

*Creative Arts for  
COURT-INVOLVED YOUTH  
Mini-grant competition  
Service Coalition  
DYRS Achievement Centers*

Request for Applications FY19

RFA Release Date: Friday, October 19, 2018

Application Submission Deadline: Monday, November 19, 2018 at 4:00PM EST

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

**Deadline for Notice of Intent to Apply: Friday, November 2, 2018**

<b>Optional Pre-Application Technical Assistance Workshop Details</b>
November 1 from 10:00 AM to Noon
Location: Progressive Life Center, 1933 Montana Ave NE, Washington, DC 20002
RSVP is required for Pre-Application Technical Assistance Workshop

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# *Part I: Overview and Background*

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## **DYRS Mission**

The Department of Youth Rehabilitation Services (DYRS) mission is to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment, consistent with public safety.

## **DYRS Vision**

To provide the nation's best continuum of care for court-involved youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support.

## **DYRS Service Delivery**

DYRS is focused on aligning its programs and accountability mechanisms to the Positive Youth Justice (PYJ) framework.<sup>1</sup> PYJ is aimed at helping youth succeed, thereby reducing the chances that they will commit another offense. The agency is committed to meeting the developmental needs of youth, building on youth assets and potential, utilizing youth as resources, and creating partnerships with youth to generate positive, sustainable change—all while engaging parents and families, promoting intergenerational connectivity, reducing the likelihood of re-offending, and aiding with successful transition into the community.

DYRS provides the vision, youth care coordination, and oversight for the Community Programming Initiative service delivery models. Services and programs for this mini-grant are aimed at providing activity-based services to youth at the DYRS Achievement Centers. All programs, services, and providers selected are monitored by DYRS' Capacity Building and Administrative Partner grantee the Progressive Life Center (PLC).

## **Capacity Building and Administrative Partner - PLC**

PLC is a leader in providing and managing youth and family-centric services in the fields of Juvenile Justice, Child Welfare, and Behavioral Health. The organization was founded in 1983 to provide counseling and treatment services to troubled youth and families. PLC has been working with DYRS (and its predecessor YSA) for over 35 years, enhancing services to court-involved youth and families. Since 2009, PLC has served as a partner in various capacities to DYRS, whose responsibilities for community-based programming has included: recruiting, selecting, managing, compensating, and evaluating the Service Coalition providers to ensure that they deliver high-impact services to young people. PLC works closely with the Service Coalition providers, providing supportive administrative oversight, and delivering targeted technical assistance that helps providers solve internal challenges and improve service delivery for youth and families.

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<sup>1</sup> Positive Youth Justice (PYJ) focuses on the specific developmental needs of young people involved in the juvenile justice system. The PYJ framework was published in 2010 by a team of researchers led by Dr. Jeffrey Butts at the John Jay College of Criminal Justice in New York City. The framework establishes two key assets for court-involved youth: (1) learning/doing; and (2) attaching/belonging, and the goal is to develop these two assets within six core developmental domains: work, education, health, relationships, community and creativity.

## ***History***

In July 2014, DYRS opened its first Achievement Center with the intention of expanding and strengthening the continuum of programming to committed youth at its headquarters. DYRS opened its second Achievement Center in Southeast DC in March 2016. The opening of its second Achievement Center allowed the agency to expand its reach of drop-in center programming and supports for youth and families. The Centers empower court-involved youth through programs grounded in PYJ that foster career development, life skills, creativity, and healthy living. Consistent with PYJ, the Centers provide new experiences and opportunities for positive engagement that may not otherwise be available to the youth and families served.

Designed as a safe space for youth, the Achievement Centers provide drop-in center activities, as well as structured programming and classes. Moreover, the Achievement Centers seek to serve as a bridge between youth, families, and the community through outreach, engagement and other supportive services. The Achievement Centers also host several events throughout the year for youth and families, including job fairs, family nights, guest speakers, and community forums.

This grant competition welcomes applications from high-performing, non-profit and for-profit youth-serving organizations in Washington, DC that provide youth and families with opportunities consistent with the drop-in center nature of The Achievement Centers.

## ***Purpose and Goals***

The purpose of this Request for Applications is to announce funding for programs and services for Achievement Center-based programming for court-involved youth and families.

PLC, as a grantee of and in partnership with DYRS, invites local organizations to submit proposals for high quality programs and services that will provide the experiences, skill-building opportunities, supports, resources and enrichment activities that assist youth in reaching their personal goals and developmental milestones. PLC is seeking up to (7) providers to join the Service Coalition in Fiscal Year 2019 (“FY19” extends from October 1, 2018 – September 30, 2019).

The Community Programming Initiative serves as a bridge between youth, families, and the community through outreach, engagement and other supportive services by implementing the service delivery models with the following three objectives in mind:

- 1.** To advance the rehabilitation of DYRS youth by connecting them to services, supports, and resources that help them reach their goals and developmental milestones;
- 2.** To enhance public safety by engaging youth in positive, developmentally appropriate, and structured activities that complement and enhance DYRS’s methodologies for the care and supervision of young people; and
- 3.** To create safer and stronger communities that support youth and families by investing directly in local organizational and human resources that are accessible and dedicated to strengthening young people and their families.

