



Out of School Time 2020-2021 Small Nonprofit Request for Applications

Questions and Answers

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Scope

Q1. How much money can organizations request?

A: Applicants may request up to \$25,000.

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. 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. The youth are school-aged youth who have not graduated high-school.

Q4. Can organizations utilize a fiscal sponsor/agent?

A: No. Organizations may not utilize a fiscal sponsor/agent for the Small Nonprofit Request for Applications (RFA).

Needs & Justification

Q5. 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 a minimum of 15 unduplicated youth are served throughout the program period. Each participant does not need to attend every day.

Description of Program

Q6. What programmatic dosage requirements exist for this RFA?

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 weekly for at least one (1) hour per week for a minimum of 24 weeks during the grant period, OR
- an intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period, OR
- specifically, when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days over the grant period, OR
- a program model for Learning Hubs, a safe space for youth to access internet, devices, snacks or meals and supervision from an adult. Learning Hubs must operate a minimum of three (3) consecutive hours per day during the typical school hours for youth who may not physically be in-school but need a safe learning environment to complete school assignments.

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

Q7. If we are starting the school year and we are still unclear about what schools will do, how will we write that up? Can you give me more information about the learning hubs?

A: Organizations should write as if physical programming will occur with social distancing in place.

Learning hubs are safe spaces for children to engage in independent activities, have access to internet, devices, and a meal or snack. The children are supervised in the learning hubs by an individual who has met all background check requirements.

Q8. Do the 24 weeks have to be continuous or can they be split over winter break and/or have other breaks in between?

A: The school year program is not contiguous. The 24 weeks should follow the school calendar and defined breaks.

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 may use the 12 Youth Developmental Outcomes 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 should be described in the narrative or logic model.

Q12. What information does the Cityspan database need?

A: If funded, grantees are required to supply organizational information, staff information and clearances, program information, youth participant information, daily youth attendance and youth survey results.

Operation & Finance

Q13. What are the financial documents that Small Nonprofits need to submit?

A: Out of School Time 2020-21 Small Nonprofit RFA requires:

1. Income Statement and Balance Sheet: Current and past two (2) years of these financial documents
2. IRS Form 990 & All Schedules: Two (2) years of the most recently filed Form 990, 990EZ, or 990N, must have the signature of an officer and all applicable schedules.
3. Current board approved organization budget.

Q14. What is the minimum eligibility requirement? How many years of experience?

A: Organizations 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 one (1) year at the time of submission.

Applicant must be incorporated and registered to operate in the District of Columbia for a minimum of one (1) year.

Annual organizational budget must not exceed \$250,000.

Organization must have offered the program for at least two (2) years.

Q15. Please indicate which DCRA Business License, Charitable Solicitation, or Charitable Exempt may be accepted.

A: The OST Office will accept both the DCRA Basic Business or Charitable Solicitation License.

Q16. What is the validation period for each of the required documents?

A: IRS Determination Letter of 501(C)(3) should be dated June 18, 2019 or earlier.

DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity should be dated June 18, 2019

DCRA Basic Business License or Charitable Solicitation License: dated July 16, 2019, or later

Budget & Budget Narrative

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. Overhead expenses or indirect 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 exceed 25% of the organization's budget.

Q18. 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 80% 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 20% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing. See pages 5 and 6 of the RFA.

Q19. Can volunteer clearance expenses be included in program expenses?

A: Yes. If volunteers are part of the grant funded program, then this is an approved program expense.

Q20. What is an acceptable frequency for providing youth with gift cards?

A: The total incentive permitted to a participant shall not exceed the "nominal amount" described in the RFA.

Q21. If we apply for \$25,000 to serve 20 youth but only get awarded with \$15,000, 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 15 unduplicated youth.

Q22. Will the budget breakdown show areas defined as overhead (indirect Costs)?

A: Indirect costs must not exceed the allowable defined in the RFA. A brief description of indirect cost may be found on page 19 of the RFA.

Q23. How will the program budget affect the award decision?

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 25% of the scoring rubric (12/48 points).

Scoring Rubric

Q24. 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 order as the questions listed in the RFA, Section B page 7. To receive the highest score possible, applicants should use the Scoring Rubric as a guide for the response to each question listed in the RFA.

Q25. Who are the reviewers?

A: Reviewers are volunteers with at least three years of relevant experience in or knowledge of positive youth development in informal learning settings. 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. Applicants may review grant applications in competitions they are not applying for. The call for reviewers can be found [here](#).

Q26. How will my application be reviewed?

A: Each panel of reviewers will receive the same group of applications. Panels will consist 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.

Q27. Would an organization be scored negatively if it serves both youth and adults?

A: Funds should be used for programs that primarily serve District youth. Specific scoring criteria are described in the scoring rubric.

Other Questions

Q28. If awarded, will a valid DCPS volunteer clearance letter suffice for the background check requirements?

A: Yes. A DCPS background check meets the FBI and MPD background clearance requirement.

Q29. Is the School Year 2020-2021 OST RFA a different process and can I apply to both?

A: Yes. The RFAs are different and the review process differs. Eligible organizations may apply to both but will not receive both grants.

Q30. Do background checks need to be completed for individuals under the age of 18?

