



# 2018 Summer Coordinating Entity at DC Housing Authority Sites Request for Proposal (RFP)

## Frequently Asked Questions

Posted: January 19, 2018

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## Organization Requirement & Eligibility

**Q1. What are the differences in the organizational requirements of the coordinating entity versus the subcontractor?**

A: A subcontractor must be a small grassroots entity and does not need to be a 501(c)3 as determined by the Internal Revenue Service (IRS). Specific requirements will be released in the Request for Applications (RFA) to be released in the coming weeks.

**Q2. How will subcontractors be determined?**

A: A Request for Applications (RFA) will be released soon. Ultimately, the coordinating entity will determine which subcontractors are selected to enhance the summer camp.

**Q3. Who is responsible for tracking attendance, the coordinating entity or the subcontractor?**

A: The coordinating entity will be responsible for ensuring that attendance is tracked and maintained. Subcontractors are expected to submit attendance to the coordinating entity.

**Q4. What makes a good partner or subcontractor?**

A: Good partners and subcontractors are organizations or businesses that have direct experience working with youth in public housing communities; that are willing to provide fun and engaging enriching opportunities; value youth engagement; and willingness to actively learn and improve the summer camp experience for youth.

**Q5. Do subcontractors also need to add United Way and the District to their insurance policies?**

A: No, subcontractors do not need to add United Way NCA to the insurance policy. However, the subcontractor may be required to add the District of Columbia Housing Authority and the Coordinating Entity to the insurance policy as additionally insured. This will be determined based on the insurance coverage of the coordinating entity.

**Q6. Can an organization apply to be a coordinating body in one location and a subcontractor in another?**

A: Yes, the organization must apply separately for both opportunities. The proposal for the Coordinating Entity RFP must be submitted by January 31, 2018. The RFA for vendors has not been released.

**Q7. Can an organization apply to be a coordinating entity in both locations?**

A: Yes, but two separate and complete proposals must be submitted.

## Details about the Summer Camp

**Q8. What happens if there are a number of kids who want to participate, but don't want to participate for the full 8 hours of the day? For example a child may participate in a morning program with another provider and then participate in the DCHA Summer Camp in the afternoon?**

A: The coordinating entity must ensure that programming options are provided for a minimum of eight (8) hours during each day. While participants do not need to participate the entire day, safety procedures must be in place to ensure when youth are in and out of the program.

**Q9. What does a ten hour programming day ideally look like?**

A: An example is provided in appendix 3, page 16 of the RFP.

**Q10. How can an applicant supply a syllabus without knowing who their subcontractors are?**

A: A syllabus is not required as part of the application.

**Q11. What if the organization does not have a summer agenda?**

A: The schedule or agenda describing the daily schedule is a required document. The proposal will score low on that criteria in the rubric if the agenda is not submitted.

## Data & Program Outcomes

**Q12. Why were Self Worth and Belonging and Membership chosen as the two youth development principles?**

A: Summer programming occurs in a very short period of time. The coordinating entity will utilize a standard assessment to measure these outcomes. The assessment will be selected and supported by the Office of Out of School Time Grants and Youth Outcomes.

## Youth Involvement

**Q13. Who is responsible for recruiting and retaining children and youth?**

A: The coordinating entity will be responsible for recruiting and retaining participants for the various programming components. Subcontractors will be expected to assist in these efforts.

## Needs & Justification

**Q14. Does each subcontractor have to serve 60 kids?**

A: No, the coordinating entity must ensure that 60 unduplicated children and youth are served throughout the duration of the programming period.

## Budget & Budget Narrative

**Q15. How can organizations start expensing in April for requirements such as clearances if the first payment doesn't come until May? What if the organization does not have the capacity to cover the expenses in April?**

A: An organization may choose to start expensing in April or wait until grant funds have been received; it is not a requirement to start expenditures in April. The organization will need to utilize independent funds until the grant funds are available.

**Q16. 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.

**Q17. What are some examples of how funds can and cannot be used?**

A: Page 6 of the RFP provides a description of expenses that are not permitted.

A specific example, social activities is not permitted as an expense. Therefore, a program cannot take participants to an amusement park for a field trip. However, a STEM program may take participants to an amusement park to learn and test theories on physics, gravity, speed and angles. The grant funds may only be applied to learning opportunities and not social activities.

## Scoring Rubric

**Q18. Does a proposal receive more points if programming is offered more than 8 hours a day?**

A: Yes. A proposal that provides services for 8 to 9 hours a day will receive 4 points; a proposal that provides services for 10 to 11 hours a day will receive 12 points; and a proposal that provides services for 12 or more hours a day will receive 20 points.

**Q19. What is the best way to organize the application and receive the highest score?**

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 6 through 8 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.

**Q20. 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.

## Other Questions

**Q21. What spaces are available for the coordinating entity and/or subcontractors to use?**

A: The Lincoln Heights Family Enhancement Center located at 400 50<sup>th</sup> Street NE, Washington, DC 20019 in Ward 7 and Woodland Terrace Community Center located at 2310 Ainger Place SE, Washington DC 20020 in Ward 8. Coordinating entities and subcontractors can program off site as long as safe transportation to and from the primary location has been included in the proposal.

**Q22. Does the proposal have to define a primary program site?**

A: Yes, primary sites are required for parents, youth, and families to know where they may be able to enroll or pick-up their child.

**Q23. Will there be a separate Technical Assistance for subcontractors?**

A: Yes, technical assistance will be provided through the coordinating entity and the Office of Out of School Time Grants and Youth Outcomes.