2019 Small Nonprofit Summer Strong DC
Request for Proposal

Questions and Answers

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Scope
Q1.   How much money can organizations request?
A: Applicants may request up to $25,000.

Q2.   What programmatic dosage requirements exist for this RFP?
A: Programs must offer services for a **minimum of** 5 hours per day, 5 days per week for 5 consecutive weeks to the same group of youth. Programs have the freedom to offer services during any 5 days of the week.

Q3.   Can an organization propose a new program for this RFP?
A: No, organizations may not propose new programs for this RFP. Programs must have been in place for at least two years to apply for this grant competition.

Q4.   How do you define an at-risk student?
A: According to the Fair Student Funding and School – Based Budgeting Amendment Act of 2013 Section 4 (a) (2A) "At–risk" is defined as a DCPS student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District's foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Organization Requirement & Eligibility
Q5.   Can a for-profit youth serving organization apply for this grant?
A: No, only 501(c)(3) not-for-profit youth serving organizations which have at least two years of programming are eligible to apply.

Q6.   Can organizations with budgets of $250,000 or more apply for this grant?
A: No, only organizations with budgets of $250,000 or less may apply for this grant competition.

Q7.   Can organizations utilize a fiscal sponsor/agent?
A: No, organizations may not utilize a fiscal sponsor/agent for the Small Nonprofit Summer Strong DC RFP.

Program Locations
Q8.   While we serve youth primarily from the District of Columbia, the programming is held at a 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 served from other jurisdictions.

Q9.   Can an organization apply to provide programming at a DCPS Summer School Site under this 2019 Summer Strong DC RFP?
A: No, an organization interested in providing services at a summer school site should apply through the *Afternoon Enrichment Application* (will be released October 31, 2018).

Q10.   Can an organization apply to provide programming at a DCPS Non-Summer School Site under this 2019 Summer Strong DC RFP?
A: Yes, if an organization is applying to provide services at a DCPS Non-Summer School Site, the applicant must submit a letter of support signed by the school principal and DCPS Manager of Partner Engagement, Thomasin Franken. This letter should include the name of the school, the number and ages of students to be served, and the dates and times of the program. Applicants must have the letter signed by the principal prior to sending to Ms. Franken at thomasin.franken@dc.gov for approval. All letter requests must be submitted to Ms. Franken by 5:00 pm on November 5, 2018. The letter will be signed and returned to the applicant to provide services at the proposed site, pending grant award.

Q11.   If an organization is proposing a site in a DC Public Charter School (DCPCS), are there any requirements in terms of letters of support?
A: No, there is an assumption that applicants have received authorization from the PCS. Each DCPCS will have its own system for approval which the applicant is responsible for obtaining.

Needs & Justification

Q12.   Please clarify the definition of 15 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 15 unduplicated youth are served.. The program should plan accordingly to have 15 youth attend regularly. As a best practice, a number of organizations recruit more than the minimum youth. It is typical for a number of participants to withdrawal after the first two week of programming.

Programmatic Experience

Q13.   Do applicants need to provide letters of support?
A: The only letter of support required is for applicants programming at a DCPS Non-Summer school site (refer to Q9).
However, applicants must have between 2 and 5 programmatic partners complete a short online reference form that will be submitted directly to United Way NCA.

Q14.   Can the reference form be sent before the application submission date of November 19, 2019 at 5:00 pm?
A: Yes, the online reference form can be completed and submitted at any time before the application due date. The reference survey is open and will remain open until November 19, 2018.

Q15.   Where can an applicant find the link to give programmatic partners to complete the online reference forms and can organizations see the references?
A: The link to the reference form is available here. All references are confidential and will not be shared with the applicant.

Data & Program Outcomes

Q16. **Will this application use the traditional DC Trust's 5 youth outcomes or the 12 Youth Development outcomes?**
A: Applicants may use the 12 Youth Development Outcomes but are not limited to those outcomes. Applicants should describe how each outcome would be measured and what tool or data sources would be used to measures the outcomes.

