, data management, program improvement and other supports as needed.

D.1.4 Training and Certification

Grantees must identify the organization's mandated reporter and ensure the certificate of completion of the mandated reporter training is on file. Certificates will be verified during monitoring visits. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. Grantees must provide the policy on how staff and volunteers are trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter.

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, in transportation and 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 Office of Human Rights for template language and assistance drafting a Bullying Prevention Policy.

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR)/First Aid training. Certificate of completion will be verified during site visits. All staff must be aware of the location of the trained CPR personnel on site.

D.1.5 Operations

Grantees will be required to add United Way NCA, DCHA and/or DHS and the Government of the District of Columbia as additionally insured for a minimum general liability coverage of $1,000,000 per occurrence and $3,000,000 aggregate with a deductible no greater than $25,000.

For DCHA specific insurance requirements, see Appendix 12. In addition, grantees will be required to complete a DCHA License Agreement.

For DHS specific insurance requirements, see Appendix 13.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, United Way NCA or the District may request the organization's invoices, vouchers, receipts, statements and/or audits. Any payment may be reduced by amounts found by United Way NCA or the District not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization by United Way NCA and an overpayment is identified, the organization shall reimburse United Way NCA or the District for said overpayment 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 sufficiently and properly reflect all revenues and expenditures of grant funds awarded by United Way NCA.

D.1.6 Data

Grantees are required to participate in research and evaluation activities commissioned by the District and United Way NCA. These activities include, but are not limited to, youth/family consent forms, collection and submission of youth/family information, required training, survey distribution and collection activities. The survey grantees will administer is an online assessment, called the SAYO-Y, to participants in 4th grade and above.

D.2 Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. United Way NCA staff will make one scheduled monitoring visit. During such visit, the organization is required to provide access to facilities, records, participants and staff, as deemed necessary by United Way NCA (Appendix 14).

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.

United Way NCA or the OST Office will make at least one unscheduled site visit during the camp period.

D.2.1 Staff and Volunteer Clearance Requirements

Grantees and subcontractors will be required to have the following background checks on all of the organization's staff and volunteers who have regular (at least once weekly) and direct access to children and youth:

- FBI background check
- Results from National Sex Offender Registry
- DC Criminal Background Check
- DC Child Protection Register (CPR Check)

Clearances must be valid through August 30, 2019. One-day visitors, guests, and volunteers that shall be at all times under the direct supervision of a staff member with appropriate clearances are exempt.

All clearances must be valid for the duration of the grant period and align with the program site requirements (DCPS, DCPCS, etc.). Current DCPS or DCPCS teachers may provide a letter verifying status of employment which should be kept on file to be viewed at monitoring visits. Employees, volunteers or contractors who are newly hired or under contract by the organization and have direct and 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, said result must be communicated to the Grantor within two (2) business days. Said staff, volunteer, or contractor involved may not have direct or unsupervised interactions with youth until the issue is resolved and communicated to the Grantee.

United Way NCA staff will request to review random personnel files during monitoring visits (Appendix 14).

D.2.2 Attendance

Grantees will be required to provide access to daily attendance/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 weekly into the Learn24 database.

D.2.3 Safety

If awarded, United Way NCA may request access to the following. See Appendix 14 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 Family Educational Rights and Privacy Act (FERPA) language
- Background Checks and Clearances for staff, volunteers or contractors
- Insurance Certificates

D.2.4 Reporting

By the start of summer camp, grantee must provide the general program schedule to United Way NCA and OST Office.

No later than the first week of camp, grantee must provide the following information and/or directly enter into the Learn24 database:

- Full name of each participant
- USI of each participant, if available
- Date of birth
- Home address
- School name and grade

Following the completion of the summer camp, but no later than September 27, 2019, grantee must provide the following information:

- Written report summarizing the summer camp, successes, challenges and general data on the outcomes achieved.

D.2.5 Financial Reporting

Grantees are required to submit an expenditure certification report along with a detailed General Ledger by September 27, 2019. The expenditure report must include the following information:

- Balance Sheet or Statement of Financial Position
- Current Period Expenditures
- Explanation of how the grant was used

Grantees shall maintain records that contain information identifying any grant awards received, any authorizations, any obligations, any unobligated balances, all assets, all outlays and all income. The records shall compare actual expenditures to the budget as well as cumulative grant award installments/payments.

