DCPS School Program Provider Application: Review Form

Applicants must demonstrate all expectations outline below to obtain an approved status. All School Program Providers must be vetted and approved to be eligible to operate in DCPS schools. For more information, visit https://dcps.dc.gov/page/dcps-school-partners or contact dcps.partnerships@dc.gov.

Note—*The questions/application sections that correspond to the expectations below are noted for your reference.*

II.   PROGRAM PURPOSE AND CONTENT

❑	**Program supports one or more DCPS priorities (Question #12)** *Applicant demonstrates how its program supports one or more DCPS priorities*
❑	**Program is appropriate for target audience** *Applicant describes a program that is suitable for students in the target audience*

III.   PROGRAM ASSESSMENT

❑	**Program has clear core goals (Question #20)** *Applicant describes specific program goals that are aligned to program design and purpose*
❑	**Program has method for determining progress toward goals (Question #21)** *The metrics/indicators used to determine if the program has achieved its goals are aligned to the program's articulated program goals*

IV.   PARTNERING WITH SCHOOLS

❑	**Program requirements for DCPS staff planning time and support is appropriate (Question #27)** *Requirements are appropriate given program design and purpose*
❑	**If applicable, program space requirement is appropriate (Question #28)*** *Requirements are appropriate given program design and purpose*

V.   PROGRAM MANAGEMENT AND OPERATIONS

❑	**Organization provides program budget (Question #39)** *Program budget demonstrates a flow of funding and a reasonable assessment of how much the program will cost to implement. The amount of financial inputs meets or exceeds the amount of outputs.*
❑	**If applicable, the program fee is a reasonable amount for its services (Question #42)*** *Given the costs of the program outlined in the budget and other sources of funding, the fee is reasonable to support the sustainability of the program. Fees charged are comparable to those charged for similar programs.*

*If this question does not apply to your organization, you will not be penalized for not including a response.

❑	**Program has appropriate qualifications and credential requirements for its staff and/or volunteers (Question #43)** *Program requires that staff and/or volunteers have an appropriate level of education or experience*
❑	**If applicable, program has a sustainable recruitment and retention strategy for volunteers (Question #44)*** *Program recruits volunteers from one or more appropriate sources for quality personnel and outlines a feasible strategy for retaining volunteers*

VI.   PARTNERSHIP REFLECTION (RE-VETTING APPLICANTS ONLY)

❑	**Organization describes steps for strengthening the partnership with DCPS (Question #48)** *Organization describes steps for strengthening the partnership with DCPS that are actionable and demonstrate commitment to continual improvement*

VII.   LETTERS OF SUPPORT (RE-VETTING APPLICANTS ONLY)

❑	**Organization provides letter of support from school leader (Question #49)** *Letter of support from school leader indicates that the program is valued by the school community*
❑	**Organization provides letter of support from DCPS *student or parent/ caretaker* (Question #49)** *Letter of support from student or parent/ caretaker indicates that the program is valued by the school community*

VIII.   COMPLIANCE WITH DCPS POLICIES

❑	**Organization agrees to comply with DCPS policies (Question #50)** *Organization agrees to comply with all outlined DCPS policies.*
❑	**Organization agrees to comply with background check and fingerprinting requirement (Question #51)** *Organization agrees to have all volunteers and staff working with DCPS students fingerprinted and undergo a background check, which may include a traffic records check and a tuberculosis screening*

IX.   PROFESSIONALISM OF APPLICATION

❑	**Application contains fewer than two spelling errors**
❑	**Application contains fewer than two grammatical errors**
❑	**The writing style demonstrates an appropriate level of professionalism**

*If this question does not apply to your organization, you will not be penalized for not including a response.