



Office of Youth Programs

Summer Youth Employment Program 2013

Request For Applications (RFA)

RFA No.: DOES-OYP-SYEP-2013

RFA Release Date: February 21, 2013

Pre-Application Meetings

Attendance is highly encouraged.

Date: Friday, March 8, 2013

Session 1: 10:00 a.m. to 12:00 p.m.

Session 2: 6:00 p.m. to 8:00 p.m.

Location: DOES Headquarters

4058 Minnesota Avenue, NE, Suite 2310

Washington, DC 20019

RSVP: youthjobs@dc.gov

Application Submission Deadline:

March 22, 2013 at 2:00 p.m. EST

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Section A: Funding Opportunity Description

Scope

The District of Columbia Department of Employment Services (DOES) is seeking grant applications for high quality, structured workforce development programs for youth participants between the ages of 14 and 15 as a part of the 2013 One City Summer Youth Employment Program (SYEP). These programs must be held in the District of Columbia. These programs must deliver a variety of workforce exploration and experience-based activities that will provide purposeful and developmentally appropriate employment and career exploration opportunities. Applicants must employ the youth development philosophy in their approach and program design. Youth Development is a process in which all young people seek ways to meet their basic physical and social needs and to build competencies (knowledge and skills) necessary to succeed in adolescence and adulthood.

Applicants are not allowed to submit more than one (1) proposal in response to this RFA. Grantees must deliver programming from July 1-August 9, 2013 and are required to provide services five (5) days per week with a minimum of four (4) hours of contact per day per participant.

Background

SYEP is a locally funded initiative sponsored by DOES that provides District youth ages 14 to 21 with enriching and constructive summer work experiences through subsidized placements in the private and public sectors. Through SYEP, we strive to provide young people with the opportunity to: (1) earn money and gain meaningful work experience; (2) learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work; (3) gain exposure to various exciting career industries; and (4) interact with dynamic working professionals in a positive work environment.

Though SYEP is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their futures. Employers in Washington, DC make this annual program possible by serving as host employers and providing structured job opportunities for youth during the summer.

DOES is dedicated to educating youth participants about workforce readiness, entrepreneurship, and financial literacy through experiential, hands-on programs. This is done by providing programs that are developed to prepare young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs which make their communities more robust, and how to apply entrepreneurial thinking to the workplace. Youth participants put these lessons into action and learn the value of contributing to their communities.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.

Anticipated Number of Awards

DOES intends to award at least one grant in each of the two SDAs as described below under Subsection titled, "Location Requirements". DOES reserves the right to make additional awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding that DOES anticipates will be available for award is **\$480,000.00** pending availability of funds. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

The total proposed budget per application must not exceed **\$32,000.00** based on the established maximum rate of **\$400.00** per participant and requires that each program serve a minimum of 25 participants and a maximum of 80 participants who are between the ages of 14 and 15. In addition, for every 12 participants there must be at least one (1) adult supervisor or for every 25 participants there must be at least one (1) adult supervisor, if in a classroom setting.

Period of Performance

The period of performance shall be six (6) months to include pre- and post-SYEP 2013 program requirements. Duration of actual SYEP 2013 program is six (6) weeks, from July 1, 2013 to August 9, 2013. Grantees are required to provide services five (5) days per week with a minimum of four (4) hours of contact per day per participant.

Location Requirements

For the purpose of this RFA, the District will be divided into two Service Delivery Areas (SDAs).

SDA 1: Wards 1, 2, 3, and 4

SDA 2: Wards 5, 6, 7, and 8

To be eligible for award, the proposed site where the proposed program will operate must be located within either SDA1 or SDA2.

Applicants must include the full address and Ward of their proposed site in Attachment A-Applicant Profile. Each Applicant must provide legal proof of ownership or occupancy of the

site where the program will be held to prove that the Applicant is entitled to conduct the program in that space; this must be attached to the application as Attachment N.

