**Service Coalition Technical Assistance Workshop Q & A**

**Wednesday, May 18, 2016**

**Session I**

1. **Can you only apply in 1 service area?**
   1. **ANSWER:** No, you can apply for multiple awards in multiple service areas. You can also apply for both DC Youthlink and Achievement Center based awards. The max number of applications one organization may submit is 3 total applications.
2. **What if you are applying for 501(c) status? Can I eligible for the grant?**
   1. **ANSWER:** Apply for what your organization’s business license states you are at the date of application submission. If you are a for-profit organization at the time of filing your application, file as a for profit. You must be able to provide current business and IRS status documentation at the time of application submission, so please apply as whatever your current business status is and provide the documents that are current at the time you submit an application.
3. **If I’m not incorporated in DC but I’m in good standing with DCRA can we still apply?**
   1. **ANSWER:** Yes. So long as you can submit all the required attachments (an approved foreign entity license is a designation that DCRA can provide). Just ensure that all documents submitted are current (not expired) as of the June 10 due date for the application.
4. **If you write budget narrative, does it just need to be about start-up funding?**
   1. **ANSWER:** If you are applying for start-up funding under DC Youthlink Subpart A programs, yes. Your budget narrative and budget template will be about the start-up funding you are proposing/requesting. Performance payments are pre-set and do not need to be outlined in your budget narrative or template.
5. **Will technical assistance be provided during the course of the grant?**
   1. **ASNWER:** Yes. Technical assistance will be provided to the service coalition by the Administrative Partner and at times, DYRS.
6. **For each application submitted, do we need separate packets?**
   1. **ANSWER:** Yes. One application requires 6 packets (1 original and 5 copies). If you are applying for multiple awards, the 6 packets are required for each application submitted.
7. If you are applying for different PYJ domains/service types, can you submit in same application or would it be more than 1?
   1. **ANSWER:** You may apply for different domains, but they would be separate applications and all submission requirements apply to each application.
8. **What is the financial form required?**
   1. **ANSWER:** Submit the 990 IRS form or the equivalent for your business designation.
9. **If you are a university that works with other organizations to provide a service, how do you apply?**
   1. **ANSWER:** This is an example of a joint application. The university must apply and agree to take on the responsibilities and duties of the grantee if granted an award. However, the application narrative can include information about how other organizations support your work and ability to achieve program goals. Those organizations can then submit letter of support to attach to your application.
10. **What is the Terms and Conditions document?**
    1. **ANSWER:** It is a document in the appendices that contains some regulatory language required by the District that all applicants must agree to in order to be considered. This document must be signed by the appropriate party and attached to application.
11. **If you want to submit application early, can we mail it in or give it to security at 450?**
    1. **ANSWER:** Yes, you may turn the application in early. Please be sure to follow the submission rules listed in the RFA on page 10.
12. **Referencing page 11 of the Service Coalition RFP under Organizational Background, do we need to submit every grant that we've won in the past 5 years, or can we provide a sample? And if we can provide just a sample, how many examples does DYRS need to see?**
    1. **ANSWER:** Yes, all grants managed in the last 5 years are required. If you believe this will take up too much space in your application, please provide a list of up to 5 grants that are most relevant to the award type or program type you are applying for and please attach and note where (page number) in the attachments the rest of the grants that your organization received and administered will be located.
13. **For Family Advocacy, is it expected that the provider will have to be able to service 20-30 youth/families at one time?**
    1. **ANSWER:** Yes. That is the capacity requirement stated within the RFA.
14. **Can we pick families we work with?**
    1. **ANSWER:** No. Youth get referred by the process explained within the RFA called the Team Decision Making process. Please see page 4 of the RFA for details.
15. **What is required for the budget narrative?**
    1. **ANSWER:** Examples of narrative descriptions can be found in Appendix A of the RFA.
16. **Do we serve detained youth?**
    1. **ANSWER:** Only Family Advocacy providers may start working with a referred parent or guardian when a youth is preparing to return home from an RTC or New Beginnings.
17. **Do providers get access to information regarding a youth’s aptitude?**
    1. **ANSWER:** Yes, when appropriate and if available.
18. **What is the standard indirect cost rate?**
    1. **ANSWER:** There is a **10**% standard default rate, which you may elect to use. You may also propose a different rate, such as a pre-approved negotiated federal award rate if you have one.
19. **What happens with payment when a youth is a no show?**
    1. **ANSWER:** No payment will be made for services if the youth is a no show. Providers may invoice and receive payment for face to face hours of service per youth.

