



School Year 2019-20 Out of School Time (OST) Request for Proposal

Questions and Answers

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Scope

Q1. How much money can organizations request?

A: Applicants may request up to \$100,000.

Q2. My organization has multiple youth-serving sites; can I apply for this grant per site?

A: Organizations may submit one application. If the applicant is serving multiple sites, a list of sites must be attached that includes proposed site addresses and estimated number of youth served at each location.

Organization Requirement & Eligibility

Q3. 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.

Q4. Please define what is meant by “youth” for this competition.

A: “Youth” means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

Q5. Can organizations utilize a fiscal sponsor/agent?

A: Yes. Organizations may utilize a fiscal sponsor/agent.

Q6. What are the documentations needed for the fiscal agent?

A: Applicants and fiscal sponsors must have:

- 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS),
- Certificate of Incorporated by District of Columbia Department of Consumer Regulatory Affairs (DCRA)
- Five (5) required DC licenses and certifications listed in **Q15** with validate dates.

Fiscal agents must provide the following in order to validate financial good standing:

- FY17 and FY18 Statement of Activities and Statement of Financial Positions
- FY17 and FY18 Form 990s filings submitted to the IRS
- Audits or Reviews
 - Organizations with revenues of \$250,000 or greater are required to submit FY17 and FY18 audits. The report must have the name and contact information of the CPA. If the audit(s) is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the audit(s) and the estimated date the audit will be completed. This letter must be on the CPA’s letterhead.
 - Organizations with revenues of less than \$250,000 may choose to submit an audit but are required to submit FY17 and FY18 financial review reports. If the financial review(s) is unavailable, the organization must provide evidence that an independent CPA has been retained and is under contract to perform the

financial review(s) and include the estimated date the review or audit will be completed. This letter must be on the CPA's letterhead.

Needs & Justification

Q7. 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 programming a participant must attend?

A: The program must ensure a minimum of 30 unduplicated youth are served throughout the program period. If the applicant is requesting \$100,000, the proposal must demonstrate the ability to serve a minimum of 60 unduplicated youth.

Description of Program

Q8. What programmatic dosage requirements exist for this RFP?

A: Organizations must offer consistent and on-going programming, designed to enroll the same group of youth at the proposed site(s), which operate:

- Year round and continuously for a minimum of once a week for at least one-hour-per-week for a minimum of 24 weeks during the grant period, OR
- An intensive program across six continuous weeks, that meets at least 4 hours per week during the grant period, OR
- A minimum of 6 hours per day specifically when schools are closed for seasonal breaks, intersessions, holidays or single day closures throughout the grant period. These must cover a minimum of 3 school breaks for a minimum of 15 days over the grant period.

Programming may occur at any time during the grant period to meet the minimum dosage described above.

Q9. If our organization has an OSSE/21st Century Community Learning Center grant that funds one specific youth population at a school year site, may we apply for these funds for a completely separate, different youth population at the same school site? (i.e., each source of funding supports separate youth populations).

A: Yes, this is permitted as long as the 21st Century Community Learning Center (21st CCLC) funds are not supplanting existing grant funds to serve the same youth.

Data & Program Outcomes

Q10. Will the proposal require the application of the 12 Youth Developmental Outcomes?

A: It is not required. Applicants are encouraged to use the 12 Youth Developmental Outcomes (Appendix 7 of the RFP) as a framework to describe the program outcomes.

Q11. What kinds of program outcomes should programs track and measure?

A: Program outcomes are used to measure the participants change in knowledge, skills, ability, or behavior. Tracking and measuring outcomes are dependent on the program design and goal.

Q12. 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, as well as youth survey results.

Operation & Finance

Q13. What is the minimum eligibility requirement? How many years of experience?

- A: (1) Organization must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS) and have been operating for a minimum of two (2) years at the time of submission.
(2) Organization must have offered the program for at least two (2) years.
(3) All applicants must be in good standing with the:
- a. IRS as evidenced by two (2) years of Form 990 filings.
 - b. District as evidenced by:
 - i. DCRA Charitable Solicitation Basic Business License,
 - ii. DCRA Certificate of Good Standing
 - iii. Office of Tax and Revenue (DC OTR) Clean Hands Certificate

If the applicant is a prior grantee, must also be in good standing, as applicable, with the:

- a. OST Office which includes, but is not limited to, entry of required information into the OST Office database (Cityspan) by the dates requested and completing program self-assessments and youth surveys (if required).
- b. United Way NCA which includes, but is not limited to, meeting current and past grant expectations including timely submission of required reports as well as programmatic and financial documentation and securing appropriate background checks.

Q14. May an organization without a FY17 or FY18 audit or financial review apply?

A: Yes. But the applicant must provide written notification from an independent CPA or CPA firm letterhead to show that they have been retained to perform an audit for the specific fiscal year:

- Organizations with revenues of \$250,000 or greater are required to submit financial statements and audits for FY17 and FY18 conducted by an independent CPA. Each audit report must be in accordance with GAAP and must be presented using the accrual basis of accounting. Each audit report must clearly show the name of the firm that performed the audit as well as the auditor's contact information. If the FY17 and/or FY18 audit is unavailable, the organization must provide written notification from an independent CPA on CPA firm letterhead that they have been retained and are under contract to perform an audit of the organization's FY17 and/or FY18 financial statements.
- Organizations with revenues of less than \$250,000 may choose to have an audit, but are required to submit financial reviews for FY17 and FY18 conducted by an independent CPA. Each review must clearly show the name of the firm that performed the review as well as the auditor's contact information. If the FY17 and/or FY18 audit is unavailable, the organization must provide written notification from an independent CPA on CPA firm letterhead that they have been retained and are under contract to perform an audit of the organization's FY17 and/or FY18 financial statements.

