



DC COMMISSION ON
THE ARTS & HUMANITIES

**FY17
MAYOR MARION S. BARRY
SUMMER YOUTH EMPLOYMENT PROGRAM
(MBSYEP)**

Deadline: Friday, February 17, 2017 at 4:00PM

**Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE
Washington, DC 20003
(202) 724-5613
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FY2017

Special Arts Initiative: Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP)

Release Date: January 30, 2017

RFA ID: FY17.SAI.2

Submission Deadline: Friday, February 17, 2017 at 4:00PM

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified arts and humanities organizations to serve as sites of employment for youth participating in the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP). The contract will support arts and humanities organizations selected for worksites of the MBSYEP for 2017 through CAH.

Contracts are competitive. Funding for this program is authorized from: Special Arts Initiative Program.

MBSYEP Description

The MBSYEP is a locally funded initiative sponsored by the Department of Employment Services (DOES) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors. Mayor Bowser signed the Mayor's Order 2015-037 on January 14, 2015 to rename the program the Mayor Marion S. Barry Summer Youth Employment Program in honor of former Mayor and MBSYEP founder Marion Barry. Youth placed with CAH will be assigned to arts and humanities-focused worksites.

MBSYEP Goals

CAH works with arts and humanities organizations to ensure MBSYEP participants work towards achieving the following four major goals:

1. Earn money and gain meaningful work experience.
2. Learn and develop the skills, attitudes and commitment necessary to succeed.
3. Gain exposure to various exciting career industries.
4. Interact with dynamic working professionals in a positive work environment.

Successful MBSYEP Site Applications

- Applicants should give a brief overview of the organization's programming with evidence of organizational experience in mentoring youth through similar programs;
- Applicants should demonstrate expertise in offering developmentally appropriate arts and humanities activities for youth;
- Applicants should articulate an understanding of program design through the provision of a scope of work to address skill-building and immersion for participating youth. The scope of work template is available on the CAH website and will be discussed as part of the technical support workshops for applicants; and,
- Applicants should demonstrate adequate personnel to supervise youth on a daily basis and be available as the point-of-contact with CAH staff.

Eligibility Requirements

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as 501 (c) 3 non-profit organization;
- Be incorporated as a registered business within the District of Columbia. This includes having principal offices that are located in the District of Columbia, as demonstrated by the address on its 2015 Form 990. Postal boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Be in good standing with the District of Columbia's Office of the Treasury for one year prior to the application deadline (subject to DCRA verification);
- Have a commitment to provide arts, humanities and education programs to the residents of Washington, DC. At least eighty-five percent (85%) of activities occur within the District of Columbia;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 14, 2016, are ineligible to receive an additional award from DCCAH in FY17;
- Do not use fiscal agents; and,

- Are not colleges, universities, non-arts and humanities service organizations, foreign governments or other DC government agencies, including DC Public Schools.

Funding Restrictions and Allowable Costs

As a District of Columbia agency, CAH must ensure that all contracted funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the CAH have determined as valid expenditures.

Examples of allowable costs for Special Arts Initiative: MBSYEP

- Salaries for arts educators for non-profit organizations;
- Teaching artists / consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases that are directly related to project implementation; and,
- Overhead, maintenance and administration.

Examples of unallowable costs for Special Arts Initiative: MBSYEP

- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and,
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

Technical Assistance and Workshops

CAH staff members are available to help develop contract applications through group and individual technical assistance. During February 2017, CAH will conduct free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a contract application. **CAH strongly recommends all applicants attend one of these workshops.** In addition, CAH staff members are available for 30-minute appointments up to one week before the deadline.

Day & Date	Time	Topic	Location
Friday, February 3	2:00pm- 3:30pm	MBSYEP	CAH
Wednesday, February 8	9:30am- 11:00am	MBSYEP	CAH

FY2017 MBSYEP workshops will be located at:
DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400, Washington DC 20003

Workshops will take place at the offices of the DC Commission on the Arts and Humanities. All workshops are free and open to the public; however, participants are encouraged to RSVP. Valid photo identification must be presented on arrival. Please contact Kali Wasenko at Kali.Wasenko2@dc.gov or call 202-724-1445 to: (1) RSVP; and (2) request a reasonable disability-related accommodation to facilitate your access to a workshop (if such an accommodation is necessary). Reasonable accommodation requests should be submitted to CAH (through Kali Wasenko) at least seven (7) days prior to the subject workshop.

