**2018 Summer Strong DC Grant Competition
Request for Proposal**

Frequently Asked Questions
Posted: January 19, 2018

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Organization Requirement & Eligibility

Q1. **While we serve youth primarily from the District of Columbia, the programming is held at a campsite site several hours away outside the jurisdiction. Is operating the program in the District an eligibility requirement?**
A: No, the physical program location does not need to be in the District. The grant funds may only be used for District youth and other funding must cover program expenses for youth from other jurisdictions.

Q2. **If a program is providing services in wards other than 1, 5, 7, or 8, is the organization eligible to apply? If so, will the proposal receive less priority because it is not in one of the four designated wards?**
A: Yes, organizations that serve youth throughout the District are eligible to apply. Row two of the "Need and Justification of Program" section of the rubric shows the scoring for the wards.

Q3. **A program would serve students from two particular communities where many of the children attend a DCPS extended year school. School ends on July 13 which means the first day available for the summer program would be July 16. In addition, the children return to school earlier than others and this may mean that the youth may only attend for 4 weeks. Is the program eligible to apply for only a 4 week program to meet this specific need?**
A: A four week program is not eligible to apply. The program must be available for a minimum of five consecutive weeks. The applicant may consider amending the hours on the first or last week of programming to meet the needs of the students, however, the program must be available for five hours per day.

Q4. **The programming dates for SY17-18 OST grantees overlap with the programming date in the Summer Strong Competition. Can a current SY17-18 grantee apply for the Summer Strong Competition?**
A: The organization may apply for summer funding if the programming proposed and grant funds serve a discrete and specific program that is not currently funded by the SY17-18 grant funds.

Needs & Justification

Q5. **Please clarify the definition of 30 youth to be served. Must each child attend the full program every day from beginning to end? Are there a minimum number of days of programing a participant must attend?**
A: The program must ensure 30 unduplicated youth are served throughout the program period. The program should plan accordingly to have 30 youth attend regularly, or at a minimum of 60% of the program dates. Many organizations chose to over-enroll as dropout often occurs within the first two weeks of summer programming.

Q6. **If a program is located in Ward 1 can we serve students from other wards?**
A: Yes, grant funds must be used to serve any District youth.

Q7. **How can a program apply to serve DCPS enrichment when the summer school locations have yet to be determined?**
A: DCPS will offer a summer school program in each ward. Proposals should state which DCPS ward the provider is willing to serve. In addition, the applicant should clearly define the age group and enrichment being offered.

Q8. **If an organization is proposing to serve at a DCPS site, do they need a letter of support from Thomasin Franken?**
A: Yes. All organizations serving at any DCPS school will require a letter of support from Thomasin Franken.

Q9. **If the organization is proposing to be at a DCPS site as an independent program utilizing DCPS facilities and has an existing working relationship with DCPS, does the organization need to have a Letter of Support from the principal?**
A: Yes, a Letter of Support from the principal is required.

Q10. **If the organization is proposing to be at several DCPS sites as an afternoon enrichment provider for DCPS Summer School, would one principal letter signed from each school suffice?**
A: If an organization is programming at a DCPS Summer School Site offering afternoon enrichment, a letter of support from the principal is not required.

Q11. **If the organization is proposing to serve older youth in grades 6 - 12 at DCPS sites as an independent program utilizing DCPS facilities, would one letter signed by multiple principals suffice?**
Yes, one letter of support with several signatures is accepted. Please ensure the signature includes a written name of the signatory and the school name.

Q12. **We operate on a non-governmental-affiliated site, what justification documentation do we need to provide?**
A: Documentation is not required or necessary.

Description of Program

Q13. **The RFP states the funding for programs must run for 5 weeks and at least 5 hours per day. Would a summer program that is 4 weeks long and 8 hours per day qualify? Would funding consideration be given to a program that serves students for more hours per day but fewer than 5 weeks?**
A: The requirement is a minimum of 5 consecutive weeks, 5 days a week for 5 hours a day in order to be considered for funding.

Q14. **The RFP states that programs must offer services for a minimum of five consecutive weeks. Would a program that lasts 5 - 7 days and hosts a different group of children and youth each session and in total will operate programs for about 8 weeks qualify? Also, halfway through the season the staff convenes for a 2 week-long planning session where programming does not operate.**
A: Programs must serve a minimum of the same 30 unduplicated youth for a minimum of 5 consecutive weeks, 5 days a week, for 5 hours a day to be eligible to apply. The program described would not be eligible.

Q15. **Does this grant require that the same group of youth be served for the duration of the program?**
A: Yes, the program must be offered to the same group of youth for a minimum of five hours per day, five days per week for five consecutive weeks. The program may continue to enroll participants during the summer. All participants who enroll should be served for the entirety of the grant program period.

Q16. **May a public charter school apply to fund a summer school program?**
A: No, a public charter school may not apply to fund a summer school program. A public charter school may apply to enhance a summer school program through enrichment opportunities that meets at least five hours per day, five days a week for five consecutive weeks before or after summer school.

