



2020 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 RFA?

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.

Q3. 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.

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 organizations 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 RFA.

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 2020 Summer Strong DC RFA?

A: No. An organization interested in providing services at a summer school site should apply through the *Summer Enrichment Application* (released on October 8, 2019).

Q10. Can an organization apply to provide programming at a DCPS Non-Summer School Site under this 2020 Summer Strong DC RFA?

A: Yes. An organization applying to provide services at a DCPS Non-Summer School Site must submit a letter of support signed by the school principal and DCPS Manager of Partner Engagement.

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. The applicant that is applying to program at a DCPCS site should receive authorization from each DCPCS site prior to applying. There is no document required at the time of submission but documents may be requested if awarded.

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 programming 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.

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 reference submission date of December 3, 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 December 3, 2019.

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. 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, it is important to show a clear connection between the activities, outputs, and outcomes.

Operation & Finance

Q17. 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.

Q18. What is the validation period for each of the required documents?

A:

- Internal Revenue Service Determination Letter of 501(c)(3) status, dated December 10, 2017 or earlier
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or Registration as a 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 DC Department of Consumer and Regulatory Affairs valid through August 28, 2020, or later
- District of Columbia Basic Business License Charitable Solicitation dated December 10, 2017 or later
- Financial statements and audits or financial review report for FY17 and FY18
- Pages 1-6 of signed IRS Form-990 for FY17, and FY18

Q19. 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.

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 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 programming funds from DOES.

Budget & Budget Narrative

Q21. 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 RFA.

Q22. 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.

Q23. 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.

Q24. 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 the organization’s overall expenses.

Scoring Rubric

Q25. 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.

Q26. 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 application 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

Q27. 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.

Q28. Can an organization apply for and be selected to operate both the 2020 Small Nonprofit Summer Strong Grant and the Summer 2020 DCPS/DPR Afternoon Enrichment Application?

A: No.

Q29. Can an organization apply for and be selected to operate both the 2020 Small Nonprofit Summer Strong DC Grant and the 2020 Summer Strong DC Grant?

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

Q30. Can an organization apply for and be selected to operate both the 2020 Small Nonprofit Summer Strong Grant and the 2020 Summer Coordinating Entity Grant?

A: Yes.