Positive Youth Justice (PYJ) promotes the development of court-involved youth in six core areas, known as the PYJ domains. The following table illustrates the PYJ domains and the typical activities or experiences that support growth in each domain.

## SIX POSITIVE YOUTH JUSTICE PRACTICE DOMAINS

<b>Work</b>	<b>Relationship</b>	<b>Health</b>
<ul style="list-style-type: none"> <li>• Job Experience</li> <li>• Apprenticeships</li> <li>• Job Preparedness</li> <li>• Income and independence</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Conflict Resolution</li> <li>• Family systems</li> <li>• Intimacy and support</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity</li> <li>• Diet and nutrition</li> <li>• Behavioral health</li> <li>• Lifestyle and sexuality</li> </ul>
<b>Education</b>	<b>Community</b>	<b>Creativity</b>
<ul style="list-style-type: none"> <li>• Literacy</li> <li>• Credentials</li> <li>• Learning skills</li> </ul>	<ul style="list-style-type: none"> <li>• Civit engagement</li> <li>• Community leadership</li> <li>• Service</li> </ul>	<ul style="list-style-type: none"> <li>• Personal expression</li> <li>• Visual arts</li> <li>• Performing arts</li> </ul>

The Service Coalition providers will be selected by in many of the key areas illustrated above.

### ***Core Functions and Scope of Duties***

DYRS established core functions, processes, and policies to support the implementation of an effective continuum of community and Achievement Center-based services that reflect and embody PYJ principles. The Community Programming Initiative is delivered through a partnership relationship among DYRS, the Administrative Partner, and service providers. The core functions that guide the work of the Community Programming Initiative and each of the partners are listed below. Applicants are encouraged to carefully review the detailed information on the specific roles and responsibilities of the Service Coalition within each of these areas, presented in Appendix B, prior to completing the application.

1. Establish and maintain a continuum of community-based services tailored to the needs of DYRS youth and families
2. Support case planning, care coordination and ongoing case management
3. Create and maintain data-driven programmatic management practices and processes
4. Promote continuous learning and capacity building
5. Ensure fiscal and financial stewardship
6. Support effective communications and advocacy
7. Ensure risk management
8. Measure overall impact

In addition to the core function, the selected Service Coalition members will be expected to adhere to all standard operating procedures and PLC/DYRS policies related to the Community Programming Initiative, which are provided in the grant award package to selected providers.

***Award Period***

Applicants must provide a budget that outlines a full year of service for fiscal year 2019 (October 1 – September 30), but applicants should note that the final award may be pro-rated based on the actual timeframe the grant is awarded for, since the award will be granted after the start of the fiscal year calendar.

***Availability of Funding for Awards***

Program awards and duration are based on agency needs and the availability of funds. The award allocation for all program and service providers under this mini-grant for Achievement Center-based services is up to

***Anticipated Number of Awards***

It is anticipated that DYRS will select one grantee to join the Service Coalition. There is up to \$150,000 available for award. Award numbers and amounts are subject to change based on the availability of funds.

# *Part II: Service Coalition Requirements*

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## ***Eligible Organizations/Entities***

Any public or private, community-based non-profit agency, organization or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

## ***Pre-Award Interview***

Highly ranked applicants who are recommended for funding by an evaluation panel may be selected for a pre-award interview. The decision to interview an applicant rests solely and finally with the PLC and DYRS.

## ***Client Services Tracking and Reporting System***

The Service Coalition is required to enter key data daily into the DYRS case management system, called FAMCare. In FAMCare, DYRS records, tracks, and reports enrollment into services, youth attendance, youth activities, youth outcomes achieved, or milestones reached, and other important information relevant to the treatment and success of each young person. Grantees will be asked to enter data into the system, as well as submit related reports for data validation and substantiation.

## ***Service Coalition Training and Program Implementation***

The Service Coalition will be required to attend training sessions prior to the launch of programming. These training sessions are designed to ensure that all providers are equipped with the knowledge and tools to successfully comply with grant requirements and understand DYRS' Positive Youth Justice framework. The goal is to prepare providers for program implementation and working with youth, as well as provide more detailed information around program operation and administrative requirements under the grant.

## ***Reporting***

During the course of the grant, PLC requires a number of reports and regular submission of information to ensure the grantee is:

- 1) properly using grant funds,
- 2) making progress in carrying out its proposed functions and responsibilities, and
- 3) meeting data collection and reporting requirements.

The successful applicant will be required to provide monthly program narrative and financial reports in a prescribed format to PLC. In addition, the grantee will be required to track:

- (1) attendance at meetings or trainings held for the Service Coalition,
- (2) the number of youth serviced,
- (3) the number and type of youth outcomes achieved in each service area, and
- (4) achievements in program goals and objectives.

A final report is required at the end of the grant period.

## ***Specific Service Areas and Payment Structure Details***

For Service Coalition members selected for Achievement Center programming, providers are paid on a monthly basis through a mixed fee for service and cost reimbursement model for services delivered. A detailed budget narrative for each proposed cost for Achievement Center-based proposals must be completed and attached to the application. Details for the budget narrative requirements are found in Appendix A.