Adequate proof of occupancy that may be submitted as Attachment N includes the following:

- Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA). If conducting an in-home program, the Applicant must provide the HOP;
- Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
- Signed approval letter and permit from the DC Department of Parks and Recreation; or
- Building lease or rental agreement.

The Applicant must submit written notice of any site changes within 24 hours of the change. Any site changes must be approved by DOES, prior to the proposed change.

Grant-Making Authority

Grant awards are issued by DOES via the “Workforce Job Development Grant-Making Authority Congressional Review Emergency Declaration Resolution of 2013” and “Workforce Job Development Grant-Making Authority Act of 2012.” DOES reserves the right to accept or deny any or all applications. DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making rules or any applicable federal regulation or requirement. DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

Section B: General Provisions

Eligibility Information

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Grantee may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective grant, including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications. The relevant eligibility documents that must be attached to the application are:

- Attachment I -- IRS Form W-9 (signed and dated);
- Attachment J -- Basic Business License Clean Hands Form – “Clean Hands Self Certification” from DCRA;
- Attachment K -- Certificate of Clean Hands (formerly Certificate of Good Standing) obtained from the Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) request to obtain Certificate of Clean Hands online at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
- Attachment O -- Valid and current license conferred by DCRA or applicable regulatory body to conduct business in the District (e.g., General Business License or Charitable Solicitation License);
- Attachment P -- Documentation proving IRS tax status (e.g., 501(c)(3) determination letter); and
- Attachment Q -- The Applicant shall provide a copy of the organization’s most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

All Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties list.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the Grant Agreement. DOES staff responsible for monitoring and evaluating the program may also make periodic scheduled and unscheduled visits to sites.

During such site visits, the Grantee will be required to provide access to facilities, records, clients, and staff as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collecting and reviewing reports, documents, and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

The Grantee must maintain and provide documentation related to this program for three (3) years after submission of the final payment. At any time before final payment and three (3) years thereafter, DOES may have the Grantee's invoices, vouchers, and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Grantee by the District and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and practices which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

The Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

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.

Section C: Application Format

Technical

The length of the application may not exceed twenty-five (25) pages. The page limit does NOT include Attachments A-Q.

Applications must be double-spaced, typed using 12 point Arial or Times New Roman font and using 1.0” margins.

Applicant Profile

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, program service area, and the amount of funds requested. The Applicant Profile (Attachment A) must be the cover page of the entire application.

Table of Contents

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

Application Summary (Not to exceed 1 page)

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative (Not to exceed 25 pages)

The Applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section D. The three (3) main components of the program narrative are:

- Organization Profile
- Participant Profile
- Program Description

Required Attachments

Listed in Appendix 1 on page “i” is a description of each attachment that must accompany the complete application. Attachments A-Q are required. The attachments do not count toward the 25 page limit.

- Attachments A-J
 - Forms that the Applicant must complete and submit
 - Forms can be found in Appendix 1
- Attachments K-Q: Applicant must submit copies of the documentation

Section D: Program Narrative

Program Narrative (Not to exceed 25 pages)

This section is where you will be expected to clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). What experience does your staff have to deliver the programs being proposed?
- Describe how your organization is capable of meeting the requirements of this grant in terms of creating a substantive workforce exploration experience for participating youth.

Participant Profile

- Describe the population and number of youth you will work with over the summer.
- Describe how your programming is designed to provide quality education and exposure to the world of work.
- Describe how your programming is designed to help participants achieve the goals outlined by DOES in Section A.

Program Description

- Identify and describe which growth industry sector will be delivered via the program. All Applicants **MUST** identify and select one (1) growth industry sector from the list below. Describe how your organization has historically provided programming within the selected growth industry sector.
- Identify and describe which three (3) project-based learning components will be delivered via the program. All Applicants **MUST** include “Employability Skills” and “Work Readiness Training” as two (2) of the three (3) components. The third component must be selected from the remaining project-based learning components described below.
- Describe how your program will meet these project-based learning components. What specific activities, strategies, and projects will youth engage in throughout the program?
- Describe the role(s) youth have had in contributing to the design or content of your program.
- Provide a description of proposed sites where program activities will be carried out. If additional sites will be used to carry out the program or for field trips/enrichment, please discuss how these sites will be acquired and utilized.
- Provide a *one-page timeline or schedule* of the delivery of programming, including a detailed weekly schedule of programming and an overview of the SYEP program schedule, noting breaks for holidays, etc. (Again, the more detailed you can be in

your schedule the easier it will be for reviewers to evaluate and objectively score your program).