Grantee must also certify that the expenditure report represents an accurate accounting of the expenses paid in conjunction with this grant, administered by United Way NCA on the behalf of the District. By certifying the expenditure report, grantee also acknowledges and consents that both the District and United Way NCA reserve the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant. Each expenditure report must be signed and certified by the Grantee's Chief Financial Officer (or closest applicable title) and by the Executive Director/Chief Executive Officer.

The Grantee shall provide United Way NCA the following records for funded expenditures through the Expenditure Reports and Program Reports, and during monitoring and site visits by United Way NCA staff, as applicable:

- Documentation of staff time;
- Documentation of all equipment, materials, supplies and travel expenses;

- Inventory records and supporting documentation for allowable equipment purchased to carry out the summer camp;
- Rationale supporting allocation of space charges;
- Any other records that support charges to the budget, and;
- A listing of all expenditures incurred during the current period.

Upon request, accounting records shall be supported by source documentation, including but not limited to, 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 United Way NCA.

D.2.6 Disbursements of Funds

United Way NCA will advance grant funds, pending the availability of funds. The initial funding advance (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. Final payment will be based on meeting reporting deadlines. Payments will be made in the following way:

- 90% of total grant award – Payment 1 (May 2019)
- 10% of total grant award – Payment 2 (October 2019 after receipt, review and approval of all reports)

SECTION E: APPENDICES

Appendix 1: Proposal Checklist

Applicants may use this checklist to ensure the inclusion of all required items and applications are organized in following order. The checklist is for each applicant's internal use only and should not be submitted.

- ☐ Proposal Cover Page (Appendix 2)
- ☐ Proposal Narrative (not to exceed 12 pages)
- ☐ Camp Budget (Appendix 4)
- ☐ Organization annual budget (any format) with narrative not to exceed two pages (Appendix 4)

Attachments

- ☐ Summer Agenda (Appendix 3)
- ☐ Certifications and Assurances (Appendix 5)
- ☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated April 1, 2017 or earlier (Appendix 7)
- ☐ District of Columbia, DCRA Certificate of Incorporation (Appendix 8) or District of Columbia Registration as Foreign Entity dated no later than April 1, 2017
- ☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated April 1, 2017 or later (Appendix 9)
- ☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated April 1, 2017 or later (Appendix 10)
- ☐ District of Columbia Basic Business License Charitable Solicitation dated April 1, 2017 or later (Appendix 11)
- ☐ Financial statements and audits or financial review report for FY16 and FY17 (Section A.2.3)
- ☐ Pages 1-6 of signed IRS Form-990 for FY16, and FY17 (Section A.2.3)

Appendix 2: Proposal Cover Page

Applicant Information

Organization Name			
Mailing Address			
Ward in which Headquarter is located			
Program location, address and Ward			
Organization Annual Budget			
Program Budget		Grant Amount Requested	

Contact Information

Name and title			
Email		Phone	

Program Information

Describe the mission and vision in 50 words or less:			
Target Age(s) and Grade(s)		Target or Special Population	
Expected number of youth impacted by program:		Proposed programming period:	
Describe the typical schedule for a daily session:			
At the end of the program, what will the children or youth have learned?			

Staff Information

Number of full-time employees:	Number of part-time employees:	Number of front line staff engaged in youth programs:
Number of AmeriCorps, Senior Corps, Vista or other service members engaged for youth program(s):	Number of volunteers engaged in youth program(s):	

Appendix 3: Summer Agenda Sample

Weekly Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30 am	BREAKFAST				
8:30 – 10:00 am	Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine				Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition
10:00 – 11:30 am	Literacy Time- delivered by our team				
11:30 – 12:30 pm	Mindfulness and/or Meditation Activity delivered by our team				
12:30 – 1:30 pm	LUNCH and RECESS				
1:30 – 3:00 pm	Sports Math Curriculum: Learning math through sports and analytics in partnership from our Math partner				
3:00 – 4:30 pm	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
4:30 - 6:00 pm	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD	
6:00 – 7:00 pm	Dinner and Recess				
7:00 – 7:30 pm	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options				
7:30 - 8:00 pm	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

The weekly agenda will be used for all six weeks of the summer camp.

