LEARN24
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2023 Summer Strong DC Small Nonprofit Request for Applications

RFA Release Date: November 28, 2022
Applications Due Date: January 9, 2023, 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 https://dcgov.seamlessdocs.com/f/SummerStrong2023_SNP_RFA/.or click this link. Successfully submitted applications will receive a confirmation via the browser upon receipt of submission. If a confirmation is not received, contact RFASummer23@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.

Late (at or after 5:01 pm on January 9), 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 2023 Summer Strong DC Small Nonprofit[1] RFA invites high-performing, fiscally responsible, nonprofits that focus on youth development and serve school age children and youth[2] with summer 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[3] who reside in the District of Columbia. For this RFA, the term youth will be used to describe both children and youth.

Summer programs have been shown to support academic recovery and reduce summer learning loss. The typical summer learning loss experienced in a regular year can often be reduced through participation in a summer program, especially when that program focuses on areas youth enjoy. This summer OST programs are more important than ever and will provide both social-emotional learning (SEL) and academic support. The continued impacts of COVID have exacerbated the need to provide support and academic recovery for youth most at-risk.

For the purposes of this RFA, summer programming is defined as a structured, supervised learning, and youth development opportunity offered to a distinct group of District youth during the summer months for a minimum of 5 hours per day, 5 days a week, for 5 consecutive weeks (limited exceptions may apply).

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 $300,000 in total awards.

Applicants may request up to $25,000. The OST Office maintains the right to adjust grant award and funding amounts.

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[1] Small nonprofit is defined as an organization with an organizational budget of $250,000 or less

[2] As defined by the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2–1555.01

[3] "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

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

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.

Considerations for need include family income, specific populations, neighborhood conditions, transportation issues, ages served, and the number of programs offered in the community. Organizations must be able to describe the specific community needs that the program addresses in the narrative.

The District maintains the right to provide priority points for programs located in Wards 5, 7, and 8 based on the information found through the DC Policy Center's *Needs Assessment of Out-of-School Time Programs* and Policy Studies Associates' *Voices of DC Parents and Youth on OST*.

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 youth residing in the District by the end of the program period. Learn24 strongly encourage applicants to maintain robust retention over the program period. Programs are expected to serve the same youth for 5 weeks. These funds are for a continuous 5-week program, NOT five one-week programs. If incentives are utilized to retain youth, grant funds may not be applied for these efforts.

A.2.4 Grant Period

The grant period is from May 1, 2023, through September 29, 2023.

A.2.5 Program Period

Summer programming must take place for a minimum of 5 continuous weeks between June 12, 2023, and August 26, 2023. Programming may occur at any time during the program period to meet the minimum dosage, but the weeks of programming must be continuous.

A.2.6 Program Hours

Programs must offer services for a minimum of 5 hours per day, 5 days per week, for 5 consecutive weeks to the same group of youth. The District reserves the right to provide additional points for applications that exceed the minimum programming hours. There is a possible exemption for programs that offer services for a minimum of 8 hours per day, 5 days per week, for 4 consecutive weeks assuming the program can show that this model has been used by the organization for the past several summers successfully. If applicant is awarded, this dosage may be approved at the discretion of the grant manager.

A.2.7 Program Locations

Grants are program and site-specific. Sites must be clearly described in the application. Programming may occur at any accessible and safe location in the District or outside the District. Proposed program locations must be listed on the application cover sheet.

If applying to provide services at a DC Public School (DCPS) site, the applicant must include all information in the coversheet. Applicant may request a preference for a particular location, but locations cannot be guaranteed. DCPS locations may be assigned and are based on the school district's needs. Applicants will have an opportunity to accept or to decline the location if it is assigned. Additional information and documentation may also be requested by DCPS.

If applicant is offering to provide services at a DCPS Summer School site, the programming weeks, hours, and youth will be as determined by DCPS. Hours are typically from 12:00 – 5:00 pm. The specific needs of each location will be determined by DCPS. Applicants may be asked to provide programs at a DCPS school that was not requested in the application. Applicant interviews may also be requested.

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 Summer Strong DC Grant Competitions, however; applicants are only eligible to receive one Summer Strong DC 2023 OST grant award, with the exception of a Summer Strong DC Coordinating Entity grant.

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 at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS) (Appendix 8). Fiscal sponsors are not permitted for this RFA.