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**Wednesday, May 18, 2016**

**Session II**

1. **Could you please expand on the three (3) award totals rule? Is this three (3) under domain or service?**
   1. **ANSWER:** Service Coalition applicants may apply to up to three (3) separate awards. They can be in either service delivery model and can be within the same or different domains. However, you can only submit one application per service type (i.e. one tutoring application, and one ABE/GED but **not** two tutoring applications).
2. **When it states 16 awards, does this encompass DCYL and the AC?**
   1. **ANSWER:** Yes. There will be a total of 16 spots for the entire Service Coalition. This includes both Achievement Center and DC Youthlink providers.
3. **If we use Quickbooks, how do we present that as our financial management system?**
   1. **ANSWER:** The evidence of a financial system requested is one that can show the tracking mechanisms and checks and balances that your organization has in place to monitor and provide quality assurance over funds. Quickbooks is evidence of a system that your organization uses, which can support your demonstration that you have the capacity to track the award amount and expenditures made with grant funds. However, you must demonstrate all requirements requested under the RFA.
4. **What defines a quarter?**
   1. **ANSWER:** Every three (3) months based on the Fiscal Year Calendar. Quarter 1 starts on October 1. Quarter 2 January 1. Quarter 3 starts on April 1, and Quarter 4 starts on July 1.
5. **What is the payment for Achievement center providers?**
   1. **ANSWER:** Payment is program-based and determined after a budget proposal, negotiation and approval process is completed. Please see Subpart B of the RFA for instructions and details.
6. **Is the Budget Template to be used for Start-Up funds only or for the whole year?**
   1. **ANSWER:** The *Budget Template* is to be used for the whole year for Achievement Center applicants and Start-up funding ONLY for DC Youthlink applicants.
7. **Will the drawdown of the budget for Achievement Center awardees be based on the budget amount?**
   1. **ANSWER:** Yes, it will be based on the approved budget, which will be specified in the grant award package.
8. **Are we to guess how many times we are meeting with the youth and invoicing?**
   1. **ANSWER:** For DCYL, there are a maximum number of hours per month allowed, which is noted in the RFA under the Performance Payment chart on page 19. For the AC, it is based on what the organization proposes for classes and hours per week and after an agreed upon budget and hourly rate is set. This rate will be determined by a final negotiation and budget approval process by the Administrative Partner, DYRS and the selected provider.
9. **The 60 points category - Additional Service Area Question/Responses has assessments listed; is this an assessment of the agency on the youth or the assessment of the agency?**
   1. **ANSWER:** This is based on your assessment of your program.
10. **Is there an expectation of when the response will be available regarding the awards?**
    1. **ANSWER:** We do not have any date indicated in the RFA, but DYRS is aiming to have responses sent out by the end of the summer.
11. **These grant recipients would report to a Lead?**
    1. **ANSWER:** Yes, the anticipated sixteen (16) grant awardees would report to the one (1) Administrative Partner.
12. **Can an organization submit the same application for all three (3) application attempts?**
    1. **ANSWER:** No, separate full applications are required if attempting to apply more than once.
13. **If an organization can provide multiple vocational programs, (i.e. hospitality, auto mechanics, and culinary), can one application be submitted?**
    1. **ANSWER:** No, those are three (3) separate applications.

