Q&A

Application

Given MADC will only operate for the spring of FY24, should applicants write the grant for partial year services or for full year?

While only providing half a year of services in FY24, the expectation is that the MADC grant application is written to reflect a full schoolyear of services (October 1-June 30). In year 1 (FY24) only, awarded grantees will be expected to meet half the full year dosage hours for what is slated, in future years, to be a full year grant award (pending funding availability), for each MADC grantee.

Budget/Funding

Will the applicant need to build a modified Year 1 (FY24) budget due to the shortened program period or should the applicant plan to build a budget for a 12-month period?

The applicant should submit with the application a budget for the full 12-month year not a modified budget. The funding will remain constant across year one and any continuation years (FY25-FY26) pending available funding.

Will the per student allocation of $2500 be prorated in year one (FY24)?

The per student allocation will not be prorated for year one (FY24). The grant award will be $2,500 per student in year one and for any continuation years (FY25-FY26) pending available funding.

Does the MADC grant competition replace or complement the *Summer Strong Grant Competition* that is usually launched in November?

The MADC grant competition does not replace the Summer Strong grant competition. The MADC grant competition is for afterschool only and does not include summer programming. An applicant may, however, propose to serve at a priority school that they may also apply to serve via Summer Strong grant competition, so that the two grants, if awarded, could serve as complimentary to each other.

Is this funding opportunity the one chance to apply, or will there be an additional MADC competition next year?

MADC grants are three-year grants. The opportunity to apply as a new grantee in future years is dependent upon the approval of additional funds from City Council.

If MADC grant awards are being announced in January, when can grantees expect first payment?

In order to initiate the process of obtaining a Purchase Order number (PO#) needed to submit an invoice through the DIFS financial system, there must be a Certificate of Insurance approved by the Office of Risk Management on file with the OST Office and an executed grant agreement in place. As soon as the PO# is issued by the DC Office of the Chief Financial Officer, an invoice may be submitted to OST Office for

approval and uploaded into the DIFS system. It may take up to 30 days to receive payment after invoice has been submitted through DIFS.

Under "Applicant Finances," it states indirect costs should not exceed more than 30% of the total organization budget" (p.9). However, under Organizational Expenses, it states that " . . . indirect costs may not exceed 20 percent of the total award. The percentage of direct instructional services and fringe benefits for administrative positions shall not be used to determine the 20%" (p. 16). Is the 20% indirect cost rate limitation an erroneous reference to the earlier 30%?

The indirect expenses for the <u>organization</u>, as demonstrated in the required organization budget upload, may not exceed 30%. Alternatively, the indirect costs for the OST <u>program</u>, as demonstrated in the grant application budget section, may not exceed 20%.

Please explain how the "direct instructional services" are related to "administrative positions," if at all.

The salaries and fringe benefits of OST program administrative staff providing direct services to the OST program (i.e., site coordinator) are not to be included in the 20% maximum indirect administrative costs allowed. However, the salaries and fringe benefits of administrative staff who do not provide direct services to the OST program but who indirectly support the program (i.e., HR, payroll, data management, etc.) are to be included in the 20% maximum indirect administrative costs.

If an organization with revenues of less than $250,000 received (or is scheduled to receive) less than $50,000 in any fiscal year, does the financial review requirement stand?

A small nonprofit organization with less than $250,000 organizational budget who receives less than $450,000 in any fiscal year is not required to submit a financial review.

Are audit or review services considered "professional service costs," and if so, are they allowable or not, likewise for grant writing?

Audits and grant-writing costs are an allowable expense for use of MADC grant funds.

Are retirement benefits like employer-matched 401K or IRA contributions considered employee benefits, or "fringe benefits," and if so, are these expenses allowable?

Retirement benefits, including employer-matched 401K or IRA contributions, are an allowable expense for use of MADC grant funds. Other fringe benefits allowed include FICA, Medicaid, health insurance and life insurance costs.

DCPS Priority Schools

Who should sign the Statement of Commitment on behalf of a DCPS Priority School?

The Statement of Commitment Form(s) should be completed collaboratively by the DCPS Priority School and 501(c)3 leadership. Once completed, the document must be submitted to the DCPS Partnerships Team at DCPS.partnerships@k12.dc.gov for signature. <u>Any Statement of Commitment Form(s) completed on behalf of a DCPS Priority School that is not signed by the DCPS Partnerships Team will not be accepted.</u>

If a DCPS school serves as the applicant organization, does the school have to submit the document uploads (i.e., Audit, D.C. Certificate of Clean Hands, etc.)?

These documents are required only of 501(c)3 organizations serving as the applicant, including public charters schools who have a 501 (c) 3 status. The Statement of Commitment(s) is the only document that must be completed and submitted by any DCPS school serving as an applicant organization.

Note: Should a DCPS school apply, the school will need to follow any DCPS established protocol for OST to ensure compliance with DCPS.

Are the required document uploads (i.e., Audit, D.C. Certificate of Clean Hands, etc.) to be submitted on behalf of both the applicant organization and the partnering organization?

