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TO: LEA Leaders

FROM: Jennifer Niles, Deputy Mayor for Education

DATE: March 27, 2017

SUBJECT: OST Update & Release of RFP for School Year 2017-18 OST Grants

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I am writing to update you on the District's progress towards setting up a citywide Out-of-School-Time (OST) system to replace the DC Trust. Additionally, I am excited to announce that the Request for Proposals (RFP) for School Year 2017-18 OST Grants is now live—months earlier than in years past. Please read and share the information below.

Background:
A robust OST system is an important lever for moving the needle on attendance, graduation rates, youth development, academic results, and the achievement gap.

In April 2016, the board of the Children Youth Investment Trust Corporation (the "DC Trust") voted to dissolve the entity, leaving the District without a single non-service provider, nonprofit organization to disperse critical grant funds provide training and technical assistance to providers, and perform other duties necessary to ensuring access to quality OST programs for District youth and families.

Following the dissolution of the DC Trust, DME and DMHHS collaborated with Councilmembers Grosso and Nadeau to shape and support the Office on Youth Outcomes and Grants Establishment Act of 2016 (Bill 21-865), which was introduced by Council in October 2016 and signed into law by Mayor Bowser in February 2017.

In short, the legislation establishes an Office of OST Grants and Youth Outcomes within DME and a Commission on OST Grants and Youth Outcomes that will be appointed by the mayor and consist of community stakeholders, youth and public agency representatives. The new Office, with input and direction from the Commission, shall:

- Create and guide the implementation of the District's strategic plan for OST;
- Gather and analyze data to improve the distribution of high quality, equitable OST programming;
- Provide technical assistance, training and capacity building to OST providers;
- Streamline funding, application processes, and reporting processes for OST providers;
- Assess program quality; and
- Distribute grants to OST providers.

DME is looking forward to implementing this legislation in FY18 and has already on boarded an OST System Set-up Team, led by Director Mila Yochum, to begin the work at the United Way of the National Capital Area (NCA). We anticipate shifting the approach historically taken by creating a small Office and inclusive Commission to *drive* the work, while leveraging the expertise of existing external partner entities to *implement* it. Aligned with this model, we have shifted to leveraging the United Way NCA as the grantmaking partner for the upcoming school year.

School Year 2017-18 OST Grants:
We are excited to award an estimated $2,000,000 in grants to support organizations providing strong OST programs in School Year 2017-18. The RFP can be found on the United Way NCA's website here: http://www.unitedwaynca.org/pages/youth-development

We made a number of changes to the RFP this year in response to feedback from stakeholders about the grant requirements and process (see Attachment 1: We Hear You!) and we are hopeful that we will be funding a cohort of excellent organizations that support your work.

Additionally, note that traditional and charter public schools are eligible programming sites, and may also be eligible applicant organizations. Please consider applying!

Key dates for the School Year 2017-18 OST Grants are provided here:

- **March 27**: RFP Released on United Way NCA's website
- **April 14**: Frequently Asked Questions available on United Way NCA website
- **April 28**: Completed proposals due to United Way NCA by 5:00 p.m.
- **June**: Pending DC Council approval, awards announced via email
- **July**: Grant agreements and completion of paperwork
- **August**: Grant period begins (anticipated earlier than in years past)

Next Steps:
In FY18, DME's goal is to continue providing key functions previously carried out by the DC Trust, such as data collection and training, while also following through on a commitment to improve the system by adding new elements like capacity building and stakeholder engagement, which were not previously addressed by the DC Trust but were identified by stakeholders as critical. We also seek to align the timing of grant awards with program provider needs in order to address the current fiscal year and calendar year mismatch that leaves providers without funding during the first two months of the school year.

We look forward to seeking your input on these and other improvements as the work moves forward. In the meantime, we hope you will consider applying for School Year 2017-18 OST Grants to support your OST work or share this information with a great program provider.

School Year 2017-18 Out-of-School Time Grant Competition
We hear you!

We heard....	Changes in the School Year 2017-18 Grant Competition
Funding should support the children and youth who are most in need of free and low-cost programming.	The RFP includes a preference for organizations that serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost OST opportunities. The program narrative also includes a focus on how organizations are meeting identified community needs.
Funding focused on offering specific programs limits flexibility to fund organizational needs across programs and, on a limited basis, administrative costs.	The RFP is focused on funding organizations that are administering great programs and can demonstrate how additional funding would support that work. Switching from a program-focused funding model to an organization-focused one will provide a more complete picture of OST.
The audit requirement is a barrier to applying and not fair for smaller non-profits.	The audit requirement remains a requirement in the RFP. However, if an applicant's organization's annual budget is $250,000 or less we will accept financial review report from an independent certified public accountant.
The submission of all expenditure receipts is burdensome.	Grantees will no longer be required to supply receipt documentation for each of their expenditures under the grant. Instead, grantees will be required to submit signed, detailed quarterly expenditure reports along with a General Ledger report that represent an accurate accounting of the allowable expenses. By requiring the audit, this requirement was removed to provide the necessary assurances.
Standard grant sizes are too small to justify the administrative burden of compliance for my organization.	While programs may apply for any size grant, the maximum amount that will be granted to a single grantee is $150,000.
My budget is too small to rely on a reimbursement system for large expenditures such as start-up costs and salaries.	Grantees will receive payment through disbursements throughout the year. A 10% payment at the beginning of the grant year (Around September), 40% payment will follow in December and March and 10% after receipt of the final report.
Collection and submission of all required staff clearances and other safety documents are too time intensive.	Grantees are required to have all necessary clearances for all staff on file. However, instead of copying and submitting them to United Way, we will have grantees sign and attest to compliance with the requirements. A sample of clearances will be randomly checked during monitoring visits.
Average Daily Attendance (ADA) is an unfair measure of a programs impact.	Funding will no longer be disbursed based on ADA. However, grantees will be required to submit attendance data for all participants quarterly. In addition, attendance may be spot checked during monitoring visits.
Daily program dosage didn't fit with our program design and was overly restrictive.	The RFP is funding organizations that offer program(s) operating under a range of models, including those offering programming during intercessions, weekends, and intensives.
We have to pick age groups and can only apply to serve participants at specific program sites.	Grantees may now serve any young people between the ages of 5 and 18 and may apply funds to any of their sites as long as funds are used for District children and youth.
I received the RFP late and missed the deadline for the Notice of Intent to Apply and the Grant Technical Assistance Session (GTA).	A Notice of Intent to Apply and GTA is no longer required or mandatory. We strongly encourage participation in order for applicants to submit a competitive and well-written proposal.
The District should support organizations that vary in size, tenure and scope; organizations should be representative of the students they serve.	After the panel review, the OST System Set-up Team will evaluate all proposals with an equity lens. The equity review process is under development and will be defined by the DME and OST System Set-up Team, but will work to ensure more organizational equity in funding.