Application Process

CAH utilizes an online application portal called Good Done Great (GDG). The portal is used for grant and contract applications. All applications must be submitted online by the deadline, 4:00 pm, Friday, February 17, 2017. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The period of contracted activities is from June 26, 2017 to September 30, 2017. Contracted funds may not be used for projects or activities that occur prior to June 26, 2017 or after September 30, 2017. CAH will not accept mailed, emailed or hand-delivered copies of applications.

Application Procedure:

In the application portal, applicants may substitute the term “Grants” for “Contracts” in this program.

1. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register.
 - To reset the password either select “Forgot your password?” or click [here](#).Once fully registered, applicants must select the desired program(s) i.e. Special Arts Initiative: MBSYEP.
2. Complete the application questions. (Please refer to “Application Guide” on page 10 for additional information.)
3. Upload all required documents, supplementary material, and work samples.
4. Submit the application by 4:00pm on the program’s deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission program or category. Applicants are fully responsible for the content of their application packages. An automated confirmation of an application’s submission does not

guarantee an application's eligibility or recommendation for funding by the Advisory Review Panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of CAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

The District of Columbia Government (the District) and its contractors are required by federal and District laws to provide equal employment opportunity to qualified individuals with disabilities. The Americans with Disabilities Act of 1990 (ADA) and the D.C. Human Rights Act of 1977, as amended, seek to eliminate discrimination against individuals with disabilities to ensure that our workforce is as diverse as our society. The District and its contractors have a legal obligation to provide reasonable accommodations, as required, to facilitate the employment of qualified employees and applicants with disabilities. See D.C. Official Code Section 2-1431.01 through 2-1431.08.

Review Process

All applications are scored according to three categories: Artistic and Educational Content, District Impact and Engagement, and Financial Capacity and Sustainability. The evaluation criteria are specific to each program and listed in each program's guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

CAH selects Advisory Review Panelists who are arts, humanities and/or business professionals, independent of the Commission, who ensure that the CAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as a group to discuss the applications and finalize scores.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Notification and Payment

Applicants will be notified in writing of their application status on March 1, 2017. This notification may consist of a letter of notification or denial.

The date of payment disbursement is subject to change depending on the availability of funds. CAH works with other DC government agencies to pay contract recipients in a timely manner, but CAH does not create or distribute payments onsite. To expedite the payment

process, CAH strongly recommends FY17 contract recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at <https://dcarts.dc.gov/node/791382>

CAH reserves the right to rescind any and all contract awards for non-compliance with program guidelines, policies and regulations. FY17 contractors with unfulfilled reporting in any funding program at the time of the MBSYEP contract award are ineligible to receive any additional awards from CAH.

Risk Management and Performance Monitoring

All contract recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). CAH has established standards for contractors in making determinations of demonstrated performance prior to the award of all contracts.

All activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY17 contract recipients must complete a final report of activity by October 14, 2017. Contractors are required to document payment of all contract related expenses. Final reports will be completed through the online portal. Contractors may access the final report pages through the <https://dcarts.dc.gov/node/1046772> page on the CAH's website. All contractors are responsible for reporting contract awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding the MBSYEP program through CAH, or clarification about accessibility requirements, work sample submissions and the contracting process, please refer to the Guide to Grants <http://dcarts.dc.gov/node/1154095> or contact Kali Wasenko, External Engagement Officer at Kali.Wasenko2@dc.gov or (202) 724-1445.

The Request for Applications (RFA) will be available electronically beginning January 27, 2017 on the CAH website at <http://dcarts.dc.gov/>. Applicants must apply online. The deadline for applications is February 17, 2017.

For more information, please contact:
Kali Wasenko
External Engagement Officer
DC Commission on the Arts and Humanities
200 I (EYE) St. SE

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MBSYEP through CAH

Review Criteria

Artistic and/or Humanities and Educational Content 40%

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The applicant demonstrates expertise in offering developmentally appropriate arts and humanities activities for youth and structured vocational training opportunities;
- The applicant articulates an understanding of program design through the provision of a scope of work to provide skill-building and immersion for participating youth.
- The described activities provide meaningful work experience through the arts and humanities, develop the ;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts and humanities industry expertise (such as, including, but not limited to: arts administrators, teaching artists, educators, professional artists, technicians) to plan and implement content; and,

District Impact and Engagement 40%

- The described program activities are enriching, immersive experiences that meet the unique needs of the youth work skills development of the District of Columbia;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities;
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services; and,
- The proposed activities and services are available to, and inclusive of, people with disabilities.