Applicants should also note that DYRS grant funds are NOT meant to serve as an organization's sole source of funding. Due to the nature of referrals and other factors, we cannot guarantee a certain payment amount to any provider. Furthermore, no payments under a grant may be made until the Notification of Grant Award is signed on behalf of PLC and the grantee.

# *Part III: Application Submission Requirements*

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## *Notice of Intent to Apply Requirement*

All applicants must submit a Notice of Intent to Apply (NOIA) regardless of attendance at the Pre-Application Technical Assistance Workshop. A template for the Notice of Intent to Apply can be found at <http://www.progressivelifecenter.org/dyrs-rfp/>. Applicants must complete and submit this form via email to the PLC Grants Administrator at [PLCRFP@plentu.org](mailto:PLCRFP@plentu.org) by Friday, November 2, 2018 at 5:00 PM (EST).

## *Application Packet Format*

Please review the instructions carefully. All applicants are required to follow the format described below.

- Submit one original and three copies (four total application packets).
- Use 12-point font (Times New Roman, Georgian, Courier, or Arial) and 1-inch margins.
- Separate each copy of the proposal with binder clips. Do not staple or paper clip proposal pages.
- Honor the total page limit: up to 15, double-spaced pages.
- Pages must be numbered.

**Please note:** Attachments requested within the proposal will not count toward the page limits.

**The sections below are required components of the application.**

## *Table of Contents*

The table of contents should list major sections of the proposal with quick reference page indexing.

## *Abstract*

The abstract should concisely describe the applicant's ability, experience and approach to the service delivery proposed with an overview of the key elements such as goals, objectives, overall approach (including target populations worked with and significant partnerships), anticipated outcomes/products, and time frames. It should not exceed 1 page. The abstract is not counted in the 15-page limit.

## *Applicant Profile*

This form outlines general information about the applicant, such as the organization's name, type of organization, Tax ID, DUNS number, organizational funding sources, and target populations served by the applicant. This form will be made available on the PLC website at <http://www.progressivelifecenter.org/dyrs-rfp/>

## *Program Narrative*

The program narrative section contains the information that justifies and describes the ability and qualifications of the applicant to deliver the requested services. The program narrative must be clearly and concisely written and must not exceed the page limit as described above. Please ensure your narrative responds to the specific questions outlined for each requested service in the relevant sections below.

## *Performance Measures*

PLC and DYRS will monitor grantees for functions and activities performed under the grant to ensure compliance with applicable standard operating procedures, grant agreement requirements and Federal and DC law requirements, as well as to ensure services and responsibilities outlined and performance goals are achieved. PLC and DYRS will monitor progress through oral and written communications, review of information through regular reports and/or specific requests, on-site visits, and formal audits. PLC and DYRS coordinate the development of tools and mechanisms used to measure the performance of the Service Coalition Providers.



### ***Application Attachments***

This section shall be used to provide technical material, supporting documentation, and endorsements. Attachments are not counted in the page limit total. The following items are required:

1. Certification of Clean Hands from DC Office of Tax and Revenue, establishing that all DC tax requirements are current. To be considered current, the certificate must be certified and dated between October 1, 2017 – Present.
2. Certificate of Incorporation/DC Business License (aka Basic Business License) distributed by the DC Department of Consumer and Regulatory Affairs
3. A current Certificate Good Standing from the DC Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and authorized to conduct business in DC at this time. To be considered current, the certificate must be certified and dated between October 1, 2017 – September 17, 2018.
4. Proposed staffing plan for program proposal
5. Staff resumes
6. Existing or planned job descriptions (if relevant)
7. Signed Terms and Conditions Form, located in Appendix A
8. Signed Statement of Certification, located in Appendix B

### ***Optional Attachments*** (not part of the 15-page limit)

1. If you use a program manual or certified curriculum guide for service implementation: Copies of the title page (name of author), the publication date (copyright) and the Table of Contents
2. An example of the scope and sequence of a lesson plan
3. Examples of program accreditation, licensure, or certifications youth can earn
4. Staff licensure, accreditations, and certifications for the staff members who will serve as instructors
5. Letters of support from collaborating organizations or clients (maximum of 2)

**\*\*Important Note:** Upon selection, Service Coalition members will be required to deliver additional background clearance documentation required to work with DYRS youth and families. These specific clearance requirements are outlined in the Standard Operating Procedures, but generally, they include: Child Protection Registry Clearance, DC Criminal Background Check Clearance, Drug Screen Clearance, FBI Criminal Background Clearance, National Sex Offender Registry Clearance, and Purified Protein Derivative/Tuberculosis (PPD/TB) Record. In addition, the clearance process includes providing proof of maintaining liability insurance. All providers must have liability insurance (or commercial insurance) with coverage in the of \$1,00,000. While these clearances and records **are not due** at the time of submission of an application, they will be required for all providers and staff prior to working with any youth.

### ***Submission***

An original and three (3) copies of the application must be submitted in person. An application package is only considered “complete” if there is one (1) original and (3) copies. No incomplete packages will be accepted. No copies of applications will be made at PLC. Electronic submissions will not be accepted.

**Applications are due no later than 4:00 p.m. on Monday, November 19, 2018.**

**Location for in person submission: Progressive Life Center, 1933 Montana Ave NE, Washington, DC 20002**

All applications will be recorded upon receipt. Late applications will not be accepted.

