



**DC COMMISSION<sup>ON</sup> THE ARTS & HUMANITIES**  
**50th ANNIVERSARY**

**REQUEST FOR APPLICATIONS**  
**FY 2019**  
**MAYOR MARION S. BARRY**  
**SUMMER YOUTH EMPLOYMENT**  
**PROGRAM (MBSYEP)**

**Deadline: Friday, March 29, 2019 at 4:00 PM**

Government of the District of Columbia  
Commission on the Arts and Humanities  
200 I (Eye) Street, SE, Suite 1400  
Washington, DC 20003



DC COMMISSION ON THE ARTS & HUMANITIES  
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**NOTICE: Applicants must read the entire guidelines prior to submitting an application for this contract. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).**

## **SPECIAL ARTS INITIATIVE (SAI): MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM (MBSYEP)**

Applicants may submit one (1) MBSYEP application per contract cycle

**FY 2019**

**SAI: MBSYEP**

<b>Release Date:</b>	Friday, March 1, 2019
<b>Application Deadline:</b>	Friday, March 29 2019 at 4:00 PM
<b>Award Amount:</b>	Varies based upon request Specific details included in the contract description section

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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.

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 2019 through CAH.

### **MBSYEP Goals**

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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**

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- 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 Road Map to address skill-building and immersion for participating youth. The Road Map template is available on the CAH website and will be discussed as part of the technical support workshops for applicants;
- 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**

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Prior to submitting applications, applicants must meet all of the following eligibility requirements:

- Be incorporated as a nonprofit with a federally-designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming;
- Have an active Board of Directors;
- Register and comply with the regulatory requirements of the following agencies:
  - 1.) District of Columbia Department of Consumer and Regulatory Affairs’ (DCRA) – Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
  - 2.) District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
  - 3.) District of Columbia Department of Employment Services (DOES); and
  - 4.) United States Internal Revenue Service (IRS);

- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see page 8);
- Be in "good standing" with CAH. Note: a CAH grant applicant that has failed, as of February 26, 2019, to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in "good standing" with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2019; and
- Have a principal business office address that is located in the District of Columbia, subject to on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).

Applicants restricted from applying include:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Arts and humanities service organizations who provide specialized services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials and/or research;
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act; and
- Individuals; organizations that require "fiscal agents"; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

### **Funding Restrictions and Allowable Costs**

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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 (through its subordinate agency, CAH) has determined, in its sole discretion, to be 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, special events and/or lobbying;
- Travel not directly related to the execution of the project; and,
- College tuition or to fund universities, foreign governments, or DC government agencies, including DC Public Schools.

## Technical Assistance and Workshops

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CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to two (2) days prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a MBSYEP contract application. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter CAH offices.

Each Friday during the application window, grants staff will be available for live online chats, may be accessed by visiting <https://dcarts.dc.gov/livechat>.

Day & Date	Time	Topic	Location
Tuesday, March 5	3:30 pm- 5:00 pm	<b>MBSYEP</b>	CAH
Friday, March 15	2:30 pm- 3:30 pm	<b>MBSYEP</b>	LiveChat
Tuesday, March 26	12:30 pm- 2:00 pm	<b>MBSYEP</b>	CAH

<b>FY2019 MBSYEP workshops will be located at:</b>
<b>DC Commission on the Arts and Humanities</b> 200 I (Eye) Street SE, Suite 1400, Washington DC 20003

Please contact Kali Wasenko at [Kali.Wasenko@dc.gov](mailto:Kali.Wasenko@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. Reasonable accommodation requests should be submitted to CAH (through Kali Wasenko) at least five (5) work days prior to the subject workshop.

## Application Process

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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 on Friday, March 29, 2019. 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 24, 2019 to September 30, 2019. Contracted funds may not be used for projects or activities that occur prior to June 24, 2019 or after September 30, 2019. CAH will not accept mailed, emailed or hand-delivered copies of applications, unless pre-approved as a reasonable accommodation.

CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email, or hand-delivery up to five business days prior to the application deadline. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or [kali.wasenko@dc.gov](mailto:kali.wasenko@dc.gov).

### **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 11 for additional information).
3. Upload all required documents, supplementary material and work samples.
4. Submit the application by 4:00 PM EST 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 CAH program or category. Multiple applicants may not apply for funding for the same project – whether through the same or different grant or contracted program.

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 reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding.