Financial Capacity and Sustainability 20%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant demonstrate its financial stability, organizational capacity in order to implement the proposed program; and,
- The applicant demonstrates the internal capacity to administer the contract and identifies adequate personnel to supervise youth on a daily basis, submit weekly timesheets for youth and be available as the point-of-contact with CAH staff.

FY17

Special Arts Initiative: MBSYEP

Application Guide

Overview

The following is a brief guide to application questions, as well as details to clarify what information should be provided. This information includes all mandatory and supplementary documents required to submit your application. Documents must be uploaded prior to the application deadline.

Applicants may be familiar with CAH application that is accessed through CAH [website](#). Although the portal is traditionally utilized for grant applications, the MBSYEP contract applications will also be submitted through the same portal. Once fully registered, applicants must select the “Special Arts Initiative: MBSYEP” to begin the process to submit an application for the contract.

MANDATORY DOCUMENTS

In addition to legal and tax information, the Mandatory Documents section provides space for you to upload any supporting documents, such as the Road Map (a mandatory, supplemental document that can be found on CAH website), resumes of key personnel involved in the project, and samples of output materials that highlights your work (e.g. a brief video of a recent performance). Below is a checklist of mandatory documents.

- *Signed W-9*: Request for Taxpayer Identification and Certificate
- *Work Samples* : This can include images, brief videos of performances, etc. that highlight
- *Certificate of Clean Hands*
- *Arrest and Conviction Statement*
- *ACH Form*
- *501(c)(3)*
- *Certificate of Insurance*
- *Statement of Certification*
- *Resume(s)*: Only the resumes of key personnel involved in the project, such as artistic staff and educators are needed
- *Support Materials*: Completed Road Map detailing the scope of work to address program participant engagement over the six-week contract period aligned with the goals of the program

Templates of required compliance materials may be found at <http://dcarts.dc.gov/page/managing-grant-awards>

Overview

This section requests information that will help shape the size and parameters of your requested contract. For example, how much you request will depend on how many youth you are able to accommodate. The information below will help you determine the most appropriate answers on your application.

- *Project Title:* Please provide a title for your application.
- *Amount Requested:* This amount will depend on how many MBSYEP youth participants you would like to accept. The amount you enter should coincide with the “Number of Youth” selection on the Road Map.

3-5 Youth (\$2,500)	6-10 Youth (\$5,000)	11-15 Youth (\$7,500)
16-20 Youth (\$10,000)	21-25 Youth (\$12,500)	26-30 Youth (\$15,000)

- *Type of Support:* Please select “Project Support.”
- *Project Begin Date:* The project will begin on June 26, 2017.
- *Project End Date:* The project will be completed on August 4, 2017
- *Briefly detail the arts and humanities activities and goals during the grant period:* In 200 words or less, please provide a brief description of how you will utilize MBSYEP youth participants. A scope of work and week-by-week description will be anticipated in the Road Map.
- *Have you received a grant from DCCAH within the past 5 years?*
- *Has your address changed in the past 12 months?:* Please updated, if needed. Failing to do so may result in delays in receiving funds.

ORGANIZATION PROFILE

The Organization Profile requests standard, overview organization information. Below is a list of questions and/or documentation that will be requested in this section.

- *EIN*
- *In which ward is the applicant located?*
- *Legal Status*
- *Applicant Discipline*
- *Institution Type*
- *Organization Founding Date*
- *Organization Fiscal Year*

- *What is the organization's mission?*

NARRATIVE QUESTIONS

District impact and engagement will account for forty percent of your overall application. Please answer the following questions thoughtfully and thoroughly to detail how your programs influence our community.

- *How will the applicant market its activities and/or programs to specified target audiences and/or participants in DC? What are the direct DC efforts to engage the applicant's DC audience and/or participants? How does the applicant evaluate this engagement?*
- *How does the applicant work to ensure that all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people of all abilities as well as other underserved populations, which include those who access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY17 Guide to Grants and DC Human Rights Act of 1977.)*

REQUEST DETAILS

The final section will ask for an elevator pitch of your project, as well as budget information. Please note, that you are not required to provide information on your organization's overall budget. Instead, please provide details on budget information directly related to MBSYEP.

- *Project Income:* The Project Income Source should be "DCCAH" and the Amount should be identical to the amount requested earlier (see "Project Information")
- *Project Expenses:* Please describe how the funds will be allocated and utilized.

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.