Growth Industry Sector Programming

In order to create a standardized model of summer youth employment and allow the outcomes from summer youth programming to be more easily codified, Applicants are required to provide skills training to reinforce the goals set for SYEP.

Programs must ensure that participants receive problems to solve or projects to complete within the context of an industry sector after learning about the industry. Applicants are required to identify their programming as one of the following four (4) growth-industry sectors:

1. **Agricultural/Environmental** – Programs submitting applications in this category are encouraged to educate young people on the state of our environment, the relationship to the environment, food and water supplies, workforce theories and practices that are considered “environmentally friendly,” and potential related career choices. A few examples of project-based learning experiences within this category include:
 - a. Analyzing the soil and cultivating a community garden;
 - b. Performing an environmental analysis of a local stream or river;
 - c. Conducting a weatherization or insulation project; or
 - d. Designing and building a playground for a housing community or school.
2. **Information Technology/Telecommunications** – Programs submitting applications in this category are encouraged to educate young people on the uses of computer hardware, software, other forms of technology; the increasing reliance societies place on technology utilization; how technology is being applied to perform work in new, effective, and efficient ways; and potential related career choices. A few examples of project-based learning experiences within this category include:
 - a. Designing a web site;
 - b. Creating a technology assistance program; or
 - c. Building and exhibiting robotic, electrical, or technological products.
3. **Media/Publications/Communications/Entertainment** – Programs submitting applications in this category are encouraged to educate young people on the exploration of the technical aspects of production, arts management, developmental processes of the arts, artistic techniques, and applications of the particular genre. A few examples of project-based learning experiences within this category include:
 - a. Producing a documentary or video production;
 - b. Producing a community newsletter; or
 - c. Planning and executing a production around a particular neighborhood or youth issue.

4. **Business/Professional** – Programs submitting applications in this category are encouraged to educate young people on navigating organizational cultures, working effectively with groups of co-workers and individuals in management positions, meeting expectations of the work place environment, acquiring skills that are critical to completing assignments, and potential related career choices. A few examples of project-based learning experiences within this category include:
 - a. Running a small service business;
 - b. Simulating a brokerage or investment firm by managing a hypothetical stock portfolio; or
 - c. Producing a small business expo or marketing plan competition.

Project-Based Learning Components

Programs must deliver three (3) of the five (5) project-based learning components as part of their programming. Project-based learning engages and motivates participants in active learning processes by using real problems, materials, and tasks to produce outcomes. In order to create a standardized model of summer youth employment and allow the outcomes from summer youth programming to be more easily codified, Applicants are required to provide skills training to reinforce the goals set for SYEP.

All programs **MUST** include “Employability Skills Training” and “Work Readiness Training” as two (2) of the three (3) project-based learning components.

1. **Employability Skills Training** – The program shall provide employability skills training required for entry into the world of work. For youth this refers to: occupational information, values clarification and personal understanding, career search including preparation of resumes and job applications, interview techniques, job search tips, and appropriate follow up. Additionally, the training should encompass life skills, such as telephone etiquette, use of public transportation to commute to work, budgeting and financing, time management, timely arrival at work, prompt notification to supervisor if absent from work, how to dress for various occupations, and mock interviews.
2. **Work Readiness Training** – The program shall provide training to develop “non-technical” skills, abilities and traits required to function in a specific employment environment including at minimum: delivering information or services to customers and co-workers, working effectively as a member of a team, learning or acquiring the technical skills required to perform tasks, inspiring confidence of supervisors and management, and understanding and adapting to the cultural norms of the workplace.
3. **Academic Enrichment** – The program shall provide academic remediation and/or basic skills training encompassing study and test-taking skills and skills essential to successful school performance.