### **Citywide Clean Hands (CCH)**

**All applicants that are recommended for funding must obtain from the District of Columbia a "Citywide Clean Hands Certification", in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made.** The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

### **Legal Compliance**

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

### **Americans with Disabilities Act**

CAH is committed to ensuring that all funding recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organization applying for funding from CAH should include, in its application, a response to the information request set forth in the "Accessibility" section of its application, by providing the following information:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).



2. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

## **Review Process**

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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 the review criteria.

CAH selects individuals to serve as advisory review panelists for MBSYEP. The role of a panelist is to review and score an eligible application's content against the established contract criteria. 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's evaluation process takes 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**

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Applicants will be notified in writing of their application status on April 30, 2019. 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 and processing of required documentation and materials. In collaboration with other District of Columbia government agencies, CAH processes the payment request of its contract recipients in a timely manner. CAH does not create or distribute contract payments through its offices or staff. To expedite its payment process, CAH advises contractors to register to receive direct deposit of its contract award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at [Managing Grant Awards](#).

CAH reserves the right to rescind any and all contract awards for non-compliance with program guidelines, policies and regulations. FY 2018 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**

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All grant and contract recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for contract recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' contract agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected contract benchmarks, providing proof of expenditures, etc.

All grant and contract recipients are responsible for reporting their respective award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

## **Contact Information**

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For more information regarding becoming a MBSYEP site through CAH, or clarification about accessibility requirements, work sample submissions and the contracting process, please refer to the [Guide to Grants](#) or contact Kali Wasenko, External Engagement Specialist at [Kali.Wasenko@dc.gov](mailto:Kali.Wasenko@dc.gov) or (202) 724-1445.

## **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;
- The related goals and schedule of planned activities are feasible; and,
- The applicant uses personnel with demonstrated arts and humanities industry expertise (including but not limited to arts administrators, teaching artists, educators, professional artists, technicians) to plan and implement content.

### **District Impact and Engagement 40%**

- The described program activities are enriching and immersive experiences that meet the unique needs of 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 and 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.

# FY2019

## Special Arts Initiative: MBSYEP

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### Application Guide

The following is a brief guide to application questions, as well as details to clarify information that should be provided, including 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 applications that are accessed through its [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 of the online application provides space for you to upload any supporting documents, such as the **Road Map** (a mandatory, supplemental document that can be found on CAH’s website), résumés of key personnel involved in the project and samples of output materials that highlight your work (e.g. a brief video of a recent performance). Below is a checklist of mandatory documents.

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

- *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
- *Signed IRS Form W-9* (NB: Post office box addresses are prohibited)
- *Work Samples* : This can include images, brief videos of performances, etc. that highlight your organization’s mission in action
- *Certificate of Clean Hands* (dated no more than 30 days prior to the deadline)
- *Arrest and Conviction Statement*
- *ACH Form for Direct Deposit*
- *IRS 501(c)(3) Letter of Determination*
- *Certificate of Insurance*
- *Statement of Certification*
- *Résumé(s)*: Only the resumes of key personnel involved in the project, such as artistic staff and educators are needed

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.**

**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)

- *Briefly detail the arts and humanities activities and goals during the grant period.*
- *Have you received a grant from CAH within the past 5 years?*
- *Have you applied for a grant from CAH in the past 5 years?*
- *Has your address changed in the past 12 months? Please update, 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?*

## REQUEST DETAILS

This section serves as a reminder to upload a completed Road Map with your “Support Material” in the “Work Sample and Uploads” section. Only applications with a completed Road Map will be considered for this contract.

- *Have you uploaded a completed Road Map as part of your "Support Material?" (Please refer to [dcarts.dc.gov](https://dcarts.dc.gov) to download a blank Road Map.)*

## NARRATIVE QUESTIONS

District Impact and Engagement will account for 40% percent of your overall application. Please answer the following questions thoughtfully and thoroughly to detail how your programs influence our community.

- *Which ward(s) do your activities and/or programs impact through audience attendance and/or participation?*
- *What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?*
- *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 with disabilities 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 ADA, the FY18 Guide to Grants, and DC Human Rights Act of 1977.)*

## WORK SAMPLES & UPLOADS

The final section will ask for required documentation, work samples, and support material. Please upload your completed Road Map under “Support Material.” Please also provide a brief statement describing how and why the arts, humanities and/or arts education content or scope of services in the materials uploaded best represent the applicant.

- *501(c)(3)*
- *ACH Form*
- *Arrest and Conviction Statement*
- *Certificate of Clean Hands*

- *Certificate of Insurance*
- *Resume(s) of Key Personnel*
- *Statement of Certification*
- *Support Material*
- *W-9*
- *Work Sample*