



## Fiscal Year 2019 Grantmaking Partner Request for Proposals

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RFP Release Date: May 9, 2018  
Applications Due Date: June 11, 2018 by 3:00 pm

The Office of Out of School Time Grants and Youth Outcomes located in the Office of the Deputy Mayor for Education is coordinating this Request for Proposals. All proposal information will be available on [Learn24.dc.gov](http://Learn24.dc.gov).

To submit a proposal and attachments, complete the online form available at [Learn24.dc.gov](http://Learn24.dc.gov).

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

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# SECTION A: STATEMENT OF WORK

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## A.1 Scope

The Government of the District of Columbia (the District) is committed to supporting students in preparing for a bright future. In service of that commitment, the District seeks to award and support the equitable distribution of grants to diverse organizations that provide children and youth with high-quality out-of-school time (OST) programming. To make that possible, the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME), works with an external grantmaking partner that will award and administer funds on behalf of the OST Office. The OST Office, with guidance from the Commission on Out of School Time Grants and Youth Outcomes (OST Commission), is responsible for deciding the purpose and priorities of each grant competition.

The purpose of this Request for Proposals (RFP) is to identify one grantmaking partner that will work with the OST Office to award subgrants to non-profit organizations that provide youth development services to district children and youth ages 5 - 21. The grantmaking partner works at the direction of the OST Office and releases the various grant competitions, collects and monitors submissions, helps to recruit, train and support grant reviewers, works directly with the subgrantees on grant agreements, financial reports, and disbursement of grant payments. In addition, the grantmaking partner will provide quarterly reports to the OST Office that include, but are not limited to, general, compliance, programmatic and financial information from both the grantmaking partner and the subgrantees. The grantmaking partner must be able to provide timely reports and information, occasionally within 24 hours to meet requests from City Council, Mayor's Office or DME.

The OST Office, utilizing the grantmaking partner's templates and processes, will take the lead on drafting the RFPs, questions and answers, communication emails and other documents as needed. The grantmaking partner may provide guidance and thought partnership along the way. Ultimately, the final decision on all grants awards will be made by the District.

In Fiscal Year 2019 (FY19), the DME anticipates several grant competitions totaling \$11.7 million, pending the availability of funds and City Council approval and adoption of the FY19 budget.

Grant competitions are conducted twice per fiscal year, pending availability of funds. The first grant cycle is for school year funding that is usually released in March with grant agreements starting in August. The second grant cycle is for summer funding that is usually released in November with grant agreements starting in April of the following year. The OST Office reserves the right to issue additional competitions during the grant period with approval of the grantmaking partner.

### A.1.1 Knowledge

The grantmaking partner must understand youth development and should have knowledge of youth development organizations in the district. The grantmaking partner must demonstrate knowledge of underserved and under-resourced communities and the value of direct service providers. The partner must have the ability to support basic capacity building needs of youth development organizations through meetings, trainings, one to one conversations and other innovative supports.

### A.1.2 Grant Period

The grant period is from July 15, 2018 through September 30, 2019. Successful applicants will be funded for two (2) additional years (three-year grant award period), subject to the availability of funds and an internal determination regarding the performance of the grantmaking partner.

### **A.1.3 Grantee Reporting**

The grantmaking partner will provide quarterly reports regarding distribution of grant funds and administrative costs, subgrantee compliance with grant agreements, and summary of site visits. Twice per year, the grantmaking partner must submit programmatic reports related to subgrantees.

The grantmaking partner must be able to respond to requests from City Council, Mayor's Office or DME within 24 hours or less and provide information that may include updates on grants, subgrantees, applicants and youth.

### **A.1.4 Subgrant Administration Expectation**

#### **(a) Grant Process**

The OST Office is committed to an objective and transparent grant process. For each grant competition, the grantmaking partner will:

- Issue the RFPs
- Electronically collect proposals and attachments
- Organize and host the technical assistance sessions
- Write responses to questions and publicly post responses related to each grant competition
- Recruit, screen, train and accept qualified volunteer grant reviewers
- Verify conflicts of interest of grant reviewers
- Prepare proposals to be reviewed
- Supply reviewer scores to the OST Office for the District to determine award amounts
- Send anonymous reviewer comments and score sheets to applicants with determination letter
- Provide feedback sessions to applicants
- Issue grant agreements
- Host mandatory subgrantee meetings
- Conduct at least one site visit and ensure compliance with grant fund requirements

#### **(b) Financial Management of subgrantees**

The OST Office will work within the grantmaking partner's financial requirements for awards, including the need for audits or financial reviews. However, the OST Office seeks a grantmaking partner that will consider making awards to fiscally responsible organizations that provide high quality programming that may not have audits.

