



## FAQs for 2012 Summer Grant Awards Process

### **PROGRAM BUDGET**

**Q: For CBO programs, what is the maximum number of participants? And what is the cap on this funding request per program?**

A: The maximum number of FUNDED participants for community-based sites is 50, which translates to a grant of \$40,000.

**Q: Can grant funds be used for general operations?**

A: A maximum of 5% of your grant may be used for indirect costs rather than program costs.

**Q: Can grant funds be used for youth stipends?**

A: No, grant funds cannot be used to pay participant stipends.

**Q: Can in-kind sources be used for matching funds?**

A: Yes, in-kind sources can be used as matching funds. See RFP page 12 for examples of acceptable in-kind sources.

**Q: In your budget narrative, having all costs loaded into management is frowned upon. But what if your other costs, subcontractors for example, are covered by a different grant?**

A: Per the RFP (page 33), the grant will support salaries and wages for positions that are directly involved with program services or management. There are no other stipulations concerning management costs.

### **PROGRAM CONTENT**

**Q: Youth Development – please define the term.**

A: (Conceptual Definition) “The process by which all young people seek ways to meet their basic physical and social needs and to build competencies (knowledge and skills) necessary to succeed in adolescence and adulthood.”

A: (Practical Definition) “An approach to working with young people that defines goals (outcomes) based on capacities, strengths and developmental needs of youth.”



**Q: Are proposals expected to incorporate all citywide goals?**

A: No, proposals are not expected to incorporate all citywide goals.

**Q: Are programs able to include national and international travel experiences established through long-term partnerships?**

A: Yes

**Q: Is a program in which teens work 3 days/week and attend workshops 2 days/week acceptable?**

A: Yes

**Q: Is an off-site jobs program a qualified one, if the program meets once a week for evaluation?**

A: Yes, provided it meets the other requirements specified for the subject grant category.

## **PROGRAM LOCATION**

**Q: Our organization is considered a CBO organization, but our OST (out-of-school time) program is located in a DCPS site. Can we apply for this summer grant – or should we consider another site we want to apply for this grant?**

A: Yes, you can apply for this grant. Only CBOs in **INACTIVE** DCPS sites may apply for this grant under the CBO category. If you are unsure whether the DCPS location is active or inactive this summer check with the school's principal or DCPS.

**Q: Are organizations allowed to use DPR sites within DCPS sites?**

A: Yes. If you are using a DPR site you must follow the DPR site proposal guidelines to apply.

**Q: How do you operationally define a CBO? Can a CBO operate out of a rented school?**

A: A CBO is community-based non-profit organization with the primary mission of serving local young people, their parents and families. These funds cannot be used for operating a summer program at a DCPS school site, but they may be used for operating out of a charter school.



**Q: Describe “demographics” – does it relate also to place like “East of the River” or “Georgetown”?**

A: Demographics refers both to where the young people live who attend your program and where your program is physically situated (Ward and Cluster).

**Q: Do Trust proposal reviewers penalize for location, again “East of the River” vs. “U Street, NW”?**

A: No. No proposal is penalized for their proposed location. However, points are awarded based upon location of the program site and where participants will come from. Reviewers award these points to proposals that serve our focus wards of 5,6,7, and 8. These focus areas are based on wards with high youth population typically in areas that are under-resourced.

## **PROGRAM PARTICIPANTS**

**Q: If you apply to work with younger children, but also have 14 or 15 year olds that for maturity, development or other reasons would be better served by that program, can they count in your attendance?**

A: No, the young people covered by the grant would need to be in the 5-13 year-old age range.

**Q: If a program serves youth between the ages of 5 and 19, then in what category does it apply?**

A: An organization should apply under the subcategory (i.e., younger vs. older) that fits the majority of their participants, and only those participants may be covered by the grant.

**Q: Can an organization be funded for both young children and older youth?**

A: No, an organization cannot be funded for both younger children and older youth.

**Q: Is the Trust planning to fund more of one age group than another?**

A: Yes, the Trust is planning to fund more older youth programs than younger youth ones.

**Q: If you are operating at a DPR site, and you’re open 9 – 5, is it a problem if the majority of young children report at 12:30 when they are done with summer school?**



A: Per the RFP (page 11), programs in this subcategory are expected to provide services for five days per week with a minimum of 8 hours of *contact* per day per participant. So, it would be a problem if the majority of participants aren't expected before 12:30.