The required document uploads are to be submitted on behalf of the underlined applicant organization only, not the partnering organization. However, if the applicant organization is a DCPS school, the Statement of Commitment(s) is the only document required.

What is necessary for a 501(c)3 organization to implement programming at a DCPS school?

While not required to apply, any 501(c)3 organization partnering with a DCPS priority school must have the following in place before any MADC programming can begin:

- A signed Memorandum of Agreement with DCPS. Please note the MOA process can take upwards of 90 days;
- A fully executed facilities use agreement; and
- Valid DCPS clearances for all program staff and volunteers working with DCPS students.

Can an organization begin the MOA process now, even if they are not sure what priority school they may partner with.

A 501(c)3 organization may begin the process of executing an agreement with DCPS at any point, as the agreement is with the district and not a specific school(s). Organizations looking to enter a partnership with a DCPS should contact the DCPS Partnerships Team at DCPS.partnerships@k12.dc.gov.

How does a 501(c)3 become a partner with DCPS?

To partner with DCPS, please visit https://www.dcpspartnerships.com/partner-requirements or email Abigail Cohen at abigail.cohen@k12.dc.gov.

If a DCPS priority school elects to serve as the MADC applicant organization, how will funding be handled?

Once awarded, any DCPS school serving as the applicant must go through the DC government's process to establish a "receivables" account to obtain the MADC grant funding.

DC Public Charter Priority Schools

Does a Charter School listed as a Priority School have to partner with a community-based organization?

Because charter schools have 501(c)3 status, if identified as a priority school, they can apply on behalf of themselves and provide their own services, or, if they choose, apply in collaboration with an OST provider(s) who also has a 501(c)3 status.

What is necessary for a 501(c)3 organization to implement programming at a DC Public Charter School?

While not required to apply, any 501(c)3 organization partnering with a DC Public Charter priority school may be subject to the individual requirements of the Local Education Agency (LEA), including legal review, prior to implementation of any MADC programming. Partnering organizations should discuss any such requirements with the charter school during the initial collaboration phase.

Dosage

What dosage model is suggested for programs providing 1:1 services?

Applicants providing 1:1 service must meet the continuation or series dosage model dosage requirements outlined in the RFA. The same youth must be served continuously no less than 3 days/week and 8 hours/week for continuous model; or 3 days/week and 6 hours/week for series dosage. In both models, the same youth must be served continuously across programming.

For FY24, given the program will run only half a year, will the series model require three separate blocks?

The series can be adjusted to take place across fewer series in the spring of FY24, as long as the minimum number of hours are met. Please note, while only providing half a year of services in FY24, the expectation is that the MADC grant application is written to reflect a full schoolyear of services (October 1-June 30). In year 1 (FY24) only, awarded grantees will be expected to meet half the full year dosage hours for what is slated, in future years, to be a full year grant award (pending funding availability), for each MADC grantee.

If we choose to do a Series dosage model, could we serve more than one distinct set of 20 unduplicated youth for each series (ie, do the youth served in each series block need to be the same, or can they be a different group of students)?

The same youth should be served across all program blocks of the series dosage model. Organizations should not propose to serve different youth across different program blocks.

What if a priority school requests that different OST providers serve different students across different timeframes that together meet the required dosage?

The priority school would need to serve as the applicant and commit to meeting the minimum dosage requirements by subcontracting with different 501(c)3 OST providers to serve at various times across the schedule. Or the priority school may elect to partner with a 501(c)3 who commits to meeting the minimum dosage requirements while subcontracting with other 501(c)3 OST providers to offer specialized services at various times throughout the scheduled program.

Is the dosage requirement per student or per program? For example, if a program operates at least three days a week for at least 8 hours OST, but each student only gets 2 hours of the program a week, is that okay?

The dosage requirement is per student. All enrolled students must be provided access to the minimum number of program hours.

Are Learn24 grantees who received OST funding for FY24 eligible to apply for MADC funding?

Yes, since this is a special competition, all Learn24 grantees funded in FY24 are eligible to apply for MADC grant funds. Organizations, however, should not apply to serve the same youth funded by a Learn24 grant. Applicants should propose to serve an additional number of youth at a Priority School site with MADC funds.

Are organizations who receive 21st CCLC funding eligible to apply for MADC funding?

Yes, organizations who are recipients of 21st CCLC funding may apply for an MADC grant. Organizations, however, should not apply to serve the same youth funded by a 21st CCLC grant. Applicants should propose to serve an additional number of youth at a Priority School site with MADC funds.

What is the definition of "small nonprofit"?

Small nonprofit is any an organization with an operating budget of less than $250,000.

Is there a minimum operating budget that nonprofit organizations are required to have for grant eligibility?

There is no minimum operating budget for nonprofits, however, all 501(c)3 organizations must submit with the application the following documents:

- Current fiscal year Income Statement and Profit/Loss Statement
- Last two (2) years of IRS Form 990, 990EZ, or 990N and any schedules filed
- Board approved organization budget
- DCRA Basic Business or Charitable Solicitation License
- DCRA Certificate of Good Standing
- Office of Tax and Revenue (OTR) Clean Hands Certificate

In addition, 501(c)3 organizations may not receive more than $50,000 in any fiscal year from the District without providing either 1) a clean audit conducted by an independent CPA if organization revenue is over $250,000; or 2) a financial review conducted by an independent CPA if organization revenue is less than $250,000.