Q17. **Can a program enroll Summer Youth Employment Program (SYEP) students at the same time as the regular programming?**
A: Yes, an organization may enroll SYEP youth in their regular programming or as program staff if the youth are receiving direct payment from the Department of Employment Services (DOES).

Note: If the *organization* receives direct programming funds from DOES (which should be listed in the organizational budget provided in the application) for SYEP programming, then the organization must ensure Summer Strong 2018 grant funds are used for a separate and discrete program. The proposal must describe how the program and funds are separate and does not serve the same participants and programs already funded by DOES SYEP.

Q18. **Can an organization use SYEP students as staff for programming?**
A: Yes, an organization may use SYEP youth in their regular programming or as program staff if the youth are receiving direct payment from the Department of Employment Services (DOES).

Q19. **If our organization has an OSSE/21st Century Community Learning Center grant that funds one specific youth population at a summer program site, may we apply to Summer Strong for a completely separate, different youth population at the same summer program site? (i.e., each source of funding supports separate youth populations).**
A: Yes, serving a separate and specific population at the same location as a currently funded site is permitted as long as the proposal can clearly report different participants, clear financial reporting and serve 30 unduplicated youth.

Data & Program Outcomes

Q20.   Will this application use the traditional DC Trust's 5 youth outcomes or the 12 Youth Development outcomes?
A: The Summer Strong 2018 DC Grant Competition is released through the Office of the Deputy Mayor for Education (DME). The outcomes must align to the 12 Youth Development Outcomes described in the RFP prepared by the DME. Each proposal must select two Youth Development outcomes; describe how each outcome would be measured and what tool or data sources would be used to measures the outcomes.

Q21.   What kinds of program outcomes should programs track and measure?
A: This RFP focuses on short-term outcomes. There is no expectation for providers to track and achieve longer term or aspirational outcomes. It is vital to set realistic and time-bound program outcomes that are aligned with the two selected Youth Development outcomes that are specific to the program offered.

Q22.   We are a public charter school. The summer program outcomes are measured in the fall, is that acceptable?
A: Yes, typically reporting will be due in September. The grantee may request an extension with United Way NCA.

Q23.   What information does the CitySpan database need?
A: If funded, grantees are required to supply organizational information, program information, youth participant information, and daily youth attendance. Organizations with an existing data system may submit data via an uploadable file.

Operation & Finance

Q24.   Please indicate which DCRA Business License, Charitable Solicitation or Charitable Exempt, may be accepted.
A: United Way NCA will accept both the Charitable Solicitation and the Charitable Exempt Business License.

Q25.   How long is a DCRA business license valid?
A: Typically, a DCRA business license is valid for two years. The license period may be found on the certificate.

Q26.   **Does the fiscal sponsor need to provide a budget or is it the organization seeking funding?**
A: Fiscal sponsors need to provide all requisite financial documentation such as the audits, 990s, and financial statement. In addition, the fiscal sponsor must submit the IRS Determination Letter of 501(c)3 status, Articles of Incorporation, Clean Hands, Good Standing, and a Basic Business License.
The organization applying must provide the organizational and program budget. In addition the applicant must submit a copy of the IRS Determination Letter of 501(c)3 status, Articles of Incorporation Certificate, Clean Hands, Good Standing and Basic Business License.

Q27.   **Does the fiscal sponsor submit the application or is it the organization seeking funds?**
A: The organization applying for funding must submit the application along with the financial and eligibility documentation of the fiscal sponsor.

Q28.   **Can the fiscal sponsor be located outside of the DC region?**
A: Yes, the fiscal sponsor may be located outside the District boundaries however the fiscal sponsor must have all required documents such as the DCRA business license as a foreign entity, IRS Determination Letter of 501(c)3 status, Articles of Incorporation, Clean Hands, and Good Standing.

Q29.   **Are there exceptions for public charter schools since their staff salary takes up a significant percentage of their organizational budget?**
A: Yes, the operating budget expense cap mentioned in the RFP only applies to non-profit organizations that are not schools. Local Education Agencies (LEAs) are exempt from this requirement.

Q30.   **May an organization without a FY16 or FY17 audit or financial review apply?**
A: Yes, an organization may apply and will need to submit evidence that an independent CPA has been retained to conduct a simultaneous audit or financial review for FY16 and FY17 for the organization.

Budget & Budget Narrative

Q31.   **Will the 2-pager program budget narrative cover both program and organization budget or the program budget only?**
A: The budget narrative should predominately focus on the program budget and respond to the questions listed in the RFP. The program and organizational budget is a required attachment that does not count towards the two-page budget narrative.

Q32.   **What does it mean that the grant funds cannot be used for "incentives"?**
A: Grant funds may not be used for staff or board bonuses, staff or board incentives, and/or for youth or parent cash incentives. Grant funds may be used for modest programmatic incentives for youth; less than $5.00 per participant during the entire summer program.