In addition, the applicant must be in good standing with the IRS by supplying two (2) years of the most recent Form 990 filings. The OST Office has the right to review the IRS website for confirmation of the filings.

Applicant must be incorporated and registered to operate in the District of Columbia and be in good standing as evidenced by currently valid:

i. Department of Consumer and Regulatory Affairs (DCRA) Basic Business or Charitable Solicitation License (Appendix 9)
ii. DCRA Certificate of Good Standing (Appendix 10)
iii. Office of Tax and Revenue (OTR) Clean Hands Certificate (Appendix 11)

If the applicant is a prior Learn24 grantee, the applicant must be in compliance 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 years. Applications must clearly define how the program measures and defines outputs and outcomes to support youth in achieving developmental outcomes. A logic model or theory of change is required to supplement the narrative and does not count toward the narrative page limitation.

A.3.3 Finance

The District supports fiscally responsible organizations. Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded.

In order to qualify for this grant competition, the organization must have an organizational budget of $250,000 or less. The organization's annual overhead expenses, or indirect costs, should not exceed 30% of the total budget. Organizations may not receive more than $50,000 in any fiscal year from the District without providing a recent audit or financial review, completed within the past 2 years, conducted by an independent Certified Public Accountant (CPA).

The applicant must include copies of:

1. Current fiscal year Balance Sheet and Profit/Loss Statement
2. Last two (2) years of IRS Form 990, 990EZ, or 990N and any schedules filed
3. Board approved organization budget
4. Program budget

   Organizations may submit an audit or financial review conducted by an independent CPA, but one is not required to apply for this grant unless the organization will receive more than $50,000 in the fiscal year.

   If an audit of financial review is unavailable, the organization must show evidence that a CPA is retained and under contract to perform the audit or financial review. The agreement must include the name and contact information of the CPA, scope of work, and date the report is anticipated to start and be completed. Grant funds may be withheld if the audit or financial review is not provided.

A.3.4 Grant Fund Limitations

Grant funds may only be used to support youth with a primary resident within the District of Columbia.

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

Applicant may not subcontract more than 40% of grant funds. The use of subcontractors must be provided in the budget narrative.

A.3.5 Program Expenses

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

A minimum of 80% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, program equipment, curricula, program evaluation, educational/learning field trip expenses, staff time; expenses related to procuring background checks; staff time related to data entry, reporting, 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 grantee does not have a NICRA, the de minimus indirect rate is 20%. Indirect funds may be used for general operating costs, overhead or indirect costs (costs that cannot be directly associated with programming) such as audits, organizational rent, management salary, and grant-writing.

Program budget must be provided in the Excel Learn24 budget template provided. A prerecorded training is available for any organization experiencing challenges with the template.

SECTION B: APPLICATION SUBMISSION

B.1 Application Submission Checklist

Applications and attachments must be submitted by Monday, January 9, 2023, at 5:00 pm. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed.

Submissions with any missing application attachments are considered incomplete and will not be reviewed. The application will not be reviewed if applicant fails to submit all required documents or does not meet eligibility requirements. 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.

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

This 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)
☐ Summer Camp Program Budget
☐ 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)
☐ Summer camp agenda or schedule
☐ IRS Determination Letter of 501(c)(3) non-profit organization dated January 9, 2022 or earlier
☐ OTR Clean Hands Certificate dated within the past year or between January 9, 2022 and January 9, 2023

☐ DCRA Certificate of Good Standing dated within the past year or between January 9, 2022 and January 9, 2023
☐ DCRA Basic Business License, currently valid, and will be renewed timely if it will expire before September 29, 2023.
☐ One year of the most recently completed Income Statement (Profit/Loss Statement) and Balance Sheet
☐ One year of the most recent audit, financial review, or CPA engagement letter (optional)
☐ One year of the most recently completed 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 following 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. The actual budget calculations may be separate documents 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 are permitted and 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 this neighborhood, and how the organization is supported by the community.
- Name key personnel and describe their ability to deliver the program as proposed, manage the grant funds, and submit grant reports. Describe their experience working with DC children and youth, and their ability to manage the grant.
- Describe the successes and challenges of the program. Describe the impact the program has had on children and youth in the neighborhood with supporting stories, data, or numbers.
- Describe how the organization identifies structural racism and methods used to dismantle those systems.