4. **Career Exploration and Awareness** – The program shall include in-depth exposure to career options through site tours, job shadowing, career talks, and employer-sponsored interactive activities. In addition, career exploration may include studying opportunities in particular fields to identify potential careers, writing individual learning plans targeted to potential career paths, or reviewing labor market information.
5. **Leadership Skills** – The program shall provide activities that promote positive social behavior and skills, decision making, teamwork, and activities such as: exposure to post-secondary education opportunities; community and service learning projects; peer-centered activities, including mentoring and tutoring, organization, and teamwork; conflict resolution; decision making, including determining priorities; and diversity training.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of at least three (3) individuals who have been selected for their unique experiences and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 40 points
- Participant Profile 20 points
- Program Description 40 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	40
	<ul style="list-style-type: none"> The extent to which the Applicant has stated the mission of the organization. The extent to which the Applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). The extent to which the Applicant has demonstrated that their staff is well-equipped with the skills necessary to effectively deliver the proposed program. The extent to which the Applicant has demonstrated experience in the field of youth development. The extent to which the Applicant has described how the organization is capable of meeting the requirements of this grant in terms of creating a substantive workforce exploration experience for participating youth. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> The extent to which the Applicant has described the population and number of youth they will work with over the summer. The extent to which the Applicant has described how the proposed programming is designed to provide quality education and exposure to the world of work. The extent to which the Applicant demonstrates how its work will help DOES meet the goals described in Section A. 	
3	Program Description	40
	<ul style="list-style-type: none"> The extent to which the Applicant has described their proposed program. The extent to which the Applicant has identified and described which growth industry sector will be delivered via the program. The extent to which the Applicant has described how the organization has historically provided programming in the selected growth industry sector. The extent to which the Applicant has identified and described three (3) project-based learning components that will be delivered via the program. The extent to which the Applicant has described their ability to deliver effective “Employability Skills” and “Work Readiness Training” via the program. The extent to which the Applicant has described how the program will meet these project-based learning components. The extent to which the Applicant has described the role(s) youth have had in contributing to the design or content of the program. The extent to which the Applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal. If additional sites will be used for field trips or other enrichment activities, the extent to which the Applicant has discussed how these sites will be acquired and utilized. The extent to which the Applicant has provided a clear, detailed, one-page timeline or schedule of the program delivery. 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application packages can also be found at: <http://does.dc.gov/page/does-grants>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: doesgrants@dc.gov

Application Preparation

DOES 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.

Submission Date and Time

In order to be considered for funding, complete applications must be received no later than **March 22, 2013, 2:00 p.m. EST**. Applications received after 2:00 p.m. EST on March 22, 2013 will not be considered for funding.

Three (3) hard copies and one (1) electronic copy (only flash drive or compact disc will be accepted) must be submitted. Applications will not be considered for funding if the Applicant fails to submit the required number of copies and/or electronic copy in the form of a flash drive or compact disc.

Applications that are mailed in advance must be sent via Certified Mail and received by 2:00 p.m. on March 22, 2013. Mailed applications must be sent to:

DOES Grants Office
ATTN: Maryann Carroll
Department of Employment Services
4058 Minnesota Avenue, NW Suite 5000
Washington, DC 20019

Applications may be hand delivered by submitting the complete application at the main lobby of DOES Headquarters located at 4058 Minnesota Avenue, NW, Washington, DC 20019. The Applicant must complete a DOES Acknowledgement of Receipt Form that will serve as verification of submission. Applications delivered by a courier service will not receive a DOES Acknowledgement of Receipt Form.