**Service Coalition Technical Assistance Workshop Q & A**

**Thursday, May 26, 2016**

**Session III**

1. **Does the organization’s program need to be linked through DCYouthLink and the Achievement Center?**
   1. **ANSWER:** Yes, that is what the RFA is requesting. DC Youthlink awardees will work with youth in their business location in the community (unless the RFA specifies otherwise). The Achievement Center awardees will work with youth and be housed at DYRS’ Achievement Centers to execute their programming.
2. **Does the Achievement Center recruit the youth?**
   1. **ANSWER:** There are two ways youth will participate: (1) as drop-ins or (2) via referral for a certain program.
3. **If a program needs to measure educational threshold to ensure the youth is in the appropriate level, can start-up funds be used?**
   1. **ANSWER:** Start-up funds must be used for initiation of work, outreach, or engagement. If your organization believes assessments fit into any of those three (3) categories then it must be explained in the budget narrative.
4. **Where is the section on the budget template for the budget narrative?**
   1. **ANSWER:** The *budget narrative* does not go in the *budget template* excel sheet. It is a separate document, where a narrative explanation is provided.
5. **Is there a list of what is provided by the Achievement Center?**
   1. **ANSWER:** Yes, please refer to Subpart B of the RFA.
6. **For financial documents, is the postcard or long form permitted for the 990? If the long form, is it the whole document or pages 1-6?**
   1. **ANSWER:** The Form 990 is required, please provide the documentation that is relevant to your organization. If your organization has the long-form, then only pages 1-6 must be submitted.
7. **If an organization is new and tax returns have not been completed, are financial statements ok?**
   1. **ANSWER:** Yes. Please provide whatever the equivalent documentation is for your organization.
8. **Are background checks required?**
   1. **ANSWER:** Yes, this will be requested and addressed after the award notice is sent out.
9. **Are we able to submit through Ariba?**
   1. **ANSWER:** No. DYRS is not accepting ANY electronic submissions of applications. Everything must be hand delivered or mailed and received by 4:00 p.m. on Friday, June 10th.
10. **Is the review panel made up of DYRS employees?**
    1. **ANSWER:** It is not finalized, but at the moment it will be DYRS staff.
11. **How long after June 10th will notices of decision be provided? In August?**
    1. **ANSWER:** We currently do not have a set schedule but expect to have notifications complete by the end of the summer.
12. **So the budget template is based on an ambiguous number of anticipated youth that the organization will be working with?**
    1. **ANSWER:** No, it is based on the hourly rate that the provider proposes is needed to run their program. We have a market-researched dollar amount that we base negotiations on before coming to an agreement.
13. **How long must an organization be in business to apply?**
    1. **ANSWER:** There is no requirement in the RFA, however different questions in the RFA ask for specifics depending on the service provided.
14. **Are only the programs mentioned in the RFA allowed programs?**
    1. **ANSWER:** The RFA describes the programs DYRS is looking for this year. Program proposals for different services outside of the scope of the RFA will not be awarded under this grant.
15. **If the program needs to use computers at the Achievement Center but there is software that is needed, how is that managed?**
    1. **ANSWER:** The organization would need to write about it in their program proposal and budget narrative/template, detailing and requesting approval for software. The RFA details what supplies or equipment DYRS will provide for Achievement Center program and what items the program must propose or request funds for.
16. **What would happen if there is a scheduling conflict with another program at the Achievement Center based on the times that my program is happening?**
    1. **ANSWER:** Scheduling will be determined post-award notification. Programming schedule will be determined in partnership with DYRS, the Administrative Partner and the selected providers.

