

UPO Summer 2020 Request for Applications

As a recipient of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, the United Planning Organization is announcing a Request for Applications (RFA) to support the establishment or enhancement of Distance Learning and/or Physical Fitness programs for District youth. Applications and all accompanying attachments must be received **by 5:00 pm June 5, 2020 via email to uposummergrants2020@upo.org**. Any forms submitted after **5 pm on June 5th will not be considered**. Notification of award will be made via email on **Friday, June 12th**. All decisions regarding applications are final and are not subject to review, appeal, or protest. UPO will hold a webinar for all awardees on **Tuesday, June 16th** to discuss the details of the summer grant, program expectations, and the payment process.

Total Funds Available: \$180,000

Number of Anticipated Awards: 18

Expected Average Award: \$10,000

Applicants must meet the following criteria to apply:

- Must be a DC-based, 501 (c)(3), non-profit organization
- Ability to implement a minimum, five week distance learning program using virtual technology or distance learning strategies. Physical fitness programs should display the ability to appropriately social distance in accordance with CDC and CITY guidelines. Applicants may choose any five week period between **June 29, 2020 and August 7, 2020**
- Ability to implement program for at least one hour per day, five days per week. Weekends may also be included. Virtual services may be rendered using phone calls and/or secured online meeting platforms. In person programming must include distance learning protocols
- **Programs must focus on one or more the following content areas: social-emotional learning (SEL); character development; academic support via literacy or math skills development; health and nutrition; financial literacy; creative arts; college and career readiness; Science Technology Engineering Math (STEM); or other enrichment activities**
- Participants may be rising 1st thru 12th grade students. 2020 high school graduates may also be considered
- Provide proof that household income for participants is within 200% of the federal poverty income guidelines - <https://aspe.hhs.gov/poverty-guidelines>

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>

Proposed Virtual 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 and number of participants to be served by the program. How will participants be recruited and retained to meet this goal? (250 words maximum)								
Describe the program, including daily interaction with each participant. Is this a new program? Will funds be used to complement or supplement an existing summer program design? Describe the daily schedule and the platforms to be used to connect and engage participants. (250 words maximum)								
Describe the support needed from parents to help connect and engage youth with the proposed program. Describe any parent engagement activities, if applicable (250 words maximum)								
Describe the safety measures the program will employ to protect participants from cyber threats during program implementation. (250 words maximum)								
Describe the skills participants are expected to learn as a result of participating in the program. How will their growth be measured? (250 words maximum)								

Proposed Non Virtual Program Information – (Can only be implemented once the Mayor’s “Stay At Home” order has been lifted)

Where will in-person programming take place? Describe the facility and physical space intended to safely implement program – include outdoor, public spaces if applicable. (250 words maximum)	
Describe the need and number of participants to be served by the program. How will participants be recruited and retained to meet this goal? (250 words maximum)	
Describe the in-person program, including daily interaction with each participant. Is this a new program? Will funds be used to complement or supplement an existing summer program design? (250 words maximum))	
Describe the skills participants are expected to learn as a result of participating in the program. How will their growth be measured? (250 words maximum)	
Describe the proposed distance learning protocols to be implemented to protect the health and safety of the participants and staff. (250 words maximum)	

Attachments

- FY20 total organizational budget
- Program budget and narrative
- Weekly syllabus for the program
- List of staff who will implement the distance learning program. Describe past or future training/s relevant to successfully implementing the program

Additional Information

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

- Federal Bureau of Investigation (FBI) Criminal background check for all staff assigned to work with participants. Clearances must be within the past two years and must be valid through the end of the proposed program
- Current business license
- Certificate of Good Standing or Clean Hands Certificate
- Current insurance coverage of illustrating the minimum insurance requirements below:
 - a. Workers' Compensation Insurance providing statutory limits for the District of Columbia
 - b. Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence
 - c. Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit
 - d. Certificate of Insurance (COI) with UPO listed as the certificate holder
- W-9 for organization