Appendix 4: Sample Organization Annual Budget

Organization Operating Budget FY 18
(July 1, 2017 – June 30, 2018)

Revenue- List all sources of revenue for the program and organization in the budget such as foundations, government grants, fundraising, etc. Matching funds are not required.

Description	Projected Income	
Corporate Donations (Walmart, KPMG)	50,000	
Individual Contributions (United Way, CFC)	10,000	
Interest	136	
Community Foundation Grant	15,000	
Meyer Foundation Grant	10,000	
United Way NCA 2018 Summer Coordinating Entity	100,000	
Other Grants (more details available in the narrative)	100,000	
Program Fees	5,000	
Events	20,000	
Total Revenue	**$310,136**	

Expenses- Describe each expense such as salary and wages, fringe benefits, consultant/professional fees, travel and transportation, equipment, technology, supplies, telecommunication, and other direct costs. Program expenses should be separated from overall operating expenses.

Description	Projected Expenses	Summer Camp Grant Expense
Management and General		
Salaries (Executive Director)	60,000	In-kind
Benefits	14,400	In-kind
Administrative Supplies	2,000	
Building Expenses Rent	12,000	
Insurance	1,200	
Utilities	2,400	
Equipment	3,000	
Legal Fees	2,000	
Professional Fees	7,000	
Phone and IT Services	1,200	
Subtotal Expenses	**105,200**	
Program	All program	Summer Camp
Salaries (Program Director)	56,000	6,000
Benefits	12,000	
Clearances (Staff and Volunteers)	600	300
Program Supplies	8,000	6,000
Program Equipment	2,500	1,000
Field Trip	1,500	
Food and Meals	2,000	1,000
Subcontracts	85,700	85,700
Subtotal Expenses	**168,300**	**$100,000**
Total Expenses	**$273,500**	**$100,000**

Appendix 5: Certifications and Assurances

Authorized designee (Executive Director, Officer, etc.) please sign after each statement acknowledging you have read and agree to provide these policies if awarded funds. These policies will be reviewed and verified for compliance during onsite monitoring visits.

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 United Way NCA 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

Youth Bullying Prevention Act of 2012

I certify that the organization named in this application has a Bullying Prevention policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012 that is enforced on its property, sponsored functions, in transportation and electronic communications to youth.

Signature/Date

Staff Clearances and Requirements

In the best interest of the children and youth served, 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 Record Check, and results from the National Sex Offender Registry on file. We grant United Way NCA and/or the District access to these records at their request or during monitoring visits.

Signature/Date

Personal Assurance

I certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

Signature/Date

Appendix 6: Glossary

- **Activities:** (program activities) are the actions or events provided to generate desired outcomes.
- **Inputs:** resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities**.**
- **Dosage**: amount of time or number of activities.
- **Evidence Based Practices**: a process in which research is used to guide and inform the delivery of services.
- **Goals**: What youth will achieve at the end of programming.
- **Opportunities:** availability, situation, chance, or event for organization, staff, volunteers, or youth to participate in that may normally not be an option and is accompanied by appropriate supports and services.
- **Outcomes:** measurable, meaningful, and expected ***changes*** in the population served that result from a program's activities.
- **Outputs:** direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. Examples include number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events and guest speakers.
- **Services:** provision of resources, knowledge or goods.
- **Supports:** interpersonal relationships addressed by expectations, guidance, and boundaries.
- **Targets:** Defined, specific and measurable goal, such as number of youth proposed to serve.
- **Youth Development:** a process that prepares children and 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.
- **Youth Development Program**: a service that engages youth in a variety of social, emotional, educational, and recreational activities to promote improvements to their intellectual, behavioral, and physical well-being, consistent with a positive youth development approach.
- **Youth Developmental Outcomes:** the results of programs and supports that are designed to engage youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that youth develop in an environment that uses an asset-based approach and positive youth development.
  In the District of Columbia, the youth development outcomes have traditionally 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 Worker or Youth Development Practitioner:** an individual who works with youth to promote developmental outcomes. Youth Workers range from entry-level, direct-service staff to supervisors and program managers, and can have a focus or specialty in areas such as sports, recreation, youth development, informal education, child/after-school care, health counseling, the arts, environmental education, vocational skills training, group work, social work, probation and casework/assessment. They can work with youth in structured, semi-structured, or unstructured settings.