Q33. **Is transportation an allowable expense?**
A: Transportation is an allowable expense for vehicles owned by the organization. Expenses may include gas or maintenance. Contracting with a licensed and approved transportation company is permitted for direct program costs such as field trips and transportation to or home from a program. An organization may not use grant funds to purchase or lease any vehicles.

Q34. **May a program provide incentives for students and parents for reaching programmatic or academic milestones such as scoring high on an assessment? For example, in the past the program has organized an ice cream social. Also, may a program offer small gift card raffles for parents who attend financial workshops that we hold?**
A: Yes, grant funds may be used for modest, less than $5.00 per participant for the entire program, as programming incentives. The grant dollars cannot be used for social activities such as the ice cream social. Funds may not be used for any gift cards to parents, students or staff. The organization may use other sources of funding or donations for gift cards or other expenditures not permitted.

Q35. **Clarify the 20% overall organization operating or overhead expense.**
A: Operating costs according to the Internal Revenue Service, includes costs such as general legal services, accounting, general liability insurance, office management, auditing, and other centralized services, investment expenses, board meetings and general staff meetings, annual reports, general marketing for the organization – anything that cannot be directly applied to program expense. In the organizational budget, expenses for the items listed above should not equal more than 20% of all organization's overall expenses.

Q36. **If we apply for $120K to serve 100 youth but only get awarded with $60K, are we expected to support the same number of youth?**
A: No. If the award amount is reduced the number of the youth served will be adjusted accordingly. However, the program must meet the minimum requirement of serving 30 unduplicated youth.

Q37. **How will the program budget affect the award decision? Does this work against smaller organizations?**
A: All applications are scored with the same rubric. The budget section accounts for 12 out of the 96 rubric points. What is important is that the operational expenses do not exceed 20% of the overall budget. In fact, the operating expenses of 20% or less is a benefit for smaller organizations as a number of larger institutions have higher indirect costs due to facilities and administration which makes them ineligible to apply.

Q38. **Given that there is no longer a per-pupil funding formula, how are organizations being funded?**
A: Organizations are being funded for the actual cost to deliver a quality program for the number of youth proposed to serve. The organization should ensure that the minimum ratio of one adult to every 15 youth will be met. The program budget must match the program described and specifically list program expenses.

Q39. **Due to the "double-dipping" guideline and the ambiguity of the city funds, what is your suggestion if an organization plans to apply to both the Summer Strong competition and the Community Foundation Innovative City Funds/Safer Stronger Grant?**
A: We encourage applicants to apply for both. In the event a grantee is selected for both competitions, the District, United Way NCA, the Community Foundation and the potential grantee will discuss how to ensure funds are directed to separate and discrete programs.

Scoring Rubric

Q40. **What is the best way to organize the application and receive the highest score?**
A: The narrative should be written and submitted in the same and correct order as the questions listed in each section. Please review Section B pages 7 through 9 of the RFP for the specific order and for all questions that should be answered in each section. Scoring is based on responses provided by section.

Q41. **What are the factors influencing the decision of grant awards?**
A: The award decisions are selected on the quality of the application. The proposal is read by three reviewers and the average reviewers score is used for funding decisions. Applicants are encouraged to review and use the scoring rubric provided in the RFP.

Q42. **Would an organization be scored negatively if it serves both youth and adults?**
A: Funds should be used for programs that primarily serve District children and youth ages 5-21. Specific scoring criteria are described in the rubric.

Q43. **If an organization serves both youth and parents, how should the proposal be written in describing the program?**
A: Funds should be used for programs that primarily serve District children and youth ages 5-21; describing the youth program counts toward a majority of the points available to score high. It is advised to spend the majority of space on describing the youth program.

Q44. **Do all organizations need to create a syllabus or an agenda and will it count against the total number of pages?**
A: A syllabus or agenda is a required attachment and may be submitted in any format. It will not count against the page requirements.

Other Questions

Q45. **What is the dynamic between the Out of School Time Office and United Way of the National Capital Area?**
A: The funds available through this Request for Proposals are made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME).

United Way NCA is the grant making administrator responsible for awarding and monitoring grant compliance on behalf of the DME and OST Office.

Q46. **If awarded, will a valid DCPS volunteer clearance letter suffice for the background check requirements?**
A: Yes.

Q47. **Is the 2018 Summer Coordinating Entity at DC Housing Authority Sites RFP a different process?**
A: Yes. There are two RFPs currently soliciting proposals. Separate proposals must be submitted if an organization wishes to apply for both the Summer Strong 2018 DC Grant Competition and the Summer 2018 Coordinating Entity RFP.

Q48. **Do background checks need to be completed for individuals under the age of 18?**
A: No, background checks must only be conducted on individuals 18 years of age and older.

Q49. **We are proposing a program to serve Ward 1 youth, in the event programming capacity exceeds the number of youth in Ward 1 would the provider be forced to serve another Ward?**
A: No, capacity has not been an issue. In the event, there is a capacity issue at a specific location and the number of eligible youth, United Way NCA will be directed by the OST Office to discuss options with the potential grantee. The OST Office and United Way NCA will not force programmatic changes.