# *Part IV: Application Scoring and Review*

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## ***Review Panel***

A qualified review panel will conduct a technical review of all applications. The review panel will read and score each applicant's proposal and make recommendations for funding based on the review process.

## ***Technical Scoring Criteria***

Applicant proposal submission will be objectively reviewed against the following specific scoring criteria listed below:

Purpose Statement	5 points
Organization Background	6 points
Organizational Capacity and Relevant Experience	14 points
Program and Service Delivery Plan	8 points
Budget Narrative	7 points
Additional Service Area Question Responses, relevant to Program Description and Implementation, Evidence-Based Practices Information, Past Performance, Assessment, Targeted Youth Outcomes, and Staffing Plan	60 points

The scoring total is out of a 100-point scale.

**Note:** Proposals and curriculum submissions may be reviewed for plagiarism or verification of original design. Applicants may submit curriculums that were developed and published by another company, so long as the applicant properly attributes credit the author/publisher and plans to appropriately purchase the materials or can demonstrate that they have obtained written permission for utilization from the author/publisher.

## ***Decision on Awards***

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards vests solely with the Director based on a review of the recommendations of the review panel, pre-award site visit reports, and any other information considered relevant.

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application.

## *Part V: Application Support*

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### *Pre-Application Technical Assistance Workshop*

PLC will facilitate a Pre-Application Technical Assistance Workshop for grant applicants. Applicants are **NOT** required to attend, but the workshops will be held from 10:00 a.m. to 12:00 p.m. on Thursday, November 1, 2018 at Progressive Life Center, 1933 Montana Ave NE, Washington, DC 20002. Pre-registration for the Pre-Application Technical Assistance Workshop is required due to space limitations. Please RSVP to reserve a space at the session by emailing Progressive Life Center at [PLCRFP@plcntu.org](mailto:PLCRFP@plcntu.org).

# *Part VI: Achievement Center Program Requests and Application Questions*

Achievement Center programs are being requested generally for evening and after-school programs, but selected providers may be asked to provide activities or programming during the day or at alternative hours in the summer time when youth are out of school to fulfill the increase in need.

**Creativity – DYRS is seeking applications for delivery of services that build upon the creative strengths of youth with the goal to provide opportunities for artistic expression.**

**Digital Storytelling and Documentary Filmmaking-** DYRS seeks one provider to deliver a digital storytelling curriculum that leads to creation of a documentary. The curriculum should include storytelling, story-boarding, documentary production, camera work, creating or choosing music, and film/sound editing. The core goal of this service areas is to provide youth with opportunities for self-expression, self-exploration, and the principals of storytelling. Software specific to any curriculum or certification must be outlined and budgeted for in the application.

**For all applicants the following general program narrative and criteria is required:**

## **Purpose Statement**

Describe your organizational experience in supporting court-involved youth through community-based programs and services. Please discuss how that work enhanced service or resources for the target population (e.g., high risk youth or court-involved youth and their families).

## **Organization Background**

Identify and describe the following:

- Organizational mission and a brief history
- Specialized services and expertise your organization provides or will provide within the PYJ framework to contribute to the stated goals for the Community Programming Initiative, and the Positive Youth Justice (PYJ) framework.
- Target population(s) your organization typically serves
- Grants that your organization has been awarded in the past five years. Please describe the goals, the scope of work, resulting outcomes, and how your organization ensured effectiveness in service delivery and compliance and reporting requirements related to the grant.
- How the DYRS Community Programming Initiative aligns with your organization’s mission or goals.

### **Organizational Capacity and Relevant Experience**

Please identify and describe the following:

- 1) Ability to timely and accurately meet the program reporting requirements, including: budgeting, invoicing, data collection and reporting, curriculum planning, working with court-involved youth, maintaining data on youth attendance and program capacity/seat availability etc. Also include your organization's capacity to support data collection and reporting. Detail the staff that will be responsible for daily reporting on youth activities, as well monthly program and financial reports.
- 2) Experience in the successful implementation and execution of programs for court-involved youth and families. Explain the level of expertise in engagement of at-risk and court involved youth. Please include experience or strategies employed to motivate youth to participate in programming, and to achieve identified goals. Organizations should have a proven history of providing the proposed services for at least two years.
- 3) Strategies utilized in the program to help youth understand the steps necessary to achieve program goals.
- 4) Ability to comply with legal and risk management requirements, such as: (a) ensuring security of youth related data and maintaining record keeping protocols that will protect youth confidentiality pursuant to District and Federal law; and (b) ensuring that all staff obtain and/or maintain all necessary clearances and background checks required for working with youth.
- 5) Detail the outreach activities you will use to support DYRS youth participating in your program. Include experience with and ability to resolve conflicts or work with youth resistant to programming, services, engagement or participation. In addition, explain how you can assist PLC/DYRS in ongoing outreach planning to ensure youth are engaged in the program.
- 6) Use of assessments or other strategies to set goals or milestones for youth participating in your program. Include how you determine whether the goals or milestones are achieved. Include how this will be documented and how you will ensure the youth is engaged in the development of his or her plan.
- 7) Any opportunities for youth to participate in the selection of activities and develop their leadership skills to advocate on behalf of themselves, their families and communities.