**Service Coalition RFA - Emailed Question Submissions**

**Deadline for Submission May 27, 2016**

1. **Under the Relationships – Family Advocacy and Reunification services component, where it says the capacity to serve 30 youth and families – is that an annual number or are we expected to serve 30 youth and families at any given time?**
   1. **ANSWER**: Capacity to serve 30 youth and families is for any given time, NOT ANNUAL. Referrals will be ongoing throughout the year, and DYRS is seeking ONE provider to assist with up to 30 families at any given time.
2. **Under the Vocational Training, is DYRS interested in expanding the Vocational Training component of the RFA to include a provider that has expertise in increasing workforce maturity and preparation?**
   1. **ANSWER**: No. At this time, only the service types specified in the RFA are being solicited.
3. **Can providers who are interested in proposing for up to three (3) awards combine this into one proposal?**
   1. **ANSWER**: No. No. Each application must be separate and all related forms and attachments are required to be attached to each separate application. However, you can place all 3 applications in one sealed package when delivering or mailing them to DYRS for submission.
4. **What is the payment structure and what are the rates for the Vocational Training services?**
   1. **ANSWER**: According to the RFA Subpart B, located on page 24 of the document, the payment structure and budget sections outline that the applicant is to propose the cost of their program in a budget template and budget narrative. There is no set hourly rate provided. Applicants must follow the cost principles provided to propose the rates and costs related to their program. A detailed budget narrative for each proposed cost for Achievement Center-based proposals must be completed and attached to the application. Details for the budget narrative requirements are found in Appendix A.
5. **With regard to the Goal Achievement/Outcomes Payment (page 19 of the RFP, letter c.) – is this something that happens in addition to the regular Performance Payments?** 
   1. **ANSWER:** Yes. This is in addition to the performance payment portion for which a selected provider would submit monthly invoices for. The Outcome Payment is an additional quarterly payment made if the youth meets the criteria outlined in the RFA on page 19.
6. **Are the Goal Achievement/Outcome Payments based on per-youth or aggregated?**
   1. **ANSWER:** The payment would be per youth because achievement of outcomes and goals is different for each youth.
7. **What is the dollar amount and/or formula for the Goal Achievement/Outcome Payments?**
   1. **ANSWER:** The dollar amount or range that will be awarded as part of the Goal Achievement/Outcome Payment has not been finalized by the agency. We are working diligently to finalize this information and it will be detailed in award packages if an applicant is offered a grant award.
8. **If another RFA comes out in the near future, will proposers who respond to this one also be eligible to propose under that one, as well?**
   1. **ANSWER:** Competition for grants shall be open and unrestricted. At this time, however, DYRS has determined that a grantee that is offered and accepts the award for Capacity Building and Administrative Partner will not be eligible to accept and award for another grant with DYRS during FY 17. This includes the upcoming Credible Messenger Initiative.
9. **In question 3 on page 19 of the Service Coalition RFA, it says: “Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds.” Is this the only question that we need to answer in the budget section to be scored if we are not seeking advance funding?  And what would be considered sufficient evidence?**
   1. **ANSWER:** If you are not seeking Start-Up Funding, please stick to the list of questions regarding budget located on page 12 and 19, which provides that an applicant must provide “evidence of an established accounting system with policies and procedures that reasonably ensure internal controls are maintained in managing funds.”
      1. **Examples of evidence include:** Official policies and procedures that govern management of funds and other assets. Details regarding the process and software or system used by your organization to tracks funds, expenditures, payments, and the source documentation kept in order to comply with back-up documentation requirements, etc.
      2. Please ensure that the evidence and details provided clearly establish that your organization can meet the principles outlined on page 19 of the RFA or Slide 11- Fiscal Requirements - from the Mandatory Pre-Application Technical Assistance Session.
10. **In regards to Subpart A of the Service Coalition RFA and the Education/Tutoring providers, there is a note saying that services should be primarily provided at the Achievement Center but we should be able to provide services in community-based locations. Should the program proposal assume that we will provide services at the Achievement Center? If it is supposed to be a mix, is there a minimum amount of time?** 
    1. **ANSWER:** The primary location of services will be the Achievement Center for educational tutoring. However, there may be certain circumstances that require that a youth receive services in another location, but this will be specifically organized with the provider through the referral process when appropriate.
11. **In regards to Family Advocacy in the Service Coalition RFA payment structure, does the youth need to be present when family support/reunification services are provided in order to bill the hourly rate of $65?**