B.2.3 Program Description and Success (20 Points) (Agenda and Logic Model will also be used to score this section)

- Define the target population, and how the program meets the needs of the target population.
- Describe the program, and how the organization measures success. Include targets, goals, and activities, and how the organization defines success for participants.
- Describe the activities, opportunities, services, supports, and projects that youth will experience, and be engaged with during the program period and align to the agenda provided.
- Explain how the key program personnel are best suited and qualified to serve the target population, including experience and authentic connection with the specific community served. Examples may include staff that were once program participants or are longtime community members.
- Describe youth's involvement, and role(s) in contributing to the design and content of the program or opportunities for youth leadership.

B.2.4 Budget (8 Points) (Board Approved Organization Budget and Program Budget will also be used to score this section)

- 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.

- 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

- Monday, November 28, 2022: RFA released
- Wednesday, December 7, 2022: Grant Information Session
- Wednesday, January 4, 2023: Last day that questions may be submitted to RFASummer23@dc.gov
- Friday January 6, 2023: Last day that answers will be published
- Monday, January 9, 2023: Completed applications due electronically to Seamless Docs (linked here) by 5:00 p.m.
- January 2023: If needed, questions to applicants to clarify applications
- March 2023: Awards announced via email

C.1.1 Grant Technical Assistance

- Grant Information Sessions: Learn24 will host an information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate.
  - Wednesday, December 7, 2022 from 10:30 am – 12:00 pm, click here to participate

- Budget Template Training: A prerecorded budget template training can be accessed here.

- 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 RFASummer23@dc.gov. Questions and answers will be published beginning December 14, 2022. Once published, the questions and answers will be updated regularly as questions are received. Responses to questions will be provided through the document within 72 hours of receipt, except on weekends. Questions and answers can be found at here.

C.1.3 Application Submission and Deadline

Applications and attachments must be submitted by Monday, January 9, 2023, at 5:00 pm, click here or visit https://dcgov.seamlessdocs.com/f/SummerStrong2023_SNP_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 scoring rubric. (Appendix 14) The panelist will provide a consensus score that is used by the District 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 (20 points)
- Budget (8 points)

In the event that the three reviewer scores have a standard deviation of 10 or more, a fourth review will be completed and the initial score with the greatest difference from the mean will be discarded.

The reviewer scores will be used to calculate a final score that is then used to rank applications. The scores and ranks are used by the OST Office to make final award determinations. The District may provide additional points for priorities to ensure equity across the District. Additional points will be awarded consistently and objectively based on information supplied in the application.

Each application may be additionally reviewed by members of DME, OST Office, and/or DCPS. Selection of applicants will be based on the scores received, information provided in the narrative, and the programming described therein. If applicant is requesting a DCPS site, the specific needs of each location as determined by DCPS. The agenda, logic model, financial, and organizational information will also be taken into consideration. Applicant interviews may be requested.

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 and summer programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using a scoring rubric.

C.2.3 Notification Process
All applicants will be notified via email about the status of the award by March 2023. Applicants will receive reviewer scores sheets in April 2023. Applicants should ensure RFASummer23@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 the OST Office and submit all required documents by May 2023.

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 writing for review and approval by the OST Office, prior to being implemented.

A minimum of one (1) mandatory meeting will be held during 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.

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. 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 compliance procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy at Bullying.Prevention@dc.gov. Grantees information may be shared with OHR.

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At least one (1) person per physical site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion 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 and Insurance

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 12)

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 and 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 data entry of youth surveys.

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer once to participants in 4th grade and above, if appropriate. 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) may make a minimum of one scheduled and one unscheduled monitoring visit. During such visits, the organization is required to provide access to facilities, records, virtual programming modules and live sessions, as well as participants, and staff, as deemed necessary. (Appendix 13)

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.

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, and contractors 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) <u>and</u> signed affidavit one-year after the initial CFSA CPR check is completed,
- Federal Bureau of Investigation (FBI) criminal background check <u>and</u> signed affidavit one-year after the initial FBI check,
- Metropolitan Police Department (MPD) criminal background check <u>and</u> signed affidavit one-year after the initial MPD check, and
- National Sex Offender Registry (NSO) <u>and</u> signed affidavit one-year after the initial NSO check.

One-day visitors, guests, and volunteers shall always be 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, and 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 weekly 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, unless a lower ratio is required by the District.

