

Request for Application at DC Housing Authority and/or Department of Human Services Sites - Summer 2019



The Government of the District of Columbia (the District) is committed to supporting District children and youth in preparing for a bright future. In service of that commitment, the District is seeking to build and support strong organizations that can provide children and youth with a high-quality summer camp experience. On October 5, 2018, the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME), in partnership with United Way of the National Capital Area (United Way NCA) issued a Summer 2019 Coordinating Entity Request for Proposals (RFP).

The RFP, mentioned above, will identify Coordinating Entities that will organize a full service summer camp experience for children and youth at select locations. These Coordinating Entities are required to subcontract with community based grassroots businesses to provide educational, social, emotional, and physical health opportunities and activities for children and youth. The Coordinating Entities will be selected by February 2019. This Request for Application (RFA) is being released in an effort to assist the Coordinating Entities in selecting high-quality subcontractors (vendors). This application is for any vendor interested in providing direct programming for children and youth ages 5 -17 with an engaging, fun and educational camp experience at select DC Housing Authority (DCHA) sites and DC Department of Human Services (DHS) short term family housing sites.

The DCHA sites are:

- Lincoln Heights, 400 50th Street NE, Washington DC 20019 in Ward 7
- Woodland Terrace, 2310 Ainger Place SE, Washington DC 20020 in Ward 8
- Benning Terrace, 4450 G Street SE, Washington DC 20019 in Ward 7
- Fort Dupont/Stoddert Terrace, 155 and 357 Ridge Road SE, Washington DC 20019 in Ward 7

The DHS sites are:

- The Kennedy, 5505 Fifth Street NW, Washington DC 20011 in Ward 4
- The Horizon, 5004 D Street SE, Washington DC 20019 in Ward 7
- The Triumph, 4225 6th Street SE, Washington DC 20032 in Ward 8

Vendors may request to offer programming to a specific age group or target population but must describe the population they wish to serve. Applicants must ensure and maintain an adult to participant ratio of at least 1:15 at all times. Deadline to apply is Thursday, January 31, 2019 at 5:00 pm.

Vendors will be selected based on information supplied in this application. Vendors will be notified by April 30, 2019 if selected. Vendors may apply to offer the same program (e.g. same curriculum, content or activity) at multiple locations with one application. A separate application is required for additional programs.

Vendor Eligibility

- If selected, applicant must provide copies of business registration, or be able to become registered to do business in the District. In order to become registered to do business in the District of Columbia, applicants will need:
 - DCRA Corporate Registration or Foreign Corporation Certification,
 - DC Office of Tax and Revenue (OTR) Clean Hands Certificate, and
 - Basic Business License
- Maximum gross revenue or income may not exceed \$250,000.
- Fiscal agents are not eligible to apply.

Vendor Expectation

- Vendors must offer services for at least two hours (120 minutes) per day, 5 days a week for a minimum of six consecutive weeks between June 18, 2018 and August 17, 2018. Specific camp weeks will be determined by the Coordinating Entity and the specific vendor hours will be negotiated directly with the Coordinating Entity.
- Vendors may not charge families or youth to participate in programs. All programs must be offered free of charge.

- Vendors must collect daily attendance and submit to the Coordinating Entity.
 - Vendors must find qualified substitutes to fill any absences; substitutes must submit valid clearances before working directly with youth.
 - Vendors must be 18 years of age or older.
 - Vendor's staff will be expected to attend a free training and/or orientation prior to the start of camp.
 - Vendor's staff who will interact directly with youth must complete all of the following clearances prior to the start of camp:
 - Federal Bureau of Investigation (FBI) fingerprint background check;
 - Metropolitan Police Department (MPD) background check;
 - National Sex Offender Registry Check; and
 - Child and Family Services Agency (CFSA) Child Protection Register.
- The OST Office will subsidize certain background checks to the extent available and only to Vendor staff in attendance at the time of the orientation.
- Organizations must maintain and be able to provide documentation related to the grant for five (5) years after the final payment.
 - If any of the expectations are not met, the Coordinating Entity may withhold payment.

Vendor Payment

- Vendors will enter into an agreement with the Coordinating Entity, and not the District, to provide services and receive reimbursement.
- Vendors will be paid for direct programming and reimbursed for approved supplies. Vendors must submit an invoice (template will be provided, if needed) with description of services, expenses, and actual receipts for reimbursement. Copies of receipts will not be accepted.
- Invoices must be submitted directly to the Coordinating Entity at least every two weeks.