Appendix 7: 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 20005-2802

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: DCRA Certificate of Incorporation

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION

CERTIFICATE

THIS IS TO CERTIFY that there were received and accepted for record in the Department of Consumer and Regulatory Affairs, Corporations Division, on 10/07/1974 Articles of Incorporation of:

[redacted]

The above named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to <u>conduct its affairs</u> in the District of Columbia as of the date mentioned above.

WE FURTHER CERTIFY that the above entitled corporation is at the time of issuance of this certificate in <u>Good Standing</u>, according to the records of the Corporations Division, having filed all reports as required by the District of Columbia Nonprofit Corporation Act.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of **08/24/2011**

Business and Professional Licensing Administration

Patricia E. Grays

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Vincent C. Gray
Mayor

Tracking #: Q90RCHNA1

Appendix 9: OTR: Certificate of Clean Hands

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

Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

[redacted]

WASHINGTON, DC 20002-5330

EIN : *****[redacted]

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 10: DCRA: Certificate of Good Standing

The application can be found at: https://dcra.dc.gov/service/domestic-nonprofit-corporation

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 11: DCRA: Basic Business License Charitable Solicitation

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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

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 12: DCHA Insurance and Background Check Requirements

(i) Commercial General Liability Insurance covering bodily injury, personal injury, contractual liability and property damage, with a minimum coverage limit of $1 million per occurrence; $3 million in the aggregate; and a deductible no greater than $25,000. For those entities that currently have greater coverage limits, nothing would change.

(ii) Commercial Auto Liability Insurance covering bodily injury and property damage with a minimum coverage limit of $1,000,000 per occurrence for vehicles owned and hired by the Service Provider as well as non-owned autos (this insurance is required only if the Service Provider will be using automobiles to carry out the purposes listed in the License Agreement);

(iii) Child Molestation Coverage with a minimum coverage limit of $1 million per occurrence; $3 million in the aggregate, applicable if working with youth under the age of 18, within the coverage limits of the General Liability coverage; and

(iv) Worker's Compensation and Employer's Liability Insurance providing statutory worker's compensation coverage and minimum limits based on the number of employees and salaries of each and underwriting and statutory standards.

With respect to provisions (i) and (iii), these policies shall be endorsed to name DCHA as an additional insured.

Employee Background Checks

Prior to the provision of services, the Service Provider shall conduct background checks, at its own expense, on all employees, contract staff or volunteers working on the DCHA Licensed Premises or have contact with participants/families under this License. Service Provider shall retain in its personnel files all pertinent information with respect to background checks. This includes a good faith effort to obtain a background check from any other state in which the individual has resided during the previous three (3) years. Service Provider shall also obtain a Federal Background Check for any employee, contract staff or volunteer working on the DCHA Licensed Premises who has lived outside the District of Columbia during the previous three (3) years. Notwithstanding the above, for students and other temporary or seasonal employees whose principal residence is not the District of Columbia, Service Provider may obtain a Criminal Background Check from the principal state of residence. Copies of the background checks should be submitted to the Office of Resident Services (ORS), along with the other required documentation and shall be updated as personnel changes occur or every two (2) years.

Appendix 13: DHS Insurance Requirements

GENERAL REQUIREMENTS. The Provider at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Provider shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. 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 CO. 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. The Provider shall require all of its sub Providers to carry the same insurance required herein.

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 Provider and its sub Providers (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 Provider or its sub Providers (including without limitation the liability to pay premiums) shall be the sole obligation of the Provider or its sub Providers, and not the additional insured. The additional insured status under the Provider's and its sub Providers' 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 CO in writing. All of the Provider's and its sub Providers' 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 Statement of Work by the Provider or its sub Providers, or anyone for whom the Provider or its sub Providers may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Provider and/or its sub Providers 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 and sub Providers.

1. Commercial General Liability Insurance ("CGL") - The Provider shall provide evidence satisfactory to the CO with respect to the services performed that it carries 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 CO in writing), covering liability for all ongoing and completed operations of the Provider, including ongoing and completed operations under all subcontracts, 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.