Q15. What is the validation period for each of the required documents?

A:

- Internal Revenue Service Determination Letter of 501(c)(3) status, dated August 1, 2017 or earlier (Appendix 8)

- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation (Appendix 9) or District of Columbia Registration as Foreign Entity dated no later than August 1, 2017
- DCRA Basic Business License Charitable Solicitation dated August 1, 2017 or later
- DCRA Certificate of Good Standing valid through July 31, 2020
- DC Office of Tax and Revenue Clean Hands Certificate dated April 5, 2019 or later

Q16. 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.

Q17. Clarify the 25% organization operating or overhead expense.

A: As a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, should not exceed 25% of the organization's total budget. LEAs and higher educational institutions are exempt from this requirement. Overhead expense or indirect costs according to the Internal Revenue Service, includes expenses 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 exceed 25% of the organization's budget.

Q18. Does the 25% operating budget expense cap apply to Local Education Agencies (LEA)?

A: No. The 25% operating budget limitation does not apply to LEAs and higher education institutions.

Q19. Does the fiscal sponsor need to provide a budget or is it the organization seeking funding?

A: The fiscal sponsor does not need to provide a budget. The applicant, organization seeking funding, must provide the organizational and programmatic budget.

Q20. Does the fiscal sponsor submit the application or is it the organization seeking funds?

A: The organization applying for funding must submit the application.

Q21. Can the fiscal sponsor be located outside of the DC region?

A: Yes. The fiscal sponsor may be located outside the District however the fiscal sponsor must be registered as a foreign entity for at least two years.

Q22. Can an organization serve as a fiscal sponsor and also apply for funds itself?

A: Yes. An organization may serve as a fiscal sponsor for another organization and also apply for funding.

Budget & Budget Narrative

Q23. Will the 2-pager program budget narrative cover both program and organization budget or the program budget only?

A: The total page limit for this application is 14 pages which includes the budget narrative. The budget narrative sections should respond to the questions listed in the RFP. The program and organizational budget is a required attachment that does not count towards the narrative page limits.

Q24. What are some of the grant fund limitations?

A: Grant funds may only be used to support youth with residency within the District of Columbia. Grant funds may be used across multiple programs and across multiple locations. A minimum of 90% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, or educational/learning field trip expenses. No more than 10% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Q25. Can volunteer clearance expenses be included in program expenses?

A: Yes. If volunteers are part of programming then this is an approved program expense.

Q26. If we apply for \$100K 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 applicant will have the opportunity to revise the number of the youth served before signing the grant agreement. However, the applicant must meet the minimum requirement of serving 30 unduplicated youth.

Q27. How will the program budget affect the award decision? Does this work against smaller organizations?

A: The program budget and narrative must align to the program described and the logic model provided by the applicant. The budget section accounts for about 15% of the scoring rubric (12/80 points). The scoring rubric does not consider the size of the organization but requires applicants to provide details about the budget.

Scoring Rubric

Q28. What is the best way to organize the application and receive the highest score?

A: The narrative should be written and submitted in the order as the questions listed in the RFP, Section B pages 7 through 9. To receive the highest score possible, applicants should use the Scoring Rubric as a guide for the response to each question listed in the RFP.

Q29. Who are the reviewers?

A: Reviewers are volunteers with at least three years of relevant experience in or knowledge of positive youth development and informal learning settings for children and youth. Reviewers also have experience evaluating proposals and knowledge of the District of Columbia neighborhood and wards. Reviewers are required to attend training on how to review a proposal using the scoring rubric.

Q30. How will my application be reviewed?

A: Each application will be reviewed by three reviewers. If there is a difference of more than 10 points, a fourth reviewer will review the application, and the outlier score will be discarded. In the event the scores are still 10 points or more different, all four scores will be used. The higher of the median or average scores will be used as the final score.

Reference

Q31. Do applicants need to provide letters of support?

A: No. Applicants must ask two to five (2 to 5) references to complete an online anonymous [reference form](#) (Appendix 6 in the RFP). The potential reference cannot be a board member, central administrator, paid staff, partner or contractor, family member of staff, or an individual who would directly benefit from this grant. The references must certify themselves to be eligible to provide a reference for the applicant, and the identity of the references will be kept confidential from the applicants.

Q32. What makes a good reference?

A: A good reference may be alumni, parents, council members, local business or non-profits that has/had direct experience with the applicant's program. The reference should be able to speak to the importance or impact of that program and relationship to the applicant.

Q33. Can a DCPS central office administrator who is not a paid by the applicant serve as a programmatic reference?

A. Yes. If the potential reference is not directly benefiting or being paid by the applicant they can serve as a reference.

Other Questions

Q34. What is the dynamic between the Out of School Time Office and United Way of the National Capital Area?

A: The funding for the School Year 2019-20 Out of School Time 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) and grant awards are contingent upon the availability of funds. United Way of the National Capital Area (United Way NCA) is the grantmaking partner responsible for administering and managing the OST Office's Grant Program.

Q35. If awarded, will a valid DCPS volunteer clearance letter suffice for the background check requirements?

A: Yes. A DCPS background check suffices for OST requirements except the free online National Sex Offender Registry.