It is the responsibility of the grantmaking partner to ensure District dollars are used within District guidelines. The grantmaking partner will be responsible to disburse funds to subgrantees on an agreed upon disbursement schedule. It is the responsibility of the grantmaking partner to collect financial documentation to ensure proper use of District dollars and to submit quarterly reports on all grant funds to the District. As needed, the grantmaking partner must provide clear guidance to subgrantees and offer technical assistance to ensure compliance.

The grantmaking partner may only award and administer funds on behalf of the OST Office consistent with the OST Commission's strategic plan.

#### **(c) Subgrantee Programmatic Reporting**

Subgrantees will be expected to use or upload information into the Learn24 database. Grantmaking partner must ensure that subgrantees complete a data sharing agreement with the District. This will include information on the organization, the program, scheduling, youth enrollment and attendance. The grantmaking partner will work with the OST Office to ensure subgrantees are meeting the programmatic reporting requirements.

The grantmaking partner will provide parameters to all subgrantees for mid-year and year end reports that must be submitted for School Year grants. Summer subgrantees are required to provide one report. The grantmaking

partner will submit quarterly reports (see Section D.1 for more details) to the OST Office with all relevant data as well as provide an annual status report related to all grants, pursuant to legislation.

**(d) Communication to Subgrantees**

The OST Office and the grantmaking partner will work closely together to provide coordinated communications to the community, OST subgrantees and applicants on a variety of issues including RFP releases, talking points, one-pagers, press releases, grant competition announcements, grantee management, database requirements, and professional development opportunities.

## **A.2 Eligibility**

### **A.2.1 Organizational Structure and Status Requirements**

Applicants must be a 501(c)(3) organization operating for a minimum of (5) five years at the time of submission. The grantmaking partner must have a proven track record of success in grant-making with at least two years of experience managing grant competitions in excess of \$2,000,000.

The grantmaking partner must have been incorporated and registered to operate in the District of Columbia. The grantmaking partner must provide Clean Hands documentation and be a registered non-profit entity in the District of Columbia.

The grantmaking partner must have a proven track record of success in grantmaking. Applicant may not provide OST programming and may not be a grantee of Fiscal Year 2018 OST funds.

### **A.2.2 Finance**

The grantmaking partner and subgrantees shall maintain and be able to provide documentation related to all District funds for five (5) years after submission of the final payment. At any time before final payment and five (5) years thereafter, the District of Columbia may request the organization's invoices, vouchers, receipts, financial statements and/or audits and other related documentation.

The grantmaking partner 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.

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

- The organization's two most recent audits performed by an independent Certified Public Accountant (CPA).
- Pages 1-6 of the two most recent signed IRS Form-990
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

### **A.2.3 Budget**

Applicant must submit a proposed administrative budget and costs associated with the administering of the OST grants. This proposed administrative cost should include details of the grantmaking partner's annual expenditures regardless of the variability of District funds available for granting. Reviewers should be able to calculate future administrative costs despite fluctuations in grant dollars. Expenses cannot exceed 10% of the total grant award and a minimum of 90% of the grant must be used to award subgrants to nonprofit organizations that provide out-of-school time programs. This section of the narrative will be given priority points.

# SECTION B: PROPOSAL NARRATIVE

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## B.1 Application Format

### B.1.1 Proposal Package

The proposal must contain all of the requested documents to be reviewed or considered.

Proposal narratives should be formatted as follows:

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

Proposal attachments should include:

- The organization's two most recent audits performed by an independent Certified Public Accountant (CPA)
- Pages 1-6 of the two most recent signed IRS Form-990
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation
- Current Organizational Budget
- Proposed staffs' resumes and/or position descriptions
- Do not attach any additional documents not requested as they will not be reviewed

## B.2 Narrative (10 pages maximum)

The use of tables, graphs or charts are permitted in the narrative and will count towards the narrative page limit. All answers must be written in the following order and answered within the specific section.

### B.2.1 Organization History and Relevant Community Experience (8 points)

- Describe the organization's history and mission..
- Describe the organization's history of managing subgrants.
- Describe the organization's knowledge of the DC OST landscape and what makes the applicant the best grantmaking partner.