Q17. **What kinds of program outcomes should programs track and measure?**
A: It is important to have specific and realistic program outcomes that are aligned to the program design. Each program's outcomes vary depending on the type of intervention, but it is important to show a clear connection between the program's activities, outputs, and outcomes. Fair Chance is offering a Logic Model Workshop on November 6 for all organizations that are creating or refining a logic model. Logic models are not a requirement for this RFP but will be in future competitions. The link can be found here.

Operation & Finance

Q18. **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.

Q19. **What is the validation period for each of the required documents?**
A:

☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated April 1, 2017 or earlier (Appendix 7)

☐ District of Columbia, DCRA Certificate of Incorporation or District of Columbia Registration as Foreign Entity dated no later than April 1, 2017 (Appendix 8)

☐ Clean Hands Certificate with the DC Office of Tax and Revenue dated April 1, 2017 or later (Appendix 9)

☐ Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs dated April 1, 2017 or later (Appendix 10)

☐ District of Columbia Basic Business License Charitable Solicitation dated April 1, 2017 or later (Appendix 11)

☐ Income Statement (also known as statement of activities) for the past two years (Section A.3.1)

☐ Balance sheet (also known as statement of financial position)

☐ Pages 1-6 of signed IRS Form-990 for FY16, and FY17 (Section A.2.3)

Q20. **What should my organization submit if an approved organizational budget is not in place on the date proposals are due as a result of our fiscal year begin and end dates?**
A: United Way NCA will accept a proposed organizational budget as well as an explanation of why it is a proposed budget in the proposal.

Q21. **Why does my organization need a separate bank account for these grant funds?**
A: United Way NCA requires a separate bank account for those awarded funding under this grant for the following reasons:
1) All payments are made electronically and there is less confusion identifying the origin of the payment for grantees.
2) Having a separate account is easier to monitor and track funds, if the need arises.

Grant Fund Limitations

Q22. **Can an organization count participants who are a part of the Department of Employment Services (DOES) Summer Youth Employment Program (SYEP)?**
A: Yes, only if:
1) Participants are not being paid to work, intern or as staff for the program, but will participate in the programming; and
2) Participants are paid directly by DOES or directly by the program as a participant and the organization is not receiving any programming funds from DOES; and
3) The organization is not receiving any programmatic funding from DOES and all funds go directly to the youth participating in the program.

Budget & Budget Narrative

Q23. **Is the budget narrative separate from the program narrative?**
A: No, the budget narrative is included in the page requirements for the narrative (6 pages) and should predominately focus on the program budget and respond to the questions listed in the RFP.

Q24. **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.

Q25. **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.

Q26. **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 the organization's overall expenses.

Scoring Rubric

Q27.   **Who are the reviewers?**
A: Reviewers are volunteers who have at least three years of relevant experience in or knowledge of positive youth development in informal learning settings for children and youth. Reviewers also have experience evaluating proposals and knowledge of the District of Columbia neighborhoods and wards.

Reviewers are required to attend training on how to use the scoring rubric and will score a mock application prior to being accepted as a grant reviewer. Applicants are encouraged to apply to be grant reviewers for competitions in which they are not submitting proposals.

Q28.   **How will my application be reviewed?**
A: Each panel of reviewers will receive the same group of applications. Panels will be comprised of a minimum of three reviewers. Each proposal will be reviewed using the scoring rubric. After scoring, panels will discuss individual scores, evidence of program success and provide a consensus score.

Other Questions

Q29.   **What is the dynamic between the Out of School Time Office and United Way of the National Capital Area?**
A: The funding for the 2019 Small Nonprofit Summer Strong DC RFP will be 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 FY19 grant making partner, responsible for the grant administration.

Q30.   **Can an organization apply for and be selected to operate both the 2019 Small Nonprofit Summer Strong Grant and the Summer 2019 DCPS/DPR Afternoon Enrichment Application?**
A: Yes.

Q31.   **Can an organization apply for and be selected to operate both the 2019 Small Nonprofit Summer Strong DC Grant and the 2019 Summer Strong DC Grant?**
A: No, organizations may only qualify for one of these competitions and the organization must meet the eligibility requirements.

Q32.   **Can an organization apply for and be selected to operate both the 2019 Small Nonprofit Summer Strong Grant and the 2019 Summer Coordinating Entity Grant?**
A: Yes.