2. Automobile Liability Insurance - The Provider shall provide evidence satisfactory to the CO 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 CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Provider, with minimum per accident limits equal to the greater of (i) the limits set forth in the Provider's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Provider shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

4. Employer's Liability Insurance - The Provider shall provide evidence satisfactory to the CO 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.
All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

5. Crime Insurance (3rd Party Indemnity) - The Provider shall provide a 3rd Party Crime policy to cover the dishonest acts of Provider's employees which result in a loss to the District. The policy shall provide a limit of $10,000 per occurrence.

6. Cyber Liability Insurance - The Provider shall provide evidence satisfactory to the Contracting Officer 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 Provider 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. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

7. Professional Liability Insurance (Errors & Omissions) - The Provider shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. 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 Provider warrants that any applicable retroactive date precedes the date the Provider 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.

7. Sexual/Physical Abuse & Molestation - The Provider shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries $2,000,000 per occurrence limits; $2,000,000 aggregate of affirmative abuse and molestation liability coverage. 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.

8. Commercial Umbrella or Excess Liability - The Provider shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Provider’s umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $1,000,000 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.

F.12.2 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.
F.12.3 DURATION. The Provider shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

F.12.4 LIABILITY. These 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 PROVIDER’S LIABILITY UNDER THIS CONTRACT.**

Appendix 14: Sample Monitoring Visit Checklist

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

- ☐ Personnel file for all staff (paid and unpaid) to verify clearances and safety requirements
  - ☐ FBI finger print and background check
  - ☐ Results from National Child Sex Offender Registry
  - ☐ DC Criminal Background Check
  - ☐ DC Child Protection Registry (CPR Check)
  - ☐ Certificate of Completion of Mandated Reporter Training
  - ☐ Certificate of Completion for AYD training
  - ☐ CPR/First Aid Certification
- ☐ Policy and procedure handbooks
  - ☐ Sign-in or attendance procedures
  - ☐ Consent forms with Family Educational Rights and Privacy Act (FERPA) language
  - ☐ Exit and pick-up procedures
  - ☐ Field trip procedures
  - ☐ Code of Conduct
  - ☐ Consent forms with Family Educational Rights and Privacy Act (FERPA) language
  - ☐ Incident reports
  - ☐ Conflict resolution/behavior management plan or procedure
- ☐ Safety
  - ☐ Emergency Plan
  - ☐ All exits and entrances are clear from obstruction
  - ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
  - ☐ Emergency contacts for youth and important health information (allergies, medications, etc.) available at the program sites and updated as needed.
  - ☐ Procedure for handling health emergencies

- ☐ Insurance
  - ☐ General Liability Insurance coverage of $1,000,000 per occurrence and $3,000,000 aggregate. Umbrella Liability may be used to supplement coverage. United Way NCA, Government of the District of Columbia and District of Columbia Housing Authority must be additionally insured.
  - ☐ Certificate of Insurance for Comprehensive Automobile
  - ☐ Child Molestation Coverage with a minimum coverage limit of $1 million in aggregate; District of Columbia Housing Authority must be additionally insured
  - ☐ Worker’s Compensation and Employer’s Liability Insurance

Appendix 15: Scoring Rubric

Section 1: Organizational History, Capacity and Relevant Experience (20 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 □ Does not describe organization's approach or philosophy towards youth development	□ Describes history and mission of organization; lacks details □ Describes organization's approach or philosophy towards youth development	□ Describes history and mission of organization in detail □ Describes organization's approach or philosophy towards youth development in detail	□ Describes history and mission of organization in detail □ Describes organization's approach or philosophy towards youth development in detail □ 100% of organization mission currently focused on serving children and youth between ages 5 to 17
□ Does not describe expertise in coordinating youth development program AND □ Does not describe organization's history of success in delivering youth programs	□ Describes expertise in coordinating youth development program OR □ Describes organization's history of success in delivering youth programs	□ Describes expertise in coordinating OR delivering youth development program	□ Describes expertise in coordinating youth development program AND □ Describes organization's history of success in delivering youth programs □ Provides strong examples of success
□ Does not cite internal capacity to manage or comply with the grant requirements	□ Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements but does not specify details	□ Cites internal capacity to manage and comply with the programmatic and financial grant reporting requirements □ Describes internal operations with financial management and expertise for delivering youth programs □ Specifies details in at least one area of programmatic or financial grant reporting	□ Describes internal capacity to manage and comply with the programmatic and financial grant reporting requirements □ Describes strong internal operations with financial management and expertise for delivering youth programs and grants management □ Specifies details in programmatic and financial grant reporting areas □ Shows a history of compliance
□ Does not describe any history of working with public housing or temporary housing communities	□ Describes history of working with public housing or temporary housing communities	□ Describes history of working with public housing or temporary housing communities □ Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities	□ Describes history of working with public housing or temporary housing communities □ Demonstrates knowledge of challenges and successes working in public housing or temporary housing communities □ Describes history of working at any of the proposed locations
□ Does not define which location the applicant wishes to serve	□ Specifies which location the applicant wishes to serve	□ Specifies which location the applicant wishes to serve □ Shares why the location is selected □ Cites existing relationship with location and residents	□ Specifies which location the applicant wishes to serve □ Shares why the location is selected, makes a strong connection and knowledge to the community; aligns to the entities mission and goals □ Cites existing relationship with location and residents