Information Sessions

Note that vendors can attend any session regardless of the location they are applying to program.

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

- Wednesday, December 18, 2018 2:00 pm – 4:00 pm at The Kennedy – 5505 5th Street NW, Washington DC 20011
- Wednesday, January 9, 2019 6:00 pm – 7:30 pm at Woodland Terrace – 2310 Ainger Place SE, Washington DC 20020

Demographic

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

DCHA Locations:

	Lincoln Heights	Woodland Terrace	Benning Terrace	Fort Dupont Stoddert Terrace
Youth Under 18	361	283	333	284
Youth Ages 0 – 5	63	57	75	55
Youth Ages 6 – 12	154	123	127	122
Youth Ages 13 – 17	144	103	131	107

DHS Locations

	The Kennedy	The Horizon	The Triumph
# of Family Units	45	35	50

Other Relevant Information

- All organizations, businesses and individuals are eligible to apply.
- Vendors may apply for up to \$10,000 per application.
- Vendors may employ Mayor Marion S. Barry Summer Youth Employment Program (SYEP) youth. Learn more about how to register to become an eligible employer [here](#).
- Programming may take place off-site but description of how campers will be transported safely must be described.
- Vendors may be asked to program at a community different from the one requested.

Checklist for Submission

- Cover Sheet
- Response to Experience Questions – No more than three (3) pages
- Two Letters of Support
- Budget
- Business Documentation
 - Copy of first page of 2017 tax return **OR** 2017 IRS Form 990
 - Copy of DC OTR Clean Hands Certificate

Questions

Submit questions at any time to:
Debra Eichenbaum, Grants Management Specialist
Office of Out of School Time Grants and Youth Outcomes
Email: debra.eichenbaum@dc.gov Phone: 202-478-5913

Submit by January 31, 2019

Email complete applications and attachments or drop-off hard copies to:
Debra Eichenbaum, Grants Management Specialist
Office of Out of School Time Grants and Youth Outcomes
Office of the Deputy Mayor for Education
The John A. Wilson Building
1350 Pennsylvania Avenue NW, Suite 307
Washington, DC 20004
Email: learn24@dc.gov

Cover Sheet

I. Vendor Information

Legal Name				
Mailing Address				
Zip		Ward		Website
Check the community you hope to serve (more than one is permitted):				
<input type="checkbox"/> Lincoln Heights	<input type="checkbox"/> Woodland Terrace	<input type="checkbox"/> Benning Terrace	<input type="checkbox"/> Fort Dupont/Stoddert Terrace	<input type="checkbox"/> The Kennedy
<input type="checkbox"/> The Horizon	<input type="checkbox"/> The Triumph			
Business License in the District of Columbia - DCRA		If no, will applicant require technical assistance to register for Business License		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

II. Contact Information

Name			
Email		Phone	

III. Program Information - If selected as a vendor, information in this section may be shared with children, youth and families for recruitment and marketing of the camp.

Describe the program in 50 words or less. This description should be geared towards children and youth.			
Target Age(s)		Target Population	
Minimum number of students per session		Maximum number of students per session	
Will the programming take place on-site or off-site? Please explain. If off site, please describe transportation plan.			
Briefly describe or list the typical agenda for a daily session (2 hours).			
At the end of summer camp, what will the children or youth have learned as a result of the program?			

Attachments

A. Experience Questions – Please answer the following questions in three (3) or fewer pages.

1. Describe your program’s history and/or describe your history working with the communities identified or the broader community or neighborhood, if any.
2. Who are the key people that will deliver the program? Describe their experience working with youth and why they would be a good fit to be part of the summer camp schedule.
3. How many years has the program been offered and describe past successes and challenges. Describe the impact the program has had on children and youth.
4. Describe how your program recruits and retains participants and why the children and youth remain engaged with your program for the entire summer.
5. Describe resources, facilities, and space requirements you may need for the program such as sink, computer lab, electrical outlets, field space, etc.

B. Letters of Support

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

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

An example budget is provided for knitting and crocheting program.

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

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

- Copy of first page of 2017 tax return for individuals and businesses **OR**
- Copy of 2017 IRS Form 990 for non-profit organizations.