D.2.4 Safety

If awarded, District may request access to the following. (Appendix 13 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 sheets
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA) language and SAYO-Y, if applicable
- Incident reports,
- Safety and security virtual protocols, and
- Certificates of Insurance

D.2.5 Program Reporting

At the program start, grantees must enter the following information into the Learn24 database (Cityspan):

- Confirmed list of all program site(s)
- General program schedule
- Days, weeks, and hours of programming

No later than the second week of programming and throughout the grant period, the grantee must enroll participants 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 a written program report. Report 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.

If Grantee receives federal funds, additional reporting may be requested at any time by the Office of the State Superintendent or by the U.S. Department of Education.

D.2.6 Finance and Financial Reporting

Grantees must have active accounts and profiles in the DC Vendor Portal and Ariba eSourcing system.

Grantees shall maintain all financial records related to the grant award.

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 Payment 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, optional template (one page per program)

Appendix 4: Board Approved Organization Budget Example

Appendix 5: Program Budget Example on Learn24 Template (required Template can be found here)

Appendix 6: Summer Camp Agenda Sample

Appendix 7: Glossary

Appendix 8: Sample IRS Determination Letter 501(c)3 Status: Tax Exempt Form

Appendix 9: Sample DCRA Basic Business License or Charitable Solicitation License

Appendix 10: Sample DCRA Certificate of Good Standing

Appendix 11: Sample OTR Clean Hands

Appendix 12: Insurance Requirements

Appendix 13: Sample Monitoring Visit Checklist

Appendix 14: 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 information must be submitted online.

Applicant Information

Organization legal name:		
Employer Identification Number (EIN):		
Street address:		
Has the 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 Summer 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)		
Is the program specifically targeting any special populations?	☐ English Language Learner (ELL) ☐ Special Needs ☐ All Boys ☐ All Girls ☐ LGBTQ+ ☐ Homeless ☐ Public Housing ☐ Foster Care ☐ Other:____________________	Expected number of unduplicated District youth who will be directly served by 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:	
At the end of the program, what will the children or youth have learned?			
Does the program use an evidence-based intervention?			☐ Yes ☐ No

Request to Program at DCPS
Complete this section. Summer school partners would provide afternoon enrichment programs for K to 5th grade students.

<table>
<tr><td colspan="3">Are you interested in partnering with DCPS to provide afternoon enrichment programming as part of its elementary summer school programming? ☐ Yes ☐ No
(if answer is no, the remainder of this section can be left blank)</td></tr>
<tr><td colspan="3">Is there an existing relationship with a DCPS school that organization would like to continue this summer?

☐ Yes ☐ No</td></tr>
<tr><td>If yes, which school(s)? List all DCPS sites with an existing relationship.</td><td></td><td>Is organization willing to hold program at a site that DCPS has identified as high need which may or may not be an official summer school location?

☐ Yes ☐ No</td></tr>
<tr><td colspan="2">Do you have any geographical or school preferences? If so, state the name and the Ward for each</td><td></td></tr>
<tr><td colspan="3">Does organization have a letter of support from the principal(s) of all sites listed? (Not required upon application but will be needed once partnership is established)
☐ Yes ☐ No</td></tr>
</table>

The template below is also for informational purposes. All information must be submitted online.

Program Location Information:

<table>
<tr><td>Program location 1 name:</td><td colspan="3"></td><td>Is this a DCPS facility?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>Street address: (if applicable, ensure SE, SW, NE, NW is provided.)</td><td colspan="3"></td><td>Floor, apartment, or suite #</td><td></td></tr>
<tr><td>City:</td><td></td><td>State:</td><td></td><td>Zip code:</td><td></td></tr>
<tr><td>Ward:</td><td colspan="5">☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8</td></tr>
<tr><td>Program location 2 name:</td><td colspan="3"></td><td>Is this a DCPS facility?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>Street address: (if applicable, ensure SE, SW, NE, NW is provided.)</td><td colspan="3"></td><td>Floor, apartment, or suite #</td><td></td></tr>
<tr><td>City:</td><td></td><td>State:</td><td></td><td>Zip code:</td><td></td></tr>
<tr><td>Ward:</td><td colspan="5">☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8</td></tr>
<tr><td>Program location 3 name:</td><td colspan="3"></td><td>Is this a DCPS facility?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>Street address: (if applicable, ensure SE, SW, NE, NW is provided.)</td><td colspan="3"></td><td>Floor, apartment, or suite #</td><td></td></tr>
</table>

City:		State:		Zip code:	
Ward:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8				

The checklist is provided to assist applicant to ensure all required documents are collected and available before submission. The checklist is for applicants use and should not be submitted.