Section 2: Subcontractors (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not cite internal control to manage subcontractor agreements	□ Cites internal control to manage subcontractor agreements but does not specify details	□ Describes internal control to manage subcontractor agreements □ Specifies details in at least one area of expected subcontractor challenges and ways to manage	□ Details internal control to manage subcontractor agreements □ Specifies details in several areas of expected subcontractor challenges and ways to manage □ Shows a history of ability to manage subcontractor agreements and challenges
□ Does not describe any process to manage subcontractors	□ Describes a process to manage subcontractors	□ Describes a process to manage subcontractors □ Provides details of the process to manage subcontractors	□ Describes a process to manage subcontractors □ Provides details of the process to manage subcontractors □ Describes process to ensure subcontractors compliance and accountability
□ Does not describe how the applicant will support the subcontractor to ensure background checks and clearances are complete	□ Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete	□ Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete □ Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers	□ Describes how the applicant will collect clearances from subcontractor to ensure background checks and clearances are complete □ Describes how the applicant will assist subcontractors in obtaining clearances for all staff and volunteers □ Describes how applicant will verify that subcontractors are in compliance with the clearance expectations
□ Does not describe any support to subcontractors	□ Describes supports to subcontractors □ Describes frequency of support to subcontractors	□ Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp □ Describes the frequency of support to subcontractors that is realistic and obtainable	□ Details supports to subcontractors that are accurate and likely needed to subcontractors during the summer camp □ Describes the frequency of support to subcontractors that is realistic and obtainable □ Details the process and timeline for supporting subcontractors
□ Does not describe any foreseeable challenges with subcontractors	□ Describes one foreseeable challenge with subcontractors	□ Describes some foreseeable challenges with subcontractors □ Provides details of how applicant will address challenges □ Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed	□ Describes some foreseeable challenges with subcontractors □ Provides details of how applicant will address challenges □ Describes how accident/incident reports, health & safety issues, youth and staff attendance, budget and/or financial concerns with subcontractors will be addressed □ Describes technical assistance and training that applicant will provide to subcontractor to prevent issues and describes rationale
□ Does not describe what applicant will require from DCHA or DHS	□ Cites some needs of what applicant will require from DCHA or DHS	□ Details what applicant will require from DCHA or DHS with respect to facilities, space or other physical requirements	□ Details what applicant will require from DCHA or DHS with respect to facilities, space or other physical requirements □ Describes applicant's need regarding facilities, space or other physical requirements by providing context and connection to the program schedule

