

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Mayor's Office on Latino Affairs

FY17 Mayor's Office on Latino Affairs Summer
Youth Employment Program
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: **Wednesday, June 7, 2017**

Grant Orientation: Wednesday, June 7, 2017
Mayor's Office on Latino Affairs
Frank D. Reeves Center of Municipal Affairs
2000 14th Street N.W.
Second Floor, MOLA's Conference Room
Washington, DC 20009

RSVP Here: <http://bit.ly/2qFzLBi>

Submission Deadline: **Friday, June 16, 2017**

Submission Details: Please submit your complete application through the following email:
grants.ola@dc.gov

Point of Contact: Eduardo Perdomo
Mayor's Office on Latino Affairs
2000 14th Street N.W., 2nd Floor
Washington, DC 20009
grants.ola@dc.gov

SECTION I GENERAL INFORMATION

Introduction and Overview

The District of Columbia's Mayor's Office on Latino Affairs (MOLA) is soliciting grant applications from qualified 501(c)(3) community-based organizations (CBOs) serving the District's Latino constituents [residents and/or business owners] – for its FY2017 Summer Youth Employment Program (SYEP). The FY2017 SYEP offers CBOs with a current and valid 501(c)(3) status located in the District of Columbia a one-time fixed rate payment per youth served. The grant is intended to provide District of Columbia youth ages 14-24 with meaningful and structured employment and career readiness opportunities and services with a variety of community based partners for the duration of SYEP. MOLA will only receive or answer questions related to this grant competition in writing via e-mail.

Target Population:

Youth ages 14-24 that are bona fide residents of the District of Columbia.

Program Purpose is to:

1. Provide youth (ages 14-24) with meaningful and structural career readiness opportunities and services with a variety of community based partners for the duration of SYEP.
2. Provide a safe, positive environment that will allow youth to develop the necessary skills and training needed to be employable in the future.
3. Expose youth to different career options and motivate them to stay in school to pursue these careers through interactive, hands-on career development activities and supportive services.

Eligible Organizations

Applicants must meet all of the following conditions:

1. Be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
2. the organization or program serves the District's Latino residents; or business owners
3. the organization's principal place of business is located in the District of Columbia;
4. the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;
5. Current grantees must be current on any reporting obligations for the FY17 grant cycle.

Source of Funding

The Mayor's Office on Latino Affairs (MOLA) is awarding these funds by Intra-District Grant Funds from the Department of Employment Services. The budget shall not exceed one hundred eight thousand seven hundred fifty dollars and zero cents (\$108,750.00)

Award Period

The SYEP grant award will not exceed 29 program days, with an earliest starting date of June 26, 2017 and a closing date of August 04, 2017.

Payment of Stipends

The Summer Youth Employment Program stipend is as follows:

Participants Ages	Total days	Total hours per day	Stipend pay per hour	Total Stipend
14-15	29	4	\$5.25	\$609.00
16-21	29	5	\$8.25	\$1,196.25
22-24	29	6	\$11.50 (starting July 1 st it will pay \$12.50)	\$2,145.00

Payment of Partners Organizations

Partner organizations will be paid at a fixed rate of \$400 per youth served.

SECTION II MOLA RESPONSIBILITIES

1. Services

MOLA will place no more than 50 youth (ages 14-15; 16-21; 22-24) in structured employment and career readiness opportunities at MOLA or with one of its partner organization.

2. Monitoring Visits

MOLA will conduct regular site monitoring visits to ensure that worksites are in compliance with the rules and regulations specified in the SYEP Host Site Agreement and to identify and resolve any issues that may arise.

3. Eligibility Verification

MOLA will monitor and evaluate the successful execution of the program. It is also required that all youth must be verified as bona fide residents of the District of Columbia by Monday, June 26, 2017.

4. Payments of Stipends

MOLA will ensure all hours worked by youth are accurately recorded and youth are paid on time. Any payment discrepancies are collected and resolved in a timely fashion. Youth ages 14-15 will be eligible to receive a stipend of up to \$609.00 for 29 days program of 4 hours per day from Monday June 26, 2017 to Friday, August 4, 2017. Youth ages 16-21 will be eligible to receive a stipend of up to \$1196.25 for 29 program days of 5 hours per day from Monday, June 27, 2016 to Friday, August 5, 2016. Youth ages 22-24 will be eligible to receive a stipend of up to \$2,145.00 for 29 program days of 6 hours per day from Monday, June 26, 2017 to Friday, August 4, 2017.

5. Program Reporting

MOLA will assign a Project Coordinator to monitor the successful grantees. The Project Coordinator shall:

1. Monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards
2. Review applicable project procedures and Close-out reports
3. Conduct periodic site visits
4. Ensure the worksites are in compliance with the minimum SYEP standards

SECTION III RESPONSABILITIES

Participant organizations are required to:

1. Ensure that all the participant youth are verified as bona fide residents of the District of Columbia and are between the ages of 14-24 by June 26, 2017;
2. Provide the participant youth ages 14-24, with meaningful and structured employment and career readiness opportunities and services within their organization for the duration of the SYEP;
3. Provide a safe, positive work environment that will allow youth to develop the necessary skills and training needed to be employable in the future;
4. Expose youth to an array of diverse career options and motivate them to stay in school to pursue these careers through interactive hands-on career development activities and supportive services;
5. Provide an end of summer close-out report to MOLA with specific information about youth who were engaged, the services they received, and total hours worked. This report shall be submitted no later than September 8, 2017;
6. Maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the award, and upon MOLA request.