**Q: Can a program operate two 3-week sessions whereby the same participants may not be in both?**

A: Yes, an organization can operate two 3-week sessions and have the participants be different per session.

**Q: Can these grant funds be used to support/supplement older youth who are working with us through SYEP?**

A: These grants funds cannot be used to cover youth funded through SYEP.

## **PROGRAM SCHEDULE**

**Q: Can we serve more hours a day and fewer days per week (e.g. CBO site serving 5-13 year-olds for 4 -days-per-week at 7-hours- per-day.)?**

A: No, having young people involved in your program all five days of the week is a requirement because that dosage enhances their general weekday safety.

**Q: May programs operate outside of the 9 to 5 window?**

A: For all programs except those serving younger children in a DPR site, schedules may fall a little outside of the 9 to 5 window. Programs serving younger children in a DPR must operate from 9 to 5.

**Q: Is a June 18 – July 29 service period acceptable?**

A: Yes, such a service period is acceptable. However, we strongly encourage programs to provide service between June 25 and August 3.

**Q: Can grant funds be used past August 3?**

A: Yes, the grant period (which covers when funds can be expended) for all subcategories goes until August 24.



## **PROPOSAL ATTACHMENTS**

**Q: Can the program schedule be a separate attachment – or does it go against the 10 page narrative?**

A: The program schedule is expected to be within the 10 page narrative, but a visual representation of it may be smaller than the font size required for the rest of the narrative.

**Q: Please describe Articles of Incorporation in detail.**

A: Articles of Incorporation are the primary rules governing the management of a corporation. An applicant for this summer grant is required to submit a one page CERTIFICATE of incorporation in the District of Columbia, and not their entire articles of incorporation.

**Q: Should the IRS 501(c)(3) letter be dated between October 2010 and now, or prior to October 2010?**

A: The IRS letter should be dated prior to October 1, 2010.

**Q: Should the Certificate of Good Standing be dated between October 2010 and now, or prior to October 2010?**

A: The Certificate of Good Standing should be dated between October 1, 2010 and now.

**Q: Can an audited statement from 2010 be submitted?**

A: Yes, an audited statement from 2010 is acceptable.

**Q: If an organization has previously submitted a Certificate of Good Standing, must it resubmit one?**

A: Yes, an organization must submit a Certificate of Good Standing with each new proposal.

## **PROPOSAL REVIEW**

**Q: Do reviewers sign a written conflict of interest form?**

A: Yes, reviewers sign such a form.

**Q: If you have 3-5 reviewers is there a CYITC policy that the low score (the outside score) be thrown out if out of line with the other scores?**

A: Outlier scores are only adjusted for in cases of extreme difference and that is done during CYITC staff overall review of Review's scores.



**Q: Does CYITC staff review the scores for math accuracy in the reviewer's tallying of their scores?**

A: In the past CYITC has asked the reviewers themselves to check their own math during the consensus sessions done after scoring. But this is a good point, and we will implement a staff check of scores for this grant.

**Q: Are proposal review sheets made public?**

A: No, proposal review sheets are not made public. But reviewer comments and scores can be requested and sent to an individual organization.

**Q: Are there extra points for partnerships?**

A: 5 of the total of 100 points available are for collaboration/partnerships.

## **MISCELLANEOUS**

**Q: Do you know what the total amount of funds is that is available to be granted?**

A: We do not know at this time the total amount of funds that we will ultimately have available.

**Q: Does this RFP cover both SYEP and non-SYEP programs?**

A: This RFP covers non-SYEP programs only.

**Q: Are you penalized for not having participated in AYD training? Is it acceptable to plan for staff to participate in training if awarded the grant?**

A: No penalty. Yes it is acceptable to plan on future training. (If, however, you are an ongoing grantee of CYITC's and have not met the AYD training requirement during past grants, this will be taken into consideration).

**Q: Can partners be named even without solidifying the details of the partnership?**

A: Review points will be awarded based upon the level of detail used to describe a partnership.

**Q: What background checks/clearances are required for staff?**

A: Required background checks for staff include: an FBI fingerprint-based clearance; a child abuse clearance through the DC Child and Family Services Administration; and a national sex offender clearance.

**Q: Is an organization that receives DC government funds eligible?**



A: Yes. However, such funds will not be considered acceptable matching funds.

**Q: Is an organization that already provides meals through a USDA program required to enroll in the DC Meals program?**

A: Such an organization would need to check with the DC Free Summer Meals Program to find out if they are already meeting the necessary requirements.