

FAQs for FY10 OST Tennis Programming

Insurance

1. **Q:** Can US Professional Tennis Association or US Tennis Association insurance for tennis instructors satisfy the insurance requirement for the RFP?

A: The Trust has the following insurance requirements for grantees:

- The Grantee shall carry employer's liability coverage of at least \$100,000.
- The Grantee shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
- The Grantee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the services provided under this Grant Agreement. Policies covering automobiles shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.
- The Grantee shall carry workers' compensation insurance covering all of its employees upon the premises and in connection with its other operations pertaining to this Grant Agreement. The Grantee shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside of the District of Columbia.
- All insurance provided by the Grantee as required above, except comprehensive automobile liability and workers' compensation insurance, shall set forth the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the District of Columbia. The policies of insurance shall provide for at least 30 days written notice to the Trust prior to their termination or material alteration.
- At its option, the Grantee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Grantee shall certify in writing to the Trust that coverage is maintained through a self-insurance plan.

Any plan would have to meet these requirements.

CPR Training

2. **Q:** Do all staff need to be CPR certified?

A: Yes

3. **Q:** Can the Trust provide CPR training for tennis instructors?

A: The Trust is currently offering free CPR training classes for our grantees (maximum 2 staff per grantee), but the last class scheduled right now is February 20th. We may offer more classes in the future, and will keep you updated on this.

Funding, Budgeting, and Fees

4. **Q:** What is the maximum dollar amount that can be requested?
A: There is no limit on the amount of money that can be requested, however, it is highly unlikely that any request will be funded in total..
5. **Q:** If an organization is vetted by DCPS and the school they would like to provide services in is not open for Summer School, then does the organization have to pay security and custodial fees?
A: Yes, please be aware that costs for custodial and security services vary by school. If the school you would like to provide services at is closed, your organization will have to contact the school in order to determine these fees.
6. **Q:** If the programs are in “Hot Spots” can we budget in security costs?
A: No
7. **Q:** Can youth registration fees be charged at DPR and DCPS sites?
A: Youth registration fees cannot be charged at DPR sites. For DCPS sites, Trust-funded participants can be charged a one-time nominal (e.g., less than \$50) program registration fee to encourage good attendance. However, if parents cannot afford the registration fee, then their child(ren) cannot be prevented from participating in the program.

Program Location

8. **Q:** Do sites have to be within the narrow “Hot Spots”?
A: We are no longer making this a requirement, and instead making it a preference by adding 15 points to proposals for programs located in these areas/boundaries.
9. **Q:** Does the site have to be in a “Hot Spot” even if the youth are from a “Hot Spot” but coming to a site that is not in a “Hot Spot”?
A: We will give preference (additional points) to proposals with *service sites* located in the Focus Improvement Areas.
10. **Q:** If it is unknown whether a service site of interest to a program will be open for the summer, then what does the organization write on the proposal?
A: Include the site(s) of choice, although there is no guarantee right now which DCPS and DPR sites will be open over the summer. Both agencies will make these lists available as soon as possible.

Program Duration

11. **Q:** In terms of weeks, what is the minimum program duration?
A: Six weeks, within the dates of March 1 and August 6.
12. **Q:** If an organization does not have a summer program, then can they still apply to do a 6 week program?
A: Yes

Participant Age Range

13. **Q:** Is it okay for a program to provide services to an age range of 6 to 12?

A: Yes. The minimum age is 5 and the maximum age is 13.

Clean Hands Form

14. **Q:** If an organization just turned in a summer programs proposal to the Trust last week, can we submit a copy of our Clean Hands Form stamped by OTR or do we have to go get another one?

A: Yes. But, the OTR stamp must still be no more than one year old.