



*Muriel Bowser*  
Mayor

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**EXECUTIVE OFFICE OF THE MAYOR OFFICE ON LATINO AFFAIRS**



*Jackie Reyes*  
Director

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**Mayor's Office on Latino Affairs**  
**FY2016 Summer youth Employment Program (SYEP)**  
**Request for Applications (RFA) # 22615-16**

**NOTICE**

**ORIENTATION SESSION/Career Expo**

**(Attendance required)**

- WHEN:** Wednesday, May 25, 2016 and Thursday, May 26, 2016
- WHERE:** Mayor's Office on Latino Affairs  
Frank D. Reeves Center of Municipal Affairs  
2000 14<sup>th</sup> Street NW, 2<sup>nd</sup> Floor  
Washington, DC 20009
- TIME:** 3:00 pm – 6:00 pm
- CONTACT PERSON:** Eduardo Perdomo  
Mayor's Office on Latino Affairs  
2000 14<sup>th</sup> Street NW, 2<sup>nd</sup> 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 FY2016 Summer Youth Employment Program (SYEP). The FY2016 SYEP offers to CBOs with a current and valid 501(c)(3) status located in the District of Columbia a onetime 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 the SYEP. MOLA will only receive or answer questions related to this grant competition in writing via e-mail.

### **Target Population:**

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

### **Program Purpose is to:**

1. Provide 200 youth (ages 14-24) with meaningful and structure employment and career readiness opportunities and services with a variety of community based partners for the duration of the SYEP.
2. Provide a safe, positive work environment that will allow youth to develop 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**

Partners or community-based organizations must:

1. Have a Federal 501(c)(3) tax-exempt status
2. Be located within in the District of Columbia;
3. Execute programs that target Latino residents of the District of Columbia (Charter Schools are **not** eligible to apply); and;
4. Be registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.

## 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 total budget for the SYEP shall not exceed \$ 328,925.00 for fiscal year 2016.

## Award Period

The SYEP grant award will not exceed 29 program days, with an earliest starting date of June 27, 2016 and a closing date of August 05, 2016.

## Payment of Stipends

Summer Youth Employment Program stipend is as follow:

<b>Total participants</b>	<b>Ages</b>	<b>Total days</b>	<b>Total hours per days</b>	<b>Stipend pay per hour</b>	<b>Total cost</b>
100	16-21	29	5	\$8.25	\$119,625.00
50	14-15	29	4	\$5.25	\$30,450.00
50	22-24	29	6	\$10.50 (July 1 <sup>st</sup> \$11.50)	\$98,850.00
<b>Total</b>					<b>\$248, 925.00</b>

## Payment of Partners Organizations

Partner organizations will be paid at a fixed rate of \$400 per youth served. No partner is permitted to serve more than 80 youth.

## SECTION II MOLA RESPONSIBILITIES

### 1. Services

MOLA will place no more than 200 youth (50 youth ages 14-15, 100 youth 16-21, and 50 youth 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 visit 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 27, 2016.

#### **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 27, 2016 to Friday August 5, 2016. 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 \$1609.50 for 29 program days of 6 hours per day from Monday June 27, 2016 to Friday August 5, 2016.

#### **5. Program Reporting**

MOLA will assign 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 Closeout 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 participants youth are verified as bona fide residents of the District of Columbia and are between the ages of 14-24 by June 27, 2016;
2. Provide the participants 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 10, 2016;

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 May 25, 2016 from 3:00pm to 5:00pm and Thursday May 26, 3:00pm to 5:00pm** at MOLA's office located at 2000 14<sup>th</sup> Street NW, Frank Reeves Municipal Center 2<sup>nd</sup> 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
7. collect data about potential applicants (first come first served method)

### Application Submission

Applicants must submit proposals through the following email: [grants.ola@dc.gov](mailto:grants.ola@dc.gov). Applications must be submitted no later than **12:00am on Friday June 10, 2016**. Further inquiries may be requested through [Grants.OLA@dc.gov](mailto:Grants.OLA@dc.gov). Applications received after **12:00am on Friday, June 10, 2016** 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 Friday June 10, 2016. 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 program's 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; and
5. Any other relevant information that may be provide to facilitate the successful execution of the 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.

## **Review Panel**

The Request for Application (RFA) review panel is composed by MOLA staff. MOLA will:

1. Reviewing and scoring each applicant's proposal; and
2. Decide about granting awards based on the scoring process

## **Scoring Criteria**

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

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

### **Technical Soundness (25 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 (25 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 2016 Summer Youth Employment Program  
GRANT APPLICATION PROFILE – Fiscal Year 2016**

**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 2016 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 2016 Summer Youth Employment Program  
WORKPLAN AND TIMELINE**

**Organization Name:**  
**Program Supervisor/Manager:**

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

**DISTRICT OF COLUMBIA GOVERNMENT  
Mayor's Office on Latino Affairs (MOLA)  
FY 2016 Summer Youth Employment Program**

**BUDGET SUMMARY**

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

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

**DISTRICT OF COLUMBIA GOVERNMENT**  
**Mayor's Office on Latino Affairs (MOLA)**  
**FY 2016 Summer Youth Employment Program**  
**STAFFING PLAN**

Name	Position Title	Filled/ Vacant	Annual Salary	%of Time	Start Date