SECTION IV SUBMISSION OF APPLICATIONS

Orientation Session Event (Career Expo)

An orientation session will be held on **Wednesday June 7, 2017 from 2:00pm to 6:00pm and** at MOLA's office located at 2000 14th Street NW, Frank Reeves Municipal Center 2nd Floor, Washington, DC 20009. The purpose of the orientation is to allow the potential partner organizations to provide information to the prospect applicants about the:

1. Organization mission's;
2. Work environment;
3. Organization scope of work;
4. Structure;
5. Career options;
6. Trainings to be provided; and

Application Submission

Applicants must submit proposals through the following email: grants.ola@dc.gov. Applications must be submitted no later than **11:59pm on Friday June 16, 2017**. Further inquiries may be requested through Grants.OLA@dc.gov. Applications received after **11:59pm on Friday June 16, 2017** will not be considered.

Explanations to Prospective Partner Organizations: submitting questions

MOLA will only receive or answer questions related to this grant competition in writing via e-mail. Applicants are encouraged to email their questions at the contact information listed below on or before 11:59pm on Friday June 16, 2017. Due to the volume of inquiries and other administrative tasks, questions submitted after this date may not receive a response.

No phone calls – All questions will be received and answered in writing via e-mail.

Proposal Format

The application narrative is limited to a maximum of **10 double-spaced pages**, 12 point type (Times New Roman or Courier) on 8 ½ x 11 inch white document (PDF), and a minimum of 1 inch margins. Each page of the proposal should be numbered. The review panel will not review applications that do not conform to the requirements listed above. Applications must comply with the guidelines listed below. Applicants must ensure that applications include the:

1. Description of the organization's history, mission, and goals;
2. Description of the Summer Youth Employment Program measurable objectives, project activities, and project outcomes;
3. Description of program implementation including a work plan with a timeline
4. A budget to accomplish the stated goals and objectives of the proposed program.

Decision on Awards

MOLA will decide which applicants to award funds and the amounts to be funded. Be advised that the grants competition is intense and that grant resources are limited, making MOLA unable to support all of the many worthwhile activities for which applications are received.

Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

Proposals must demonstrate: (a) Technical Soundness; (b) Program Goals, Objectives, and Activities; and (c) the Organizational Capability and Relevant Experience

Technical Soundness (30 points), including information that the:

1. Applicant's proposed project is achievable and consistent with the District's objectives;
2. Description of the program implementation, including a work plan, is realistic given the proposed time requirements; and
3. The applicant uses cited data to document the need to be addressed and evidence of that need.

Program Goals, Objectives, and Activities (35 points) including information how the:

1. Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
2. Work plan clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
3. Objective tasks/activities include responsible agency/organization and responsible person or staff position.
4. Applicant provides an evaluation plan, including ways in which they will measure short- and long-term outputs and outcomes.

Organizational Capability and Relevant Experience (35 points), including how the applicant:

1. Compliance with eligibility requirements;
2. Qualifications and past experiences to provide services applied for and in serving the target population. Information on prior program evaluations, findings, and changes made as a result should be referenced;
3. best practices and/or is based on national standards;
4. Staffing for proposed services and its own cultural competency, sensitivity and appropriateness (i.e., racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the qualifications and diversity among its staff;
5. Organizational structure and its ability to administer the proposed services or program and, as proposed, function as a Lead Agency through the submission of operational and programmatic staff names and their key positions. Resumes and/or position descriptions for key project staff should be included as an attachment; and
6. Fiscal management through a description of grant monitoring activities and systems, disbursement of grant funds to partners (if relevant), and the submission

ATTACHMENTS

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2017 Summer Youth Employment Program
GRANT APPLICATION PROFILE – Fiscal Year 2017**

Organization:
Employer Identification Number (EIN):
Project Title:
Duration (Begin/End Dates):

PROJECT COST

Funding Requested (MOLA): \$

Total Project Budget: \$

OFFICIAL AUTHORIZING THIS APPLICATION

Name and Title:
Telephone:
Fax:

PROJECT DIRECTOR

Name:
Title:
Address:
Telephone:
Email:
Fax:

FINANCIAL OFFICER:

Name:
Title:
Address:
Telephone:
Email:
Fax:

Application is made for a grant under the above-mentioned FY 2017 Summer Youth Employment Program to the District of Columbia in the amount of and for the purpose stated herein.

I certify that is application, if awarded, will conform to the conditions set forth by the Mayor's Office on Latino Affairs.

Signature of Authorized Official

Date:

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2017 Summer Youth Employment Program
WORKPLAN AND TIMELINE**

Organization Name:
Program Supervisor/Manager:

Measurable Goals and Objectives	Inputs	Activities/Tasks	Dates / Timeline	Outcomes [Measurable Impact]

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2017 Summer Youth Employment Program**

BUDGET SUMMARY

A. Personnel	\$ _____
B. Fringe Benefits	\$ _____
C. Travel	\$ _____
D. Supplies	\$ _____
E. Equipment	\$ _____
F. Consultants/Contractors	\$ _____
G. Communication	\$ _____
H. Printing/Copying	\$ _____
I. Training	\$ _____
J. Operating Expenses	\$ _____
K. Other Expenses	\$ _____
PROJECT TOTAL:	\$ _____

Please provide budget narrative/justification below. (Use extra page if necessary)