    1. **ANSWER:** No. This is the one exception where a provider will be able to bill for face to face time for hours worked with the parent or guardian of the youth for the purposes of reunification. The hourly rate in this case may also be invoiced for hours spent with the referred parent or guardian preparing for reunification with a particular youth.
12. **Is the DC Office of Tax and and Revenue's Certificate of Good Standing the same as their Certificate of Clean Hands?**
    1. **ANSWER:** Yes. The Clean Hands Certificate is the Certificate of Good Standing that establishes that a business or organization is current with the Office of Tax and Revenue in the District.
13. **Will monthly expenses that will equal more than 500 dollars over the course of a year, like rent or our other monthly fixed costs, be allowed?**
    1. **ANSWER:** Only expenses that are allowable, allocable and reasonable under the grant objectives will be approved. Under the Service Coalition RFA, indirect costs can be proposed in the Start-Up funding budget under Subpart A/DC Youthlink Programs, but only for the proportion of such costs that your organization will dedicate to service initiation, outreach and engagement services for the grant program will be approved. In addition, expenses for equipment or other purchases of $500 or more are subject to approval by the Capacity Building and Administrative Partner and DYRS. Again, you may propose such expenses in the Start-Up funding budget; however, these are subject to approval and negotiation.
14. **Under the Service Coalition RFA, Subpart A, are overhead expenses, general and administrative costs, allowed? If so, what percentage is allowed?**
    1. **ANSWER:** Under the Service Coalition RFA, indirect costs can be proposed in the Start-Up funding budget under Subpart A/DC Youthlink Programs, but only for the proportion of such costs that your organization will dedicate to service initiation, outreach and engagement services for the grant program will be approved. All Start-up Funding Budget Proposals are subject to approval by the Capacity Building and Administrative Partner and DYRS. Again, you may propose such expenses in the Start-Up funding budget; however, these are subject to approval and negotiation.
15. **On page 25 of the FY 17 Service Coalition RFP, under Generally Allowable Costs, are fringe benefits only allowable for Achievement Center programs?**
    1. **ANSWER** Yes. DC Youthlink providers may ONLY apply for up to $10,000 start-up funding. There are specified restrictions that the request for these funds MUST be related to initiative of services for youth, youth engagement, and youth outreach. Therefore, staff fringe benefits would not qualify as an allowable cost.
16. **Referencing page 11 of the Service Coalition RFP under Organizational Background, do we need to submit every grant that we've won in the past 5 years, or can we provide a sample? And if we can provide just a sample, how many examples does DYRS need to see?**
    1. **ANSWER:** Yes, all grants managed in the last 5 years are required. If you believe this will take up too much space in your application, please provide a list of up to 5 grants that are most relevant to the award type or program type you are applying for and please attach and note where (page number) in the attachments the rest of the grants that your organization received and administered will be located.
17. **In the Service Coalition RFA on Page 18 – Start-up Funding section indicates that direct and indirect cost should be reflect in the budget; however, On the budget form there is no indirect cost line for DYRS Service Coalition.  Does this mean you are not allowing indirect cost?  Please clarify.** 
    1. **ANSWER:** The language states that both direct and indirect costs may be proposed. You may add a space in the budget template for indirect costs, but please note that there are specified restrictions that the request for these funds MUST be related to, which includes: initiative of services for youth, youth engagement, and youth outreach.
18. **In the Service Coalition RFA on Page 19 – Can you clarify the $10,000 start-up? And should we do a full budget for the Service Coalition or just reflecting who we would spend the start-up $10,000?**
    1. **ANSWER:** Please refer to the section on page 18 where Start-up funding is explained as follows:
       1. **Start-Up Funding**- Applicants are eligible for up to $10,000 in advance funds for the direct and indirect costs associated with the initiation of services and outreach or youth engagement efforts. A detailed budget narrative for each proposed cost under these line-items must be completed and attached to the application. Details for the budget narrative requirements are found in Appendix A.
    2. If you are applying for DC Youthlink service areas, you need only submit budget items that relate the start-up funding costs you will be requesting. Remember that there are detailed requirements for providing both a calculation and narrative description of each cost item requested.
19. **Budget Form – Where would the cost for family activities (Family Advocacy and Reunification) be inserted on this budget format with 6 line items? Or can additional line items be added?**
    1. **ANSWER:** DC Youthlink providers may ONLY apply for up to $10,000 start-up funding. There are specified restrictions that the request for these funds MUST be related to, which include: the initiative of services for youth, youth engagement, and youth outreach. In addition, specific budget categories have been provided to all applicants in the budget template and on page 13 of the RFA. If you have a cost that does not fit in any of the outlined categories, please add an additional line to the template and propose the costs. However, please not that any proposed cost is subject to review, approval, and/or negotiation by the Administrative Partner and DYRS.