☐ Cover Sheet and Program Locations to be submitted online

☐ Application Narrative (6 pages maximum)

☐ Summer Camp Program Budget

☐ 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)

☐ Summer camp agenda or schedule

☐ IRS Determination Letter of 501(c)(3) non-profit organization dated January 9, 2022 or earlier

☐ OTR Clean Hands Certificate dated within the past year or between January 9, 2022 and January 9, 2023

☐ DCRA Certificate of Good Standing dated within the past year or between January 9, 2022 and January 9, 2023

☐ DCRA Basic Business License, currently valid, and will be renewed timely if it will expire before September 29, 2023

☐ One year of the most recently completed Income Statement (Profit/Loss Statement) and Balance Sheet

☐ One year of the most recent audit, financial review, or CPA engagement letter (optional)

☐ One year of the most recently completed Form 990, 990EZ, or 990N and any schedules filed

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

LEARN24.DC.GOV

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

Program and Mission statement (note the target population, audience served and what you hope 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)	Activities (Program Opportunities for Kids)	Outputs (Result of Program Activities)
Inputs 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, curricula, Volunteers, and Research.	**Activities** (program activities) are the actions or events provided to generate desired outcomes. You should also 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** 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.

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.

Short Term Outcomes (Awareness, Knowledge, Attitude)

Outcomes 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 you desire 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 you desire 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.

Appendix 4: Board Approved Organization Annual Budget Example

Organization Operating Budget
(January 1 – December 31, 2023)

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	
		Cafritz Foundation Grant	15,000	
		Meyer Foundation Grant	10,000	
		Learn24 – Summer 2023 Grant	25,000	
		Other Grants (description provided in the narrative)	100,000	
		Program Fees	5,000	
		Events	20,000	
		Total Revenue	**$235,136**	

Appendix 5: Program Budget Example on Learn24 Template

Kids Camp For All

Expense	Description and Explanation of calculation	Costs
Program Personnel		
Salaries - Employees only		
Program Manager	Oversees summer camp, prepares agenda, and reports $40/hr 20 hours for 2 weeks and 40 hours for 6 weeks	$11,200.00
Program Staff	3 youth development workers that will provide camp program $25/hr 40 hours for 6 weeks	$18,000.00
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)		
Yoga 4 Life	Summer camp services provided by MOU for 2 hours daily for 6 weeks	$10,000.00
Name of Contractor	Brief description of contract/agreement & amount charged to grant	
Supplies and Materials		
Learning materials (curricula, books, kits, etc.)	STEM kits for 90 youth at $50/kit	$4,500.00
Supplies (pencils, pens, paper, etc.)	Brief description, calculations (include # needed for youth), describe how prorated	
Equipment		
Expense Name	Brief description, calculations, describe how prorated	
Travel		
Off site learning	Brief description, calculations, describe how prorated	
Transportation	2 buses for weekly field trips for 6 weeks at $1,000/each	$12,000.00
Staff Travel	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	3 months of rent (total annual cost $60,000)	$15,000.00
Utilities	Brief description, calculations, describe how prorated	
Telecommunication	Brief description, calculations, describe how prorated	
Equipment	Brief description, calculations, describe how prorated	
Insurance	3 months of insurance (total annual cost $12,000)	$3,000.00
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	
Indirect Costs	Up to 10% de minimus rate or approved NICRA rate	$7,000.00
	TOTAL	$73,700.00

Appendix 6: Summer Camp Agenda Sample

Week Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30	BREAKFAST				
8:30 – 9:00	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
9:00 – 10:00	Literacy Time- delivered by our team				
10:00 – 10:15	Mindfulness and/or Meditation Activity				
10:15 – 11:15	Sports Math Curriculum: Learning math through sports and analytics				
11:15 – 12:15	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	Computer Programming or Building Robots	Web Design or Computer Literacy Classes	
12:15 – 1:00	LUNCH and RECESS				
1:00 - 2:00	Dance or Dodgeball	Visual Arts – TBD	Dance or Dodgeball	Visual Arts - TBD	
2:00 - 3:00	Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options				
3:00 - 3:30	Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase				

Literacy Time Syllabus

Objective: Scholars will select a book of their choice to read. Scholars will complete the "Story Map and Movie Trailer to display at the summer end showcase.

