



## 2020 Summer Strong DC Enrichment at DCPS/DPR Grant Competition

### Frequently Asked Questions

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## Scope

**Q1. How much money can organizations request?**

A: Applicants may request up to \$100,000. The OST Office maintains the right to adjust the amount of the grant awards.

**Q2. What programmatic dosage requirements exist for this RFA?**

A: At a DCPS summer school site, programs must offer services from 1:00 p.m.-6:00 p.m., 5 days per week, between June 29, 2020 and July 31, 2020 to the same group of youth.

At a DPR site, programming must be offered either from a minimum of 9:00 p.m.-5:00 p.m., Monday- Friday for any or all of the weeks identified:

June 22, 2020-June 26, 2020;

August 10, 2020-August 14, 2020; or

August 17-August 21, 2020.

Additionally, programs may include evening or weekend teen experiences anytime from June 22, 2020 to August 28, 2020 for a minimum of 30 hours.

**Q3. What is the definition of evening and weekend hours at DPR sites?**

A: Most DPR sites are open from 3:30 p.m. until 8:30 p.m. Monday- Friday and Saturdays from 10:00 a.m. until 3:30 p.m. on Saturdays. The sites are not open on Sundays. The OST Office and DPR may consider applications outside the typical hours if the applicant has a history of success doing similar work and can convey a compelling reason and describe a staffing model to operating outside of the normal operating hours.

**Q4. Can an organization propose a new program for this RFA?**

A: No. Organizations may not propose new programs for this RFA. Programs must have been in place for at least two years to apply for this grant competition.

**Q5. 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

**Q6. Can a for-profit youth serving organization apply for this grant?**

A: No. Only 501(c)(3) not-for-profit organizations are eligible to apply.

**Q7. Can organizations utilize a fiscal sponsor/agent?**

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

## Program Locations

**Q8. What are the specific DCPS Summer School Sites for 2020?**

A: The DCPS Summer School Sites for 2020 are being determined.

**Q9. What are the benefits of providing programming enrichment programming at DCPS summer school sites?**

A: Organizations will receive the following benefits:

- Waived rental fees
- Waived custodial fees
- Waived DCPS Letter of Support
- Security provided free of charge
- DCPS summer school students will be funneled to program so there is no need for recruitment efforts
- Subsidized background checks for staff

**Q10. What are the benefits of providing programming enrichment programming at DPR sites?**

A: Organizations will receive the following benefits:

- Waived permit fees
- Waived custodial fees
- Subsidized background checks for staff (certain restrictions may apply)
- Meals for program participants that are monitored and operated by DPR (eliminating the requirements for Food Handling licensure, etc.)
- Shared use of location amenities, in collaboration with other site program offerings (i.e. computer lab, pool, etc.)

## Needs & Justification

**Q11. 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 30 unduplicated youth are served throughout the program period. The program should plan accordingly to have 30 youth attend regularly.

## Programmatic Experience

**Q12. Do applicants need to provide letters of support?**

A: No. Applicants must include a list of two references that can attest to the program's quality, community connection and success. DCPS and/or DPR may contact the references to verify community connection and program quality. List should include name of contact, organization, email and phone number.

## Data & Program Outcomes

### **Q13. What kinds of program outcomes should programs track and measure?**

A: Program outcomes should be realistic to the program design. Each program's outcomes vary depending on the type of intervention. The applicant should describe a clear connection between the activities, outputs, and outcomes.

## Operation & Finance

### **Q14. 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.

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

A:

- Internal Revenue Service Determination Letter of 501(c)(3) non-profit status, dated December 10, 2017 or earlier
- District of Columbia, DCRA Certificate of Incorporation or District of Columbia Registration as Foreign Entity dated no later than December 10, 2017
- Clean Hands Certificate with the DC Office of Tax and Revenue dated December 10, 2018 or later
- Certificate of Good Standing with the DC Department of Consumer and Regulatory Affairs valid through August 28, 2020.
- District of Columbia Basic Business License Charitable Solicitation dated December 10, 2017 or later
- Two most recent years or FY17 and FY18 audits including balance sheet (also known as the statement of financial position and Income statement (also known as statement of activities)
- Two most recent Pages 1-6 of signed IRS Form-990

### **Q16. What should my organization submit if an approved organizational budget is not in place on the date applications 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 application.

### **Q17. 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 must provide the organizational and program budget.

### **Q18. 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.

**Q19. If an organization does not have an FY18 audit or financial review, can it still apply?**

A: Yes. An organization may apply and will need to provide evidence that an independent CPA has been retained and is under contract to perform the FY18 audit or financial review.

### Grant Fund Limitations

**Q20. 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 being paid directly by DOES or directly by the program; and
- 3) The program is not receiving any additional programming funds from DOES.

### Budget & Budget Narrative

**Q21. 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, such as group T-shirts.

**Q22. Is transportation an allowable expense?**

A: Yes. 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.

**Q23. Clarify the 25% 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, investment expenses, board meetings, general staff meetings, annual reports, general marketing for the organization, or other centralized services. These expenses include anything that cannot be directly applied to program expenses. In the organizational budget, expenses for the items listed above should not equal more than 25% of the organization’s overall expenses.

### Scoring Rubric

**Q24. Who are the reviewers?**

A: Reviewers have 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 applications and knowledge of the District of Columbia neighborhoods and wards.

**Q25. How will my application be reviewed?**

A: Each application will be reviewed by three reviewers. If there is a difference of 10 points or more, a fourth reviewer will review the application, and the outlier score may be discarded. Interviews may be requested.

**Other Questions**

**Q26. What is the dynamic between the Out of School Time Office and United Way of the National Capital Area?**

A: The funding is made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office) and United Way NCA is the grant making partner that administers the grant program.

**Q27. Can an organization apply for and be selected to operate both the 2020 Summer Strong DC Grant and the Summer 2020 Summer Strong DC Enrichment at DCPS/DPR Application?**

A: No, an organization may apply for both but will only be awarded one grant.

**Q28. Can an organization apply for and be selected to operate both the 2020 Summer Strong DC Enrichment Grant and the 2020 Summer Strong Coordinating Entity Grant?**

A: Yes.

**Q29. If an organization has a logic model in a format that differs from what is in the appendices, may we submit our model.**

A: Yes, organizations may submit the logic model in any format.