### **Program and Service Delivery Plan**

Please identify and describe the following:

- 1) Programmatic or service delivery goals and 2-3 measurable objectives related to the delivery of your proposed program or service.
- 2) Describe the curriculum or program model selected for working with this population. Include in this description reasons why this program approach was selected and how it will be utilized and integrated.
- 3) Describe any major activities or projects that will be facilitated with youth and families.
- 4) Detail the way in which your organization shows the success of your program. This can include qualitative and quantitative evidence of successful past performance in services to youth that resulted in development milestones being achieved.
- 5) What are the tools and processes that you will use to document and measure outcomes and milestone achievement including information systems and/or assessment scales, etc.?

**The following questions should also be addressed in relationship to the delivery of Digital Storytelling and Documentary Filmmaking**

**Program Description**

- a) How does your program accommodate and support open enrollment over the course of service delivery. Discuss your intake process and ability to accommodate the drop-in nature of Achievement Center-based services.
- b) Describe typical instruction sessions and any assessments or indicators measured to monitor youth progress.
- d) Programs should focus not only on the project-based work products, but also on the process. Describe how your program makes room for youth to discuss and reflect on their own experiences, assess their own work and understand how they can use their work to express themselves and relate to their communities. Include specific examples.
- f) Describe how the projects are connected to other aspects of the lives of participants (e.g., workforce development or career exploration, or academic performance).
- g) Discuss the opportunities youth will have to showcase their work or achievements.
- h) Describe how the curriculum that will be used can be adapted for or how you will provide differentiated instruction so that youth on a variety of academic levels can meet the goals and objectives of the program.
- i) Describe the resources and skills participants receive that enable them to continue to expand upon their interests and skills after program completion.

**Evidence-Informed Practices Information** (e.g., research, certification)

- a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.
- b) Describe the evidence-informed models or best practices on which your program is based or that are used in your program. Explain why you chose the models and why you believe they will be a good fit for your work with court-involved youth.

**Past Performance**

- a) Describe and provide detailed evidence of successful past performance, including quantitative indicators using raw numbers and percentages (e.g., the number and percentage of youth that have completed your program, and/or the number of youth that have developed a documentary and/or engaged in public display of their work. This information must be able to be verified in either a management information system or other reliable data source/system.

**Assessment**

- a) Describe how you assess the interests, aptitude and support needs for youth in your program.
- b) Detail fully the process to determine successful completion of your program, and please describe how you will support the achievement of individual goals, and how progress will be tracked.

# *Part VII: Budget Submission and Requirements*

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A budget proposal and budget narrative are required for any applicant seeking to provide Achievement Center based-services. The total budget should equal the total amount of programmatic costs estimated to carry out service area functions under the grant for a fiscal year (12 months). Only costs that are allowable, allocable and reasonable to fulfill the initiative may be included in the proposed budget. In addition, certain costs will not be paid with grant funds, including equipment costing \$500 or more and travel outside the DC metropolitan Beltway, unless otherwise approved by PLC and DYRS. Funds may not be obligated or requested prior to final approval of the budget and budget narrative by PLC and DYRS.

Budget template forms and budget narratives are not counted in the application page limit.

Providers should note that most classroom or workspaces in the achievement centers accommodate approximately 10 youth per session (in a daily class). Please utilize the daily class capacity parameters when developing the program budget proposal. Supplies and materials needed should be estimated based on having up to 10 youth in any session/activity.

**Critically, all applicants must conform to the following requirements when submitting a budget and budget narrative information.**

## ***Budget and Budget Narrative:***

To be considered for an award, applicants must provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds.

- i.** A budget template and budget narrative are required for all applicants applying for grant funds. The budget template can be found at <http://www.progressivelifecenter.org/dyrs-rfp/>. Applicants must download the form and complete it prior to uploading their budget to the online submission system. Only costs that are allowable, allocable and reasonable to fulfill the purposes of this initiative may be included in the budget narrative. In addition, certain costs shall not be allowed, including equipment costs of \$500 or more, unless otherwise approved by DYRS.
- ii. Critically, all applicants must conform to the following requirements when submitting budget and budget narrative information.**
  - a. Use of funds -** The acceptance of a grant from DYRS creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them in accordance with applicable Federal, DC, and DYRS requirements.
  - b. All DYRS grantees are required to maintain financial management systems that comply with the financial management standards in OMB Circular A-110.20-.28. Those standards require that a grantee's financial system provide for:**
    - i. Accurate, current and complete disclosure of the financial results of the grant award;
    - ii. Records that identify the source and application of grant funds;
    - iii. Effective control over and accountability for all funds, property, and other assets;
    - iv. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from DYRS/ Administrative and Capacity Building Partner and the use of those funds by the grantee for program purposes, when funds are provided in advance;
    - v. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with Federal Cost Principles and the terms and conditions of the grant award; and
    - vi. Accounting records that are supported by source documentation.
  - c. Additionally, each selected provider must be able to set up a separate bank account solely dedicated to the maintenance and management of the grant award funds.**
  - d. No payments under this grant shall be made until a Notice of Grant Award is issued and a Grant Agreement is signed on behalf of DYRS/Administrative and Capacity Building Partner and the grantee.**
  - e. In addition, appropriate reviews and approvals must be adhered to according to the Standard Operating Procedures.**
  - f. Grantees are expected to have independent and organization-specific, written materials including policies, procedures and position descriptions, and evidence of implemented practices that clearly identify levels of**

authority and provide for quality assurance in carrying out the functions and actions for which funds will be utilized.