Section 3: Details about the Summer Camp (36 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
Program Schedule			
□ Does not provide camp schedule □ Does not detail the activities and what will be provided directly or subcontracted	□ Provides a camp schedule □ Describes the activities and what will be provided directly or subcontracted	□ Provides a camp schedule for the entire summer camp □ Provides a camp schedule and details which activities will be provided directly and which activities will be subcontracted □ Details how the camp will reach the targeted age groups and how camp can manage the different age groups	□ Provides a camp schedule for the entire summer camp □ Provides a camp schedule and details which activities will be provided directly and which activities will be subcontracted □ Details how the camp will reach various age groups and how camp can manage the different age groups □ Describes the dosage of service anticipated for each age group
□ Does not describe the types of services sought from subcontractors	□ Describes the types of services sought from subcontractors, but does not provide details	□ Describes the types of services sought from subcontractors and provides details	□ Describes the types of services sought from subcontractors and provides details □ Describes a variety of services sought from subcontractor □ Types and varieties of services clearly align with camp syllabus and vision
□ Does not describe plan to engage youth of various ages	□ Describes plan to engage youth of various ages	□ Details plan to engage youth of various ages □ Details types of activities various ages will be engaged in	□ Details plan to engage youth of various ages □ Details types of activities various ages will be engaged in □ Describes how the groups will be arranged and □ Plan aligns to syllabus
Staff and Volunteer Qualifications			
□ Does not describe key program staff and/or volunteer qualifications	□ Describes key program staff and/or volunteer qualifications	□ Describes key program staff and/or volunteer qualifications, expertise or experience	□ Details key program staff and/or volunteer qualifications, expertise or experience □ Describes clear connections between staff and/or volunteers and community
□ Does not describe experience working with youth	□ Describes experience working with youth	□ Describes relevant experience working with youth	□ Describes relevant experience working with youth including as a coordinator of services
'□ Does not describe training, resources or other supports for program staff and volunteers	□ Describes training, resources or other supports for program staff and volunteers	□ Describes training, resources or other supports for program staff and volunteers □ Describes a supportive environment for all staff and volunteers	□ Describes training for frontline staff and volunteers □ Describes a supportive environment for all staff and volunteers □ Describes a wrap-up meeting for all frontline staff at the end of summer camp

Youth Involvement			
□ Does not describe how youth will contribute to the design or content of the summer camp AND □ Does not describe opportunities for youth leadership	□ Describes how youth will contribute to the design or content of the summer camp OR □ Describes opportunities for youth leadership	□ Describes how youth will contribute to the design or content of the summer camp AND □ Describes opportunities for youth leadership	□ Describes opportunities for how youth will contribute to the design or content of the summer camp and provides examples AND □ Describes opportunities for youth leadership and provides examples
□ Does not describe recruitment strategies □ Does not describe retention strategies	□ Describes recruitment strategies □ Describes retention strategies	□ Describes recruitment strategies that are appropriate for a housing community □ Describes retention strategies that are appropriate and if using incentives are reasonable	□ Describes recruitment strategies that are appropriate for a housing community and provides examples □ Describes retention strategies that are appropriate and if using incentives are reasonable and provides examples □ Describes strategy for not meeting recruitment and/or retention goals
□ Does not define the number and ages of youth anticipated to serve	□ Defines the number and ages of youth anticipated to serve	□ Defines the number and ages of youth anticipated to serve □ Numbers and ages of youth aligns to overall vision of camp	□ Defines the number and ages of youth anticipated to serve □ Numbers and ages of youth aligns to overall vision of camp □ Plans to serve over 50 youth
			Section 3 Total
Enter the appropriate points based on the daily hours of programming			
			8 to 9 hours equals 4 points
			10 to 11hours equals 12 points
			12 or more hours equals 20 points

Section 4: Budget (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Did not provide a summer camp budget OR □ Did not provide an organizational budget	□ Provides a summer camp budget OR □ Details how grant award will be used AND □ Provides an organizational budget	□ Provides an accurate summer camp budget □ Details how grant award will be used specifically for the program and site and is aligned to program description and activities □ Provides an organizational budget □ Describes use of subcontractors	□ Provides an accurate summer camp budget that is reasonable for the program design and the number of youth served □ Details how grant award will be used specifically for the summer camp and is aligned to camp description and activities □ 100% of grant funds will be directly used for program expenses □ Provides an organizational budget that details how the program budget relates to the organizational budget □ Details funds and clear plan for subcontracting to leverage the expertise of grassroots organizations

□ Does not describe other sources of funding	□ Describes other sources of funding	□ Describes other sources and status of funding (secured, pending) and describes in-kind services □ Fundraising strategies are varied □ Expenses do not exceed revenue	□ Details other sources and status of funding (secured, pending) and describes in-kind services □ Fundraising strategies are varied and likely to support the summer camp □ Revenue does not include other local government sources □ Expenses do not exceed revenue
□ Did not describe ways to utilize subcontractors	□ Describes ways to utilize subcontractors	□ Details ways organization will utilize subcontractors	□ Details ways organization will utilize subcontractors □ Details how subcontractors will enhance camp programming