No incomplete, faxed, e-mailed, or late applications will be considered. Supplements, deletions or changes to the application will not be accepted after submission. Applications that do not follow the required format will not be reviewed.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

If an Applicant would like to submit an appeal on the final decision of their application, they must do so in writing to rahsaan.coefield@dc.gov and doesgrants@dc.gov within two (2) business days of the notification of final decision. The request must contain the specific reason for the appeal request. A mediator will review the request and then make a determination as to whether fair and equal grant processes and procedures were followed. The mediator conducts a review of the matter and may coordinate a meeting with the Applicant to reach a determination. The mediator will make the determination and notify the Applicant in writing within two (2) business days from the date that the appeal of the final decision is received.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director. The Grant Agreement will be sent to the Applicant's contact that is authorized to sign the Grant Agreement, and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed.

Grantee Program Compliance

Grantees are required to complete an online SYEP 2013 Host Agreement form via www.summerjobs.dc.gov and comply with all program rules and regulations outlined therein.

Applicants are NOT required to complete an SYEP 2013 Host Agreement *prior to* submission of an application for this RFA.

Youth participants will be assigned to Grantees by DOES only. Grantees will not be permitted to screen, interview, or select participants for their awarded programs.

Grantees are permitted to participate in the SYEP 2013 as a host employer separate from any grant-funded programs. Those who wish to do this are required to complete a separate SYEP 2013 Host Agreement by the advertised deadline. Only the non-grant funded slots may be filled by youth who are screened, interviewed, or selected by the Grantee.

Prior to the start of the program, Grantees must successfully complete the following:

- SYEP 2013 Host Agreement Form via www.summerjobs.dc.gov;
- DOES site visit inspection;
- Criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program for every employee working with youth. DOES will provide these clearances free of charge. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance;
- Supervisor Orientation that will be scheduled by DOES;
- All mandatory meetings as scheduled by DOES;
- DOES-approved orientation plan for all assigned youth participants. The orientation is to be held on the first day of the 2013 SYEP;
- Non-Disclosure Agreements for each staff person and volunteer working on grant; and
- Proof of Insurance.

Grantee Reporting and Deliverables

The required program deliverables are: (1) submission and entry of participant time and attendance on a weekly basis via the DOES electronic time management system, (2) submission of completed DOES-provided timesheets on a bi-weekly basis in hard copy, and (3) a completed “Participant Package” for each participant, as described below submitted by August 23, 2013.

1. **Electronic Time and Attendance Reporting** – Grantees must enter time for participants electronically on a weekly basis on Fridays by 5:00 p.m. EST, throughout the program.
2. **Paper Time Sheet Reporting** – Grantees must complete timesheets for all participants on a bi-weekly basis on Fridays by 5:00 p.m. EST, throughout the program.
3. **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the program that consists of the following:
 - a. A cover letter and a resume including work that was performed in the program;
 - b. If a participant’s performance was deserving of a recommendation, the Grantee shall provide a reference letter in the package for the participant;

- c. Grantee must complete a DOES-approved Performance Evaluation at the conclusion of the program for each participant; and
- d. Grantees are required to submit all completed timesheets for each participant.

All program deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than August 23, 2013 (two weeks after program concludes).

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Grantee Payment

There will be three (3) payments made to the Grantees based on the receipt, acceptance, and approval of invoices that comply with the requirements and timelines listed below:

PAYMENT #1: Awardees that complete the Host Agreement, site visit, clearances, training, and orientation as required before the start of the program will receive a payment of 40% of the total grant award.

PAYMENT #2: After week two (2) of the program, receipt of all participant time sheets (to date), and successful completion of site visit #2, a payment of 20% of the total grant award will be made to Grantees.

PAYMENT #3: Last payment of 40% of the total grant award will be made after receipt, acceptance, and approval of proper invoices and completion of all requirements outlined above in Section G, Subsection titled, "Grantee Reporting and Deliverables" on or before the August 23rd deadline.

If the Grantee does not comply with the provisions of the Grant Agreement, regulations, and terms and conditions, then the Grant Agreement may be terminated in whole or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Grant Monitor

Thennie Freeman
Supervisory Manpower Development Specialist
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Department of Employment Services
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