- iii. Additionally, the agency retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, and in any unearned payments for which funds were granted, but the cost was not incurred, or grantee efforts were not contributed.

#### *A. Payment*

Payments are made on a mixed fee for service and cost-reimbursement basis. A grantee earns their share of the funding only when the services have been contributed or expenditures have been purchased. To receive payments for services provided, the selected grantees will be required to submit invoices with back-up documentation monthly to PLC. Typical back-up documentation includes: attendance sheets from classes or activities held, receipts for allowable supplies purchased, and other related documents.

Applicants should also note that DYRS grant funds are NOT meant to serve as an organization's sole source of funding.

#### *1. Cost Principles, Budget Narrative Samples, and Payment Structure*

##### *a. Allowable Costs*

DYRS/Administrative and Capacity Building Partner will establish how certain types of costs are evaluated to determine whether and to what extent they are reimbursable. The following cost principles apply to the grantee. Several general principles determine whether particular costs claimed under the grant will be reimbursed. Some key principles are listed below.

- The maximum obligation of to support the program will not exceed the amount specified in the Notification of Grant Award.
- The cost of an item claimed must be reasonable.
- The cost of an item claimed must be clearly allocable to the grant and to one or more specific objectives under a grant. That is, it must contribute to the purposes and execution of the grant project. Indirect costs are often allocable to several programs, and how the grantee determines the amount allocable to the specific grant must be detailed in the budget narrative.
- The cost of an item claimed must be consistent with any specific limitations and exclusions in the grant award.
- Each cost item must be treated consistently by the grantee within its grant and its non-grant activities and be determined in accordance with generally accepted accounting principles.
- Each cost item must be adequately documented, and back-up documentation must be maintained according to the standard operating procedures.

Generally, allowable costs include:

- **Personnel Costs (for W-2 employees only).** Salaries and wages for employees working on a grant project during the grant period are allowable if:
  - i. the total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities; and
  - ii. the charges are properly documented. This documentation requirement applies to direct salary charges.
  - iii. Providers who choose to utilize contractors or consultants (e.g. 1099 employees) should not include these costs as salary line items proposed.
- **Fringe benefits.** Fringe benefits are extra benefits supplementing an employee's salary (e.g., retirement). This does not include taxes and other required components of an employee's salary. Include one line for fringe benefits as a percentage of the budget for salaries and wages, **ONLY if staff salary is applicable and attributable to the grant.** Indicate the fringe rate percentage used. If for some reason



a simple fringe rate cannot be applied, please explain the method used to derive the budget for fringe benefits.

- **Travel and Transportation (for personnel)** This includes mileage rates based on organizational policies for privately owned vehicles, and it may also include metro or taxi fares, or other expenses related to travel. DYRS defers to the federal guidance from the Department of General Services Federal Travel Regulation Guidelines when determining reasonableness of these expenses. If a provider has its own travel and transportation policy that differs, this should be explained in the budget narrative section, when outlining travel and transportations costs.
- **Program Supplies.** Equipment and supplies that contribute to the purposes and execution of the grant project are allowable. Any purchase whose cost is \$500 or more is not allowable unless DYRS/Administrative and Capacity Building Partner has approved the item and expense in advance.
- **Telecommunications.** Include telecommunications costs that are directly related to the program.
- **Indirect Costs.** Indirect Costs are defined as costs that have been incurred for common or general organizational objectives or activities that cannot be readily identified within the objectives of the grant.

*b. Unallowable Costs*

These costs are unallowable (included but not limited to):

- Alcoholic beverages;
- Bad debts;
- Donations and contributions (In-kind expenses);
- Entertainment;
- Fines and penalties;
- Fundraising and investment management;
- Goods and services for personal use, such as subscriptions and memberships;
- Honoraria;
- Staff bonuses
- Lobbying; and
- Losses on another grant or contract.

**2. Budget Narrative**

Applicants must utilize the Budget Template, which is an Excel document provided by PLC. The budget template can be found at <http://www.progressivelifecenter.org/dyrs-rfp/>. Applicants must download the form and fill it in to submit with their application package. In the Budget Template document, the applicant shall outline expected costs for each of the pre-determined, allowable cost categories. Then, the applicant must complete a Budget Narrative, which is a document that provides details on the planned use of grant funds for a full fiscal year cycle. The budget narrative includes an explanation for each budget line item and calculations for how the applicant determined the expected total cost for each cost category. Examples are set out below. Critically, the narrative must include details regarding how the amounts were determined. Each line item needs a calculation as well as a narrative description for how it is relevant or necessary to the applicant's completion of roles and responsibilities or other required deliverables.

