School Year 2020-21 Out of School Time (OST) Grant Competition Request for Applications

Questions and Answers

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Scope

Q1.   How much money can organizations request?
A: Applicants may request up to $100,000.

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: Yes, organizations may utilize a fiscal sponsor/agent.

Needs & Justification

Q5.   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 programing a participant must attend?
A: The program must ensure a minimum of 30 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.
Programming may occur at any time during the grant period to meet the minimum dosage described above.

Q7.   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

Q8.   Will this application require the application of the traditional 12 Youth Development outcomes?
A: It is not required. Applicants may use the 12 Youth Developmental Outcomes as a framework to describe the program outcomes.

Q9.   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.

Q10.   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

Q11.   May an organization without a FY18 or FY19 audit or financial review apply?
A: Yes, an organization may apply and will need to submit evidence that an independent CPA has been retained to conduct a simultaneous audit for FY18 and FY19 for the organization. However, applicant also needs to provide the 990s fillings for the 2 most current years.

Q12.   What is the validation period for each of the required documents?
A:
- Internal Revenue Service Determination Letter of 501(c)(3) status, dated August 1, 2018 or earlier (Appendix 6)
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or DC Registration as a Foreign Entity dated June 18, 2018 or earlier
- District of Columbia Basic Business or Charitable Solicitation License dated July 16, 2019, or later

Q13.   Clarify the 25% overall 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. LEAs and higher educational institutions are exempt from this requirement. 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.

Q14.   Does the 25% operating budget expense cap apply to Local Education Agencies (LEA)?
A: No. The 25% operating budget limitation does not apply to LEAs and higher education institutions. However, all applicants may only use 10% of the grant funds for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Q15. Does the fiscal sponsor need to provide a budget or is it the organization seeking funding?
A: Fiscal sponsors need to provide all required financial documentation audits, 990s, financial statement, IRS Determination Letter of 501(c)(3) status, Articles of Incorporation, and a Basic Business License.

The applicant must provide the organizational and program budget, copy of the IRS Determination Letter of 501(c)(3) status, Articles of Incorporation Certificate, and Basic Business License, 990s fillings and financial statements if available.

Q16. Does the fiscal sponsor submit the application or is it the organization seeking funds?
A: The organization applying for funding must submit the application along with the financial and eligibility documentation of the fiscal sponsor.

Q17. Can an organization serve as a fiscal sponsor and also apply for funds itself?
A: Yes. An organization may serve as a fiscal sponsor for another organization and also apply for funding.

Budget & Budget Narrative

Q18. Will the 2-pager program budget narrative cover both program and organization budget or the program budget only?
A: There is no 2-page limit for the budget and budget narrative section. The total page limit for this application is 14 pages and the applicant can decide the length for each of the section. The budget narrative should predominately focus on the program budget and respond to the questions listed in the RFA. The program and organizational budget is a required attachment that does not count towards the two-page budget narrative.

Q19. What are some the grant fund limitations?
A: Grant funds may only be used to support youth with a primary residence within the District of Columbia. Grant funds may be used across multiple programs and across multiple locations. A minimum of 90% 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 10% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Q20. Can volunteer clearance expenses be included in program expenses?
A: Yes, if volunteers are part of programming then this is an approved program expense.

Q21. If we apply for $100K to serve 100 youth but only get awarded with $60K, 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 30 unduplicated youth.

Q22. How will the program budget affect the award decision? Does this work against smaller organizations?
A: All applications are scored using the same rubric. The budget section accounts for 12 out of the 84 points. The amount of the request in comparison to the organization's overall budget is not criteria or consideration for award. The applicant must clearly describe and respond to the budget narrative questions

and provide an accurate budget attachment to score well in this section, please also refer to the Rubric for most detailed criteria

Scoring Rubric

Q23. **What is the best way to organize the application and receive the highest score?**
A: The narrative should be written and submitted in the order as the questions listed in the RFA, Section B pages 7 through 9. Scoring is based on responses provided by section.

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 neighborhood and wards. Reviewers are required to attend training on how to use the scoring rubric. Applicants may review grant applications in competitions they are not applying for. The call for reviewers can be found here.

Q25. **How will my application be reviewed?**
A: Each application will be reviewed by three reviewers. If there is a difference of more than 10 points, a fourth reviewer will review the application, and the outlier score will be discarded. In the event the scores are still 10 points or more different, all four scores will be used. The higher of the median or average scores will be used as the final score.

Other Questions

Q26. **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.

Q27. **It is likely that school-based programs will need to be delivered virtually during the 20-21 school year. Moreover, given the hybrid schedules, we may need to deliver virtual sessions at different times of day for group programs. How will this fit with OST?**
A. Each organization should plan for in-person programming initially with a contingency plan for virtual programming. It is up to each grantee to establish a schedule for programming with their school sites.

Q28. **What platform do we submit the application through?**
A. The applications should be submitted through Seamless Docs. Click here to access the application.

Q29. **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.

Q30. **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.

Q31. **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.

Q32. **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.

Q33. **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.

Q34. **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 dosages as listed on page 4 in the RFA.

Q35. **The RFA states on page 4: "Grant awards of $100K should serve a minimum of 60 unduplicated students." Does that mean that an organization can safely budget $1,666 per student served? The program serves 45 students.**
A. Yes. The applicant must meet the minimum requirement of serving 30 unduplicated youth.

Q36. **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.

Q37. **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.

Q38. **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.

Q39. **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.

Q40. **The RFA says that the narrative section can be 14 pages max. Is the one-page logic model included in the 14 page count or could it be attached in addition to a 14 page 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.

Q41. **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.