



2020 Summer Strong Coordinating Entity Request for Application (RFA)

Questions and Answers
Posted: November 8, 2019

Table of Contents

Organization Requirement and Eligibility	2
Details about the Summer Camp.....	2
Youth Involvement.....	3
Needs & Justification.....	3
Budget & Budget Narrative.....	3
Rubric.....	3
Others	4

Organization Requirement and Eligibility

- Q1. What are the differences in the organizational requirements of the coordinating entity versus the subcontractor?**
A: The coordinating entity must be a 501(c)(3) and registered as a nonprofit in DC and have the ability to (1) manage a summer camp and (2) manage and pay subcontractors to deliver services during the summer camp. A subcontractor must be licensed to do business in DC and would apply to deliver services for the coordinating entity.
- Q2. How will subcontractors be determined?**
A: A Request for Applications (RFA) for subcontractors will be released by the end of November 2019. The coordinating entity will determine which subcontractors are selected to provide services at each 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. The coordinating entity may withhold payment if subcontractor fails to comply with all requirements
- Q4. What makes a good partner or subcontractor?**
A: Good partners and subcontractors are organizations, businesses, or people who have direct experience working with youth in public housing communities. A valued subcontractor would provide fun, engaging, and enriching opportunities for the youth that diversifies the summer schedule. In addition, a good subcontractor would communicate frequently with the coordinating entity, parents, and other providers.
- Q5. 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.
- Q6. Can an organization apply to be a coordinating entity in multiple locations?**
A: Yes. A separate and complete application must be submitted for each location.
- Q7. I did not attend the grant information session. Will I be able to apply?**
A: Yes. You may apply.

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 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 on page 18 of the RFA.
- Q10. How can an applicant supply a Summer Camp Agenda without knowing who their subcontractors are?**

A: An applicant can supply a draft summer camp agenda. The agenda can show when the hours that the various activities will occur. The agenda can also show if the services would be delivered by the applicant or if applicant will seek specific subcontractor(s).

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

A: The agenda is a required document. An application will score low on that criteria in the scoring rubric if the agenda is not submitted.

Youth Involvement

Q12. Who is responsible for recruiting and retaining children and youth?

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

Needs & Justification

Q13. Does each subcontractor have to serve 60 kids?

A: No. The coordinating entity will determine how many youth must be served by each subcontractor.

Budget & Budget Narrative

Q14. 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.

Q15. 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, 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 25% of all organization's overall expenses.

Q16. What are some examples of how funds can and cannot be used?

A: Page 6 of the RFA provides a list of unallowable expenses.

Q17. When you apply for an amount this year is it all or nothing?

A: The OST Office reserves the right to adjust award amounts. The organizations should ask for the amount needed to operate the summer programming.

Rubric

Q18. 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 8 through 9 of the RFA for the specific order and for all questions that should be answered in each section. Scoring is based on responses provided by section.

Q19. What are the factors influencing the decision of grant awards?

A: The award decisions are determined using the scoring rubric and the detail of the narrative responses of the application.

Others

Q20. Does the coordinating entity select their partners? Or does the coordinating entity have to work with the subcontractors United Way NCA or the District select?

A: Yes. Coordinating entities will select subcontractors from the list of providers that apply.

Q21. I did not see Ward 8 locations under DCHA or DHS, can I apply for communities in Ward 8?

A: No new sites for Ward 8 have been added to the competition. Applicants should apply to offer services at any of the listed locations.

Q22. What spaces are available for the coordinating entity and/or subcontractors to use?

A: The applicant must know the community in which is it applying to serve and should identify such space in the application. The applicant can program off site as long as safe transportation to and from the primary location has been included in the application. Applicants applying for DHS locations must program off site. Applicants applying for DCHA locations may have limited space for some programs to occur on site.

Q23. Does an application have to define a primary program site?

A: Yes. Primary sites are required.

Q24. Will there be separate technical assistance for subcontractors?

A: Yes. Technical assistance will be provided through the coordinating entity and the OST Office.