A: No. Background checks must only be conducted on individuals 18 years of age and older.

Q31. If awarded, how many site visits will take place?

A: A minimum of two (2) visits will be conducted: one (1) administrative and one (1) programmatic site visit.

Q32. If schools aren't available (allowing OST providers in the building due to COVID-19 restrictions) is there an option of reverting to virtual programming?

A: At this time applicants must plan in person programming with the assumption that providers will be permitted into the buildings to provide services. Grant decisions will be made closer to if not after the school year begins which will provide the applicant and grantor time to discuss locations if needed prior to a grant agreement being issued.

Q33. My school (a charter school) has already decided we are going 100% distance learning through November 6th. We will likely offer virtual clubs (for example: this summer we are offering 8-week/ 1 hour per week virtual clubs). Are we still eligible to apply?

A: Yes, describe in the narrative the decision made by the LEA and the ability to provide in-person programming when permission is granted by the LEA.

Q34. Must the program be virtual? We plan to have the program in person.

A: The applicant must plan for in-person programming with the ability to deliver virtual programming, if needed.

Q36. We need to begin recruiting students in mid-late August so that we can begin our programs as the school year begins. Would you be able to share information about when decisions will be made about continuation grants, so that we can plan for the fall?

A: Continuation grants will be announced on September 17, 2020.

Q37. When completing the application, is there anything specific that needs to go in the “Additional Information” box or is that optional?

A: The additional information box is provided as a resource if information cannot fit into the cover sheet boxes above. .

Q38. Is an organization eligible if they create a curriculum that is provided to teachers and educators who then teach the curriculum to their students? Additionally, direct youth programming is done a couple of times a year at conferences.

A: No. These funds are strictly for youth serving organizations and not for professional development or content/curricula preparation. Additionally, the dosage of the direct youth programming needs to match one of the required program dosage as listed on page 4 in the RFA.

Q39. Since the grant period will be from October 1, 2020 - September 30, 2021, can the program be held during the summer only?

A: Yes. If the program can meet the requirements for program dosage. Please note that the OST Office anticipates releasing a Summer Strong 2021 competition in fiscal year 2021.

Q40. What platform do we submit the application through?

A. The applications should be submitted through Seamless Docs. Click [here](#) to access the application.

Q41. Is the definition of out of school time expanded with the use of virtual programming or does it still mean outside of traditional school hours?

A. The definition of out of school time remains the same. For the purposes of this RFA OST programming is defined as a structured and supervised program offered to a group of District children or youth before school, after school, on weekends or during seasonal school breaks. Learning hubs will be provided for youth who are not in school but the learning hubs need to be offered during typical school hours.

Q42. For this grant period will we be able to use platforms other than Google Teams to implement programming?

A. Organizations are not limited to Google Teams as a platform for program implementation. It is the responsibility of each organization to ensure online safety for program participants.

Q43. If a Business License is active and valid, but expires before the end of the grant period, will it meet the requirement in the RFA which states it should be dated July 16, 2019 or later?

A. A valid Business License is acceptable, a new Business License may be submitted after the current one is renewed in a timely manner.

Q44. The RFA states on page 4: "Grant awards of \$100K should serve a minimum of 60 unduplicated students." Does that mean that we can safely budget \$1,666 per student served? Our program serves 45 students.

A. Yes. The applicant must meet the minimum requirement of serving 30 unduplicated youth.

Q45. The RFA states on page 6: "Grant funds may not be used in conjunction with other DC government grants." If an organization has a pending application with the DC Commission on the Arts and Humanities(CAH)/East of the River Grant Program that would fund a life skills training/dance program, is the organization able to apply for this RFA to support STEM programming for the same group of children. Does "in conjunction with" mean that they cannot apply to CAH and Learn24 at the same time although the request is not at all similar and is not overlapping in scope?

A: Organizations are allowed to apply for both competitions as long as the Grant funds are not supplanting existing grant funds to serve the same youth.

Q46. Should an organization apply for the open RFA and the continuation application?

A: Organizations that are eligible can apply for a continuation grant and the open RFA. Organizations may receive either a continuation grant or a School Year 2020-21 grant, but not both.

Q47. Can we budget chrome books for our kids so that we can offer the program remotely in case our centers have to close again?

A. Yes, purchase of electronic devices are allowable expenses with the grant.

Q48. I have a question regarding the organization and program budgets. It looks like in the online submission there are two places to upload the budget (org budget and program budget). If we have one format (like in Appendix 4) which shows organization and program budgets together, should we just upload once?

A. Yes, please upload just once.

Q49. Is the one-page logic model included in the page count or could it be attached in addition to the narrative.

A. The one-page logic model does not count toward the page limit. It will be uploaded separately along with the other required documents.

Q50. Are the checklist and Appendices in the RFA for applicants or for internal use? Should applicants label all of the documents from the check list by Appendix? What is Appendix 5: Glossary? Do applicants need to submit Insurance information?

A. The appendices list in the RFA is a Table of Contents. The checklist is for the applicants' reference and use.

Please label all documents when they are uploaded.

The Glossary is just that, simply a glossary of terms attached to the RFA for organizations to reference. It is only there as a convenience.

Applicants do not need to provide Certificates of Insurance unless they are offered a grant.