*a. Direct versus Indirect Costs*

The following definitions are provided as guidance in determining what a Direct Cost versus Indirect Cost is:

- **Direct costs** are defined as costs incurred solely for program services or program administration and are predetermined in the budget template.
- **Indirect costs** are defined as costs that are incurred for common general organizational objectives or activities and cannot be readily identified with the objectives of the grant. These include, but are not limited to, costs of occupancy or utilities; staff development or training not directly related to program administration; or any other costs incurred for general organizational objectives or activities. Indirect costs must not exceed 10% of the total budgeted for direct costs.

**b. Budget Narrative Instructions and Examples for Direct Costs**

**Salaries and Wages**

For each budget line, include the staff position title, the level of effort (e.g., full time or part-time, including the number of hours per week), the hours per week to be worked by each staff person, the duration of time (annual), and the base salary or wage rate for the position (dollars per hour). The grant will support salaries and wages for positions that are directly involved with program service delivery.

<b>EXAMPLE CALCULATION</b>		
<b>Personnel</b>		
<b>Payroll</b>		
Program Instructor	1 position at 6 hours per week for 12 weeks at \$25/hour	<b>\$1,800.00</b>
Program Assistant	1 position at 10 hours per week for 12 weeks at \$18/hour	<b>\$2,100.00</b>
<b>Total Payroll</b>		<b>\$3,960.00</b>

**JUSTIFICATION:**

*The Program Instructor* will deliver regular programming and services, design and implement program activities, oversee and proctor course exams, complete grant required reporting and invoicing requirements, and serve as the communication point of contact for DYRS and the Capacity Building and Administrative Partner.

*The Program Assistant* will maintain a system for youth outreach and engagement efforts, document youth enrollments, activities completed, and outcomes achieved in FAMCare, and provide classroom support to the instructor during service delivery.

**Fringe Benefits**

Fringe benefits are extra benefits supplanting an employee’s salary (e.g., retirement). This does not include taxes and other required components of an employee’s salary. Include one line for fringe benefits as a percentage of the budget for salaries and wages. Include one line for fringe benefits as a percentage of the budget for salaries and wages, *ONLY if staff salary is applicable and attributable to the grant*. **Indicate the fringe rate percentage used in your narrative.** If for some reason a simple fringe rate cannot be applied, please explain the method used to derive the budget for fringe benefits.

<b>EXAMPLE CALCULATION</b>		
<b>Total Payroll</b>		<b>\$5,000.00</b>
<b>Fringe</b>	22% Fringe Rate for full time employees (10% Fringe Rate for part-time employees)	<b>\$1,100.00</b>
<b>Total Personnel Cost w/ Fringe</b>		<b>\$6,100.00</b>

**JUSTIFICATION:** List all components of fringe benefits the funds will be used for.

**Travel and Transportation (for personnel)**

This includes mileage rates based on organizational policies for privately owned vehicles, and it may also include metro or taxi fares, or other expenses related to travel.

<b>EXAMPLE CALCULATION</b>	
<b>Mileage Rate</b>	The standard federal mileage rates for the use of a car (also vans, pickups or panel trucks) is <b>54.5 cents</b> Local Travel Mileage rate at 54.5 center for 1,000 miles
<b>Total Travel Costs</b>	<b>\$545</b>

**JUSTIFICATION:** Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization’s policies/procedures for privately owned vehicle (POV) reimbursement rate, which is set at 54.5 cents per mile in the IRS 2018 Standard Mileage Rate for businesses.

**Program Supplies**

Include all supplies directly used for the proposed programming.

<b>EXAMPLE CALCULATION</b>		
<b>Supplies</b>		
<b>Books/Curriculum</b>	Purchase of curriculum, “Introduction to Electrical Wiring”	\$2,100
<b>Tools</b>	20 toolbox kits, \$25 per kit	\$500
<b>Total Supplies</b>		<b>\$2,600.00</b>

**JUSTIFICATION:** Describe the need and include an adequate justification of how each cost was estimated.

- i) Tool kits are needed for skill development and hand-on learning throughout curriculum completion for the Electrical Wiring program. The cost of tool kits on Amazon.com (provide the actual link) is \$25. The class capacity is 20 youth, so total cost is \$500.

**Telecommunications**

Include telecommunications costs that are solely related to program services or program administration:

<b>EXAMPLE CALCULATION</b>		
<b>Telecommunications</b>		
<b>Internet Access</b>	Monthly internet access for on-site programming @ 125 per month for a 12-week or 3-month cycle	<b>\$375.00</b>
<b>Total</b>		<b>\$375.00</b>

**JUSTIFICATION:** Explain the need for each service contract entered for telecommunications, how the telecommunication service will be used in relation to program or service, and if relevant, the percent of overall cost to which the contracted services is attributed to the grant (include the calculation for the percent attributed to the grant program).

**Office Equipment**

Include all equipment purchases and lease payments. These requests, especially large purchases, will be subject to DYRS approval to ensure consistency with the scope of the grant. Only the portion of equipment purchases directly used to carry out the scope of work of the grant may be included as a direct cost. For example, computers

to conduct FAMCare reporting or financial reporting are generally allowable as a direct cost, but computers for a central financial management system are generally not allowable (or only partially allowable) as a direct cost.

