

Request for Application OST Programs for Essential District Workers During a Public Health Emergency



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) continue to support District children and youth during the coronavirus (COVID-19) public health emergency. In service of that commitment, the District is releasing a grant opportunity to current grantees to support full day OST programs.

The District anticipates awarding up to \$250,000 in total awards. Applicants may request up to \$30,000 for each group as described below. The OST Office maintains the right to adjust the number of grant awards and award amounts.

A group is defined as eight children, two adults, and one on-site supervisor (or Point of Contact). The applicant must be able to support up to three groups in one location. The program must be able to serve school aged children (ages 5-13). The OST program must be open Monday through Friday from 7:30 am – 6:00 pm. Locations of services will be at a pre-determined DCPS building, other District managed building, or applicant's own facility. Applicant cannot offer programming locations at private homes or residences.

OST programs at a pre-determined DCPS or District building will have the following services provided:

- Breakfast and lunch for students;
- Custodial services and enhanced cleaning of the general facilities; and
- Security services.

Applicants will not have the ability to select the locations.

Applications will be accepted on a rolling basis through **Monday April 6, 2020 at 5:00 pm**. Grant decisions will also be made on a rolling basis. The application must be completed, and all documentation emailed to Learn24@dc.gov.

The OST program will not be advertised publicly. All services will be provided to children and youth of essential employees working for District government, health care facilities, and emergency personnel. There will be no recruitment of youth permitted as all providers will receive referrals. No additional youth may be present at the OST program location.

Grants may be awarded to applicants who:

1. Provide a list of specific staff names, define the staff roles and responsibilities, and include a comprehensive staffing schedule and plan that can accommodate up to three groups at one location.
2. Describe program protocols or practices that support social distancing, enhanced cleaning within the classroom, and define policies of what to do with potential illness of staff or participants.
3. Demonstrate the ability to offer a full day program that includes academic support and enrichment, either through organization or partnership.
4. Describe daily schedules for children of various ages 5 -13.
5. Provide a clear and concise budget.

Eligibility

- OST grantee must have submitted all previously required financial and programmatic reports to United Way NCA and the OST Office;
- Have existing insurance that has United Way NCA and District of Columbia, a municipal Corporation, or Department of General Services listed as additionally insured, if providing services at a DCPS or District building;
- Fiscal Year 2018 audit conducted by an independent Certified Public Accountant (CPA).
- Have a current partnership agreement with DCPS or if applicant is offering programming at their own facility, they must identify and hire an appropriate company to perform enhanced cleaning protocols.
- All staff that will interact directly with children and youth must have all of the following clearances uploaded in the Learn24 database:
 - 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

Scope of Work and Expectation

- One main Point of Contact (POC) on site, per location at all times (two individuals may be rotated in this role, but this must be communicated in the application).
- Provide a full day OST program that offers academic support and enrichment activities.
- Ensure that there are no more than eight (8) school age children or youth in one room.
- Maintain an adult to participant ratio of at least 2:8 at all times.
- Services must be provided Monday to Friday (with the option for weekend or evening hours if needed and if budget allows) from 7:30 am – 6:00 pm.
- Program must implement enhanced cleaning protocols regularly throughout the day.

Grant Distribution

The full amount of the grant will be awarded within 30 days of a fully executed grant agreement.

Grant Reporting

At the completion of the grant period, grantee must submit an Expenditure Report and a final narrative report.

Questions

Submit questions to:

Debra Eichenbaum, Grants Management Specialist

Office of Out of School Time Grants and Youth Outcomes

Email: debra.eichenbaum@dc.gov or call 202-478-5913

Timeline

Applications accepted on a rolling basis. Incomplete or unclear applications will not be considered. Applications must be submitted to Learn24@dc.gov by **April 6, 2020 at 5:00 pm** to be considered.

Application – Email application and all supporting documents to Learn24@dc.gov.

Additional attachments to support responses below will be accepted.

I. Applicant Information

Organization Name			
Is organization a registered School Program Provider with DCPS <input type="checkbox"/> Yes <input type="checkbox"/> No	Grant Request Amount:		
If applicant will use their own facility, provide the address.			
List the name and contact information of contractor that will perform enhanced cleaning protocols of the general facility.			

II. Contact Information

Name			
Email		Phone	

III. Program Information

Describe the ability to offer a full day program that includes academic support and enrichment, either through organization or partnership.
Provide a daily schedule and flow of the OST program to support academic and enrichment activities for participants ages 5-13.
Describe how the program will implement additional social distancing, enhanced cleaning protocols throughout the day, and the process to be followed in the case of suspected illness in both staff and youth.
Provide a list of names of all personnel for the OST program, the proposed schedule and hours, and define each role.

IV. Documentation Required

- Fiscal Year 2018 (FY18) Audit or Financial Review conducted by an independent Certified Public Accountant (CPA). The report must have the name and contact information of the CPA
- Current Insurance listing United Way NCA and District of Columbia, a Municipal Corporation, or Department of General Service as additionally insured

V. Budget

Provide a program budget similar to the one below that describes the expenses.

Description of Expenses	Calculation/Justification	Total
Staff Hours	4 staff x 7 hours a day x 5 days x 5 weeks x hourly rate 1 POC x 12 hours x 5 days x 5 weeks x hourly rate	
Cleaning Supplies		
Program Supplies (Pens, pencil, crayons, journals, etc.)	16 youth x justify the rate	
Indirect costs (not to exceed 10%)		
	Total	

ATTACHMENT A: Final Report

Final Report

Grantee Name	
Person Submitting Report	
Email	
I certify that all information contained in this report is true and accurate to the best of my knowledge and belief.	
_____ Signature and date	
Program Information	
Total number of youth served	
Describe any challenges or obstacles encountered and describe how the organization responded to the challenges	