### B.2.2 Fiscal and Administrative Management (20 Points)

- Describe the organization's ability to manage annual grant awards of over \$10 million dollars.
- Describe how the organization's proposed financial documentation requirements will support funding fiscally responsible organizations of various sizes.
- Provide resumes for key staff responsible for the work and/or position descriptions.
- Describe the organization's ability to submit required reports and, if requested on short notice, supply information requested by the District government.
- Describe the organization's ability to collaborate with the OST Office on strategic communication with various stakeholders that include applicants, grantees, grant reviewers and the media.
- Provide detailed proposed administrative costs for all expenses related to administration of the grant funds.

### **B.2.3 Subgrantee Management and Technical Support (16 points)**

- Describe the organization's ability to collect, track, monitor, and ensure subgrantee compliance with grant requirements from application to final disbursement.
- Describe how the organization will recruit, train and support grant reviewers.
- Describe if and how the organization has incorporated or will incorporate youth voice into the grantmaking process.
- Describe how the organization will provide grant technical assistance to applicants, reviewers and subgrantees and the types of assistance considered. Also describe any such past technical assistance provided.

## **SECTION C: PROPOSAL PROCESS AND SCORING**

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### **C.1 Important Dates**

- Monday, May 9, 2018: RFP released on Learn24.dc.gov website
- Friday, May 18, 2018: Submit questions to [Learn24@dc.gov](mailto:Learn24@dc.gov)
- Friday, May 25, 2018: Questions and answers will be available on Learn24.dc.gov
- Monday, June 11, 2018: Completed proposals due electronically by 3:00 pm
- June 2018: If needed, questions to applicants to clarify proposals
- July 2018: Awards announced via email

#### **C.1.1 Questions**

Questions regarding the RFP must be submitted by Friday, May 18, 2018 at 5:00 pm. All questions and answers will be posted on Learn24.dc.gov by Friday, May 25, 2018 by 5:00 pm.

#### **C.1.2 Proposal Submission and Deadline**

All proposals, including attachments, must be submitted to Learn24.dc.gov by Monday, June 11, 2018 at 3:00 pm. Successfully submitted applications will receive a confirmation email within 24 hours. Late or incomplete proposals will not be reviewed. Only those applicants who receive a confirmation email can expect their application to be reviewed. No extensions will be granted for the submission of missing proposal components.

### **C.2 Review Process**

#### **C.2.1 Scoring**

Each proposal will be reviewed by three reviewers utilizing the scoring rubric. (Appendix 1)

Applicants will be reviewed on a 33 point scale as follows:

- Organization History and Relevant Community Experience (6 points)
- Fiscal and Administrative Management (15 points)
- Subgrantee Management and Technical Support (12 points)

A review panel will conduct blind reviews and score proposals. Final awards will be based on the rubric.

#### **C.2.2 Reviewers**

Reviewers will be District employees who have a background and knowledge of grantmaking. All reviewers will be screened for conflicts of interest and will be impartial and objective.

#### **C.2.3 Notification Process**

All applicants will be notified via email about the status of the proposal by July 2018. Applicants will receive reviewer scores sheets upon request.

#### **C.2.4 Awards**

All funding decisions are final and are not subject to review, appeal or protest.

## **SECTION D: SUCCESSFUL GRANTMAKING PARTNER**

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### **D.1 Requirements If Awarded**

#### **D.1.1 Reporting**

Grantmaking partner is required to undergo an annual audit and submit **quarterly** reports. The quarterly reports must include the following information:

- Progress and results for all ongoing grant competitions
- Payment summaries
- Programmatic findings
- Site visit documentation
- Grantee communication
- Trainings or technical assistance provided
- Grantmaking partner successes and challenges
- Financial accounting reports of grants
- Financial accounting reports for grantmaker regarding use of the administrative fee including but not limited to:
  - Documentation of staff time and summary of work completed;
  - Documentation of all equipment, materials, supplies and travel expenses;
  - Inventory records and supporting documentation for allowable equipment purchased to carry out the grants process, and;
  - Documentation of organization's financial health.

Grantmaking partner acknowledges and consents that the District reserves the right to audit all records and/or request written substantiation for all expenditures made that are charged to the grant.

#### **D.1.2 Legislative Annual Report Requirements**

The grantmaking partner will be required to submit an annual status report. The annual report must include the following information:

- Detailed information about the subgrantee
- A description of the specific services provided to youth
- The name of the entity providing the services to youth
- The location of services and demographic profile of service recipients
- The amount of grant funds dedicated to programmatic costs and the amount dedicated to other expenditures

#### **D.1.3 Compliance Meetings**

The OST Office will work closely with the grantmaking partner through regular communication, meetings and reports. The grantmaking partner will also work closely with The Institute for Youth Development on quality, trainings and professional development.