**EXAMPLE CALCULATION**

Computer equipment		
1 computer for Data Entry Specialist		\$500
1 router for Data Entry Specialist computer to access internet		\$250
<b>Total</b>		<b>\$750</b>

**JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.**

**c. Indirect Costs**

Indirect costs may be proposed up to 10% of total budgeted for personnel and other direct costs. Please show the indirect cost rate used in any calculation.

**EXAMPLE CALCULATION**

<b>Total Personnel</b>		<b>\$6,000.00</b>
<b>Total Other Direct Costs</b>		<b><u>\$4,000.00</u></b>
<b>Total Direct Costs</b>		<b>\$10,000.00</b>
<b>Indirect Costs</b>	10% of Total Direct Costs	<b>\$1,000.00</b>

# Part VIII: Appendix

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## APPENDIX A

### *Terms and Conditions Form*

The applicant understands and agrees to the following terms and conditions:

1. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the PLC or DYRS to make an award.
2. PLC reserves the right to accept or deny any or all applications if it determines it is in the best interest of the Community Programming Initiative to do so. PLC shall notify the applicant if it rejects that applicant's proposal. PLC may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
3. PLC reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
4. PLC shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
5. PLC/DYRS may conduct pre-award interview to verify information submitted in the application and to further investigate the capacity and experience of a provider, or to review examples of work products/service delivery approach.
6. PLC may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
7. PLC shall provide standard operating procedures and payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the grantor; and compliance conditions that must be met by the grantee.
8. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL
APPLICANT ORGANIZATION	DATE SUBMITTED

## ***APPENDIX B***

### ***Statement of Certification***

As the duly authorized officer of \_\_\_\_\_, with an address of \_\_\_\_\_, an applicant for the DYRS Community Program Initiative Grant Competition, I hereby swear and attest as follows, under the penalty of perjury...

1) That the following individual(s) are authorized to negotiate with DYRS on behalf of the Applicant:

Name:

Title:

Address:

Phone:

Email:

2) Applicant has, and will continue to have if the Applicant is awarded the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;

3) Applicant keeps, and will continue to keep if the Applicant is awarded the grant, all of Applicant's fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are and will continue to be accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

4) Applicant is and will continue to be, if the Applicant is awarded the grant, current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;

5) Applicant has, and will continue to have if the Applicant is awarded the grant, the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

6) Applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;

7) Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

8) Applicant has, and will continue to have if the Applicant is awarded the grant, the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

9) Applicant has, and will continue to have if the Applicant is awarded the grant, the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

- 10) Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
- 11) Applicant has a satisfactory record of integrity and business ethics;
- 12) Applicant has, and will continue to have if the Applicant is awarded the grant, the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- 13) Applicant is, and will continue to be if the Applicant is awarded the grant, in compliance with the applicable District licensing and tax laws and regulations. This statement of certification shall be accompanied by a certificate of Good Standing with the DC Office of Consumer and Regulatory Affairs (DCRA);
- 14) Applicant complies, and will continue to comply if the Applicant is awarded the grant, with provisions of the Drug-Free Workplace Act;
- 15) Applicant complies, and will continue to comply if the Applicant is awarded the grant, with District of Columbia Sexual Harassment Policies and Guidelines in accordance with the Mayor's Order 2017-313.
- 16) Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
- 17) Applicant, if awarded the grant, agrees on behalf of itself and its officers, partners, principals, members, associates, employees and agents, to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
- 18) Applicant further represents and warrants the following to the District:
- i) The grant requested with this RFA has been developed and provided independently and without consultation, communication, or other interaction with any other competitor for the purpose of restricting competition related to this solicitation or otherwise influence the awarding of this grant;
  - ii) No person or entity employed by the District, member of the panel reviewing responses submitted to the RFA, or otherwise involved in preparing this response to the RFA on behalf of the District:
    - Has provided any information to the Applicant that was not also available to all entities responding to the RFA;
      - Is affiliated with or employed by the Applicant or has any financial interest in the Applicant;
      - Has provided any assistance to the Applicant in responding to the RFA; or
      - Will benefit financially if the Applicant is awarded a grant on the basis on the response to the RFA; and
  - iii) Applicant has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under the RFA or any other solicitation or other contract, and the Applicant has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Applicant has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers, or other person or firm representing the District, or to a member of the immediate family (that is a spouse, child, parent, or sibling) of any of the foregoing. Any such conduct shall be deemed a violation of this RFA. As used herein, "anything of value" shall not include work or services rendered pursuant to any other valid District contract, but shall include, but not be limited to:
    - Any favors, such as meals, entertainment, transportation (other than that contemplated by this solicitation, if any or by any other contract with the District); and

- Any gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity; and

iv) Applicant shall not, with respect to District personnel who are personally and substantially involved in any aspect of this RFA:

- Make an offer of employment;
- Conduct any negotiations for employment; or
- Employ or enter into contracts of any sort; and

19) Applicant acknowledges and agrees to report to the District directly and without undue delay any information concerning conduct which may involve:

- i) Corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or
- ii) Any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of:
  - Any government employee, government officer or public official;
  - Any employee, officer, agent, contractor or subcontractor of the Applicant; or
  - Any other person for any purpose which may be related to the grant competition by the Applicant or which may affect performance in response to the RFA in any way.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL
APPLICANT ORGANIZATION	DATE SUBMITTED