Are organizations eligible that already have 21st CCLC-funded program serving students at priority schools at offsite community learning centers?

Organizations that have been awarded 21st CCLC grants are eligible to apply for MADC. However, they must apply to serve additional, unduplicated youth onsite at the priority school.

In the eligibility, does 'established partnership(s) with at least one MADC priority school' mean at time of proposal submission or longer term?

Partnership with at least one MADC priority school must be established at the time of proposal submission as illustrated through the signed Statement of Commitment (appendix 3) that must be included with the grant submission.

Priority School Sites

Where can I find the list of the "priority schools".

Priority school list can be found here as well as in the RFA.

If an organization applies to serve a school on the priority school list, can they also apply to serve other schools that are not on the priority school list?

Applicants can only apply to serve schools on the priority schools list and funded programming must take place onsite at the priority school. DCPS or DC Public Charter Schools not on the priority schools list are not eligible for services under the MADC grant competition.

Must programming take place onsite at the priority school even if the OST provider transports youth to and from an offsite community center?

All programming must take place onsite at the MADC priority school.

Priority Points

Do organizations serving middle schools also have to serve five days per week to receive priority points? If so, does this position applicants that propose to serve elementary schools (and more likely to serve 5 days/week) to outscore and thus receive more funding than applicants who propose to serve middle school applicants (and who are more likely to serve youth only 3 days per week)?

Yes, to receive the additional four (4) priority points as a comprehensive OST program, applicants must propose to serve youth five (5) days per week at no less than 2.5 hours/day, regardless of grade level served. However, the OST Office has earmarked 35% of MADC funds for applicants proposing to serve middle schools in order to ensure a fair balance of funding across applicants proposing to serve different grade levels.

Program Services

What is the program period for FY24?

The program period for FY24 is October 1, 2023 through June 30, 2024. However, because awards will not be announced until January 2024, the program implementation period will be January 29, 2024 through June 30, 2024, or the spring semester. While only providing half a year of services in FY24, the

grant application must be written to reflect a full schoolyear of services (October 1-June 30) and adequately reflect services to be completed in future years (pending funding availability).

Is MADC afterschool only or can we also serve youth during seasonal breaks (fall/winter/spring) or other no school days?

In addition to afterschool programming, MADC grantees may use grant funds to serve youth during seasonal breaks and/or other no school days during the school year. MADC grant funds may not be used for summer programming.

What is the required adult to youth ratio?

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17.

Youth to be Served

Can a grantee serve the same youth with MADC grant funds as they are serving with existing Learn 24 grant?

Organizations should not apply to serve the same youth already being served by an awarded Learn24 grant. MADC funds should only be used to serve additional, unduplicated K-8 youth at the priority schools.

Please define unduplicated youth.

Unduplicated youth refer to a count of youth that ensures each participant is only counted once, regardless of how many services or programs they may be involved in.

Can an applicant apply to serve youth in any grade level (K-8) for priority schools who serve elementary and middle school students?

Applicants can apply to serve students in any grade level K-8 priority school listed a K-8 School or Educational Campus as long as the determination of grade levels to be served is made in consultation with and supported by the administration at the priority school. These schools include:

- Browne Education Campus
- Friendship Public Charter School - Blow Pierce Elementary/Middle Schools
- Friendship Public Charter School - Southeast Elementary/Middle Schools
- Hope Community Public Charter School - Tolson
- Mary McLeod Bethune Day Academy Public Charter School
- Perry Street Preparatory Public Charter School
- Walker-Jones Education Campus

In addition, the following school offers the possibility of serving grades 4 through 8.

- Statesmen College Preparatory Academy for Boys Public Charter School

Can the applicant also propose to serve high school students?

The FY24 MADC grant funds may only be used to serve K-8 grade students attending priority schools.

Can applicant propose to serve different youth at different times?

All enrolled youth in an MADC program should have access to the minimum number of hours required in the dosage models.

Is the grantee required to serve the same youth year-over-year?

The grantee should serve the same students across the program year and the same type of students (grade level/target population) year-over-year. However, grantees are not required to serve the same youth each year program services are funded.

What if students currently enrolled in our existing program(s) at an identified Priority School also want to enroll in this new one? Is that strictly not allowed? Or is it permissible, so long as we still reach the minimum goal of unduplicated/unique students who are not currently enrolled in any program?

It is not permissible to use grant funds from different funding streams or grant competitions to serve the same student(s). Any student(s) served by your organization may only be served by one of the grant-funded programs.

If an organization operates an in-school program during-school hours at a Priority Schools (not an out-of-school time program), would it be acceptable to also invite those students in the OST program for MADC?

A community-based organization facilitating an in-school program during school hours can also enroll the same youth in an MADC grant-funded afterschool program at the Priority School.