Time	Goals	Sample Activities
Week 1	Selection of Book: Three Cups of Tea (Read up to chapter 3) or Nothing But the Truth (Read Chapter 1)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group's discussions.
Week 2	Three Cups of Tea (Read up to chapter 9) or Nothing But the Truth (Read Chapter 5)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group's discussions.
Week 3	Three Cups of Tea (Read up to chapter 13) or Nothing But the Truth (Read Chapter 13)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, drafting Story Map
Week 4	Three Cups of Tea (Read up to chapter 18) or Nothing But the Truth (Read up to Chapter 15)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, finalizing story map and start video production
Week 5	Three Cups of Tea (Read up to chapter 22) or Nothing But the Truth (Read up to Chapter 19)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and group discussions, finalize video production.

The remaining items on the schedule are contracted services and details are unavailable at this time. We are happy to share it if awarded.

Appendix 7: 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 Program Quality Intervention (PQI).

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 8: 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 9: 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

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 10: 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

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS · DISTRICT OF COLUMBIA · CORPORATIONS DIVISION

Muriel Bowser
Mayor

Tracking #: nOsAbujx

Appendix 11: 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]

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 12: 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 13: 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 14: Scoring Rubric

Section 1: Program History & 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	□ Clearly describes history and mission of organization □ Describes why the organization chose to provide services in the proposed neighborhood □ Describes specific history and experience in the neighborhood □ Describes 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 in detail key personnel that will manage grant funds and program □ Personnel have expertise, experience, and success in managing funds and program	□ Describes in detail key personnel that will manage grant funds and program □ Personnel have expertise, experience, and success in managing funds and program and provides examples
□ Does not describe the successes and challenges of the program □ Does not describe outcomes	□ Describes successes and challenges of the program □ Describes program outcomes	□ Details successes and challenges of the program □ Describes program outcomes and provides some evidence	□ Clearly describes successes and challenges of the program and cites examples □ Clearly describes program outcomes and history of success with quantitative and qualitative evidence
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Details how the organization identifies structural racism □ Describes how the organization is working toward dismantling those systems	□ Details how the organization identifies structural racism □ Includes examples of work done to dismantle those identified systems in the community

Section 2: Program Description and Success (20 Points) (Logic Model and Agenda will be used to score this section)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe target population □ Does not describe the needs of the target population	□ Describe target population □ Describe the needs of the target population	□ Details target population and provides examples □ Details the needs of the target population and provides examples	□ Describes target population and matches the at-risk definition for OST funding □ Describes the needs of the target population and describes how the program meets the need □ Describes why program is necessary to the community, with information based on location or ward and provides evidence

□ Does not describe the program □ Does not describe the measures of success	□ Describes the program □ Describes the organization's measures of success	□ Describes the program □ 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 success for participants	□ Describes a quality program □ Details targets, goals and activities □ Details success for participants □ Describes how quality is measured
□ Does not provide agenda □ Does not describe activities, opportunities, services, supports and projects	□ Provides agenda □ Describes some activities, opportunities, services, supports or projects that youth will experience	□ Provides agenda □ Details activities, opportunities, services, supports or projects that youth will experience □ Describes clear alignment between the syllabus and the youth experiences	□ Provides a detailed agenda □ Details meaningful activities, opportunities, services, supports or projects that youth will experience □ Describes clear alignment and rationale between the syllabus and experiences □ Describes clear alignment between the syllabus, the youth experiences and shows how these connect to past successes for participants
□ Does not describe the program personnel's authentic connection to youth	□ Describes the program personnel's authentic connection to youth	□ Details the program personnel's authentic connection to youth	□ Details the program personnel's authentic connection to youth and why they are best suited to serve the population □ Provides examples of members of program staff that have authentic connection to youth
□ Does not describe youth involvement.	□ Describes youth involvement in the program □ Describes youth leadership roles	□ Details youth involvement in the program □ Details youth leadership roles	□ Describes authentic youth involvement in the program and provides evidence □ Describes authentic youth leadership opportunities and provides evidence

Section 3: Budget (8 points) (Board approved organization budget and program budget will be used to score this section)

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	□ Details how the organization will track grant expenditures	□ Describes how the organization will track grant expenditures □ Describes 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	□ Provides a detailed budget narrative □ Budget narrative includes clarifying information regarding the sources of funding and whether the funding is secured or pending □ Describes how organization will continue to program even if not funded through this opportunity