## SECTION E: CERTIFICATIONS AND ASSURANCES

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

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### **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 the Office of Personnel Management's Combined Federal Campaign Operations.

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Signature/Date

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### **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.

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Signature/Date

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### **Personal Assurance**

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

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Signature/Date

Name of Applicant: \_\_\_\_\_

**Section 1: Organizational History & Relevant Community Experience (6 points)**

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Excellent (3 points)	Reviewer Score
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not define history and mission of organization</li> <li><input type="checkbox"/> Does not describe organization's history of managing a portfolio</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes history and mission of organization; lacks details</li> <li><input type="checkbox"/> Describes organization's history of managing a portfolio</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes history and mission of organization in detail</li> <li><input type="checkbox"/> Details organization's history of managing a diverse portfolio of small and large organizations</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not provide rationale for why organization is the best grantmaking partner for this work</li> <li><input type="checkbox"/> Does not describe knowledge of the OST landscape in DC</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes why organization is the best grantmaking partner for this work</li> <li><input type="checkbox"/> Describes basic knowledge of the OST landscape in DC</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes why organization is the best grantmaking partner for this work</li> <li><input type="checkbox"/> Describes how organization will improve grantmaking</li> <li><input type="checkbox"/> Provides evidence for grantmaking improvements</li> <li><input type="checkbox"/> Details extensive knowledge of OST in DC</li> </ul>	
<b>Section 1 Total</b>			<b>0</b>

**Section 2: Fiscal and Administrative Management (15 points)**

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Excellent (3 points)	Reviewer Score
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe organizations ability to manage grant awards of \$10 million annually</li> <li><input type="checkbox"/> Does not describe the financial documentation required from grant applicants</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes organizations ability to manage grant awards of \$10 million annually</li> <li><input type="checkbox"/> Describes the financial documentation required from grant applicants</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details organizations ability to manage grant awards of \$10 million annually</li> <li><input type="checkbox"/> Shows history of at least 2 years of managing grants funds of over \$5 million annually</li> <li><input type="checkbox"/> Details how organizations of various sizes will be able to receive grant funds</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not provide resumes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides current resumes or position descriptions of key personnel</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Majority of current staff has 5 years of relevant experience OR</li> <li><input type="checkbox"/> Position descriptions provided seek highly qualified staff</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe the ability to submit required reports</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the ability to submit required reports</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details ability to turn reports around quickly</li> <li><input type="checkbox"/> Describes five years of history of providing similar documentation</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe process or methods of collaboration with OST Office</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes process or methods of collaboration with OST Office</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details process or methods of collaboration with OST Office</li> <li><input type="checkbox"/> Details strategy for ways to improve collaboration</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not describe how the administrative costs will be applied</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how the administrative costs will be applied and costs are 10%</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Details how the administrative costs will be applied and costs are less than 10% of total grant funds</li> </ul>	

## Section 3: Subgrantee Management and Technical Support (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Excellent (3 points)	Reviewer Score
<input type="checkbox"/> Does not describe the organization's ability to support subgrantee requirements	<input type="checkbox"/> Describes the organization's ability to support subgrantee requirements	<input type="checkbox"/> Details the organization's ability to support subgrantee requirements including collection, tracking, monitoring and compliance <input type="checkbox"/> Details history of organization's ability to support subgrantee requirements	
<input type="checkbox"/> Does not describe strategies to recruit, train or support grant reviewers	<input type="checkbox"/> Describes strategies to recruit volunteer grant reviewers <input type="checkbox"/> Describes strategies to train grant reviewers <input type="checkbox"/> Describes strategies to support grant reviewers	<input type="checkbox"/> Details strategies to recruit, train and support volunteer grant reviewers <input type="checkbox"/> Details successes, challenges and ideas to improve the process <input type="checkbox"/> Describes history of use of panel reviewers	
<input type="checkbox"/> Does not describe how the organization incorporates youth voice in grantmaking	<input type="checkbox"/> Describes how the organization plans to incorporate youth voice in grantmaking	<input type="checkbox"/> Describes how the organization currently incorporates youth voice in grantmaking <input type="checkbox"/> Shows history of incorporating youth voice in grantmaking	
<input type="checkbox"/> Does not provide a plan for providing grant technical assistance to applicants, reviewers and subgrantees	<input type="checkbox"/> Provides a plan for providing grant technical assistance to applicants, reviewers or subgrantees	<input type="checkbox"/> Provides a detailed plan for providing grant technical assistance to applicants, reviewers and subgrantees <input type="checkbox"/> Shows history of technical assistance provided	