

# UPO 2021 Summer Grants: Requests for Proposals

## RFP#2021-09

### I. PURPOSE

As a recipient of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, the United Planning Organization (UPO) is announcing a Request for Proposals (RFP) from qualified local DC Community Based Organizations (CBOs) to provide project based learning programs during the 2021 summer for DC school aged youth.

Proposals and all accompanying attachments must be received **by 5:00 pm June 14, 2021 via email to [uposummergrants2021@upo.org](mailto:uposummergrants2021@upo.org)**. Any forms submitted after **5 pm on June 14<sup>th</sup> will not be considered**. Notification of award will be made via email on **Monday, June 21<sup>st</sup>**. All decisions regarding applications are final and are not subject to review, appeal, or protest. UPO will hold a webinar for all awardees on **Wednesday, June 23<sup>rd</sup> at 12:00 noon, via ZOOM**, to discuss the details of the summer grant, program expectations, and the payment process.

**Total Funds Available: \$250,000**  
**Number of Anticipated Awards: 25**  
**Expected Average Award: \$10,000**

### II. GRANT PERIOD

The term of any agreement resulting from this RFP will be from the date the agreement is executed to September 30, 2021.

### III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city.

### IV. SCOPE OF SERVICES

Funding for UPO's summer grants is designated to support the implementation of project-based learning programs during the 2021 summer. Activities shall be academic or enrichment centered and be executed using best practice models/curriculums. UPOs goal is to assist local CBOs with increasing access to high quality summer programming for DC youth.

Services to youth must focus on one or more of the following content areas: 1) social-emotional learning (SEL); 2) character development; 3) academic support; 4) college and career readiness;

5) Science Technology Engineering Math (STEM); or 6) other enrichment activities. Participants may range from rising 1<sup>st</sup> graders to 2021 high-school graduates.

Programs must operate at least 90 minutes per day, five days per week. Weekends may also be included. Services to youth must take place between July 6, 2021 and August 20, 2021.

**V. MINIMUM QUALIFICATION REQUIREMENTS FOR CBOs**

The minimum qualification requirements for organizations submitting their application in response to this solicitation are:

- ❖ Be a DC-based, 501 (c)(3), non-profit organization.
- ❖ Ability to implement a five week virtual, in-person, or hybrid summer program. Virtual learning program must utilize the necessary technology. In-person programming must include a plan for COVID-19 safety protocols.
- ❖ Ability to identify, document and serve DC youth whose household income meet current federal poverty guidelines as indicated here - <https://aspe.hhs.gov/2021-poverty-guidelines>.
- ❖ Ability to adhere to all enrollment verification standards for youth, monitoring and reporting requirements, timelines, and other criteria as set forth by UPO.
- ❖ Ability to meet the standard for entering into contract with UPO, including but not limited to possessing a business license to operate within the District of Columbia; insurance requirements; background checks (i.e. FBI clearance and DC Child Protective Registry) within the past two years; First Aid certifications; and other mandated information for all staff interacting with youth served by UPO funds.

**Applicant Information**

Organization Name			
Primary Contact Name and Title			
Email		Phone	
<p>I certify that all information contained in this proposal is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the grant. This certification will carry through to the end of the grant period.</p>			
<p>_____ Signature Executive Director/CEO</p>			<p>_____ Date</p>

**Program Information**

Program Name								
Program Start Date					Program End Date			
Check all ages the program will serve	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18		
Describe the need the program will address and the number of youth to be served.  Describe the process to recruit and retain youth for participation in the program.  (400 – 500 words maximum)								
Describe the program, including daily interaction with youth. <b>Will it be virtual, in person, or hybrid?</b>  Describe the daily schedule and the virtual platforms (if applicable) to be used to connect and engage youth.  How will funds from UPO be used to support the program?  (400 - 500 words maximum)								
Describe the proposed distance learning protocols to be implemented to protect the health and safety of the participants and staff.  (400 - 500 words maximum)								
List three outcomes youth will achieve as a result of participating in the program?  What assessment or evaluation tool will be utilized to measure impact? How will it be administered?								

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(400 - 500 words maximum)	
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### **Attachments**

- ❖ Budget and narrative to include total program cost and amount requested from UPO
- ❖ Program schedule and sample lesson plan.
- ❖ Staffing chart for employees who will serve youth funded by UPO grant

### **Additional Information**

Post-Award, applicants must provide the following additional information:

- ❖ Federal Bureau of Investigation (FBI) Criminal background check and DC Child Protective Registry clearance for all staff assigned to work with youth funded by UPO grant. Clearances must be within the past two years and must be valid through the end of the proposed program cycle
- ❖ First Aid Certification for staff assigned to work with youth funded by UPO grant
- ❖ Current business license to operate in DC
- ❖ Certificate of Good Standing **or** Clean Hands Certificate
- ❖ Current insurance coverage of illustrating the minimum insurance requirements below:
  - Workers' Compensation Insurance providing statutory limits for the District of Columbia
  - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence
  - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit
  - Certificate of Insurance (COI) with UPO listed as the certificate holder
- ❖ W-9 for organization
- ❖ UPO vendor ID form
- ❖ UPO background certification clearance
- ❖ UPO pandemic safety acknowledgement form