20. **In Section II, it specifies that “for profit organizations are eligible, but may not include profit in their grant application, please explain.**
    1. **ANSWER:** Grant funds may not be used for an organization to gain profits. Therefore, we are requesting that programs request/propose a budget that reflects services at-cost only!
21. **How recent must the Certificate of Good Standing be?**
    1. **ANSWER:** It must be current. Please check to ensure that it is not expired. Expiration dates are located on the document.
22. **If your first tax year in the District was 2015 will we need to include an audited financial statement.**
    1. **ANSWER**: Please submit your IRS 990 form.
23. **Is the table of contents included in the 15 page limit?  Should it be double-spaced as well?**
    1. **ANSWER:** It is not part of the 15 page limit. It does not have to be double spaced. It can be in a chart or single-spaced format. Please use one of the approved fonts.
24. **Is total page limit to include the program narrative (page 10-11) and the specific questions in Appendix G?** 
    1. Yes, the page limit applies to your program narrative responses and relevant subpart questions (located in Appendix G or Appendix H depending on what program you are applying to provide), as well as your budget narrative.
25. **What is the turn-around time for payment after invoices have been submitted?**
    1. **ANSWER:** The Administrative Partner is the entity that will manage the funding for and pay Service Coalition providers. The Standard Operating Procedures Manual will provide further details on submission and turn-around time for payment, and the final version of the SOP document will be shared with award recipients at the time of award.
26. **What financial recording/tracking systems are allowed?**
    1. **ANSWER:** In question 3 on page 19 of the Service Coalition RFA, it says: “Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds.” In addition, applicants must answer the list of questions regarding budget located on page 12 and 19, which provides that an applicant must provide “evidence of an established accounting system with policies and procedures that reasonably ensure internal controls are maintained in managing funds.”
       1. **Examples of evidence include:** Official policies and procedures that govern management of funds and other assets. Details regarding the process and software or system used by your organization to tracks funds, expenditures, payments, and the source documentation kept in order to comply with back-up documentation requirements, etc.
       2. Please ensure that the evidence and details provided clearly establish that your organization can meet the principles outlined on page 19 of the RFA or Slide 11- Fiscal Requirements - from the Mandatory Pre-Application Technical Assistance Session.
       3. There is no list of acceptable systems or pre-determined allowed v. not-allowed financial record keeping systems. The applicant, however, must establish that the system they have in place meets all the requirements outlined in the RFA.
27. **Is DYRS aware of any companies that would like to partner on this effort?  If so, how do we locate such information?**
    1. **ANSWER:** DYRS does not keep a list of organizations seeking to partner on applications.
28. **If further clarification is needed on any of the responses posted on DYRS website, are we able to reach out for further direction?**
    1. **ANSWER:** No. At this time, the question and answer period has ended. Please review the question bank and FAQ documents on our website to determine if there is guidance that can assist or clarify any remaining questions the applicant may have. Please review the Application Support Section on Page 16 of the RFA for detailed rules.
29. **Should applicants be submitting a proposal per service area per location of service?  For example if I want to do tutoring at the achievement center and in the community I would submit a completed proposal for Tutoring- Achievement Center and then a second for Tutoring – Community/DCYL.** 
    1. **ANSWER:** No. Only one application for Tutoring under DC Youthlink is required. As stated in the RFA, Tutoring is still considered a DC Youthlink service area and will follow the hourly performance payment rates as described on page 19 of the RFA. However, the primary location of tutoring services will be the Achievement Centers. However, there may be certain circumstances that require that a youth receive services in another location, but this will be specifically organized with the provider through the referral process when appropriate.
    2. In addition, the applicants for Tutoring programs must follow the all the budget proposal and narrative rules outline in Subpart A only. This means the only allowable budget request for Tutoring applications will be for the Start-up Funding money for which up to $10,000 is available.
30. **Also the $10,000.00 admin money is that per service area per location of service? So if we want to request it, we need to come up with budgets for each type of service area or location?**
    1. **ANSWER:** If you are applying for multiple service types, then yes. You will submit complete and separate applications, including separate budgets, for each application package. However, Tutoring is only (1) application, and is only a DC Youthlink program, so you would not submit two applications for tutoring. You could submit (1) application for Tutoring and (1) application for GED services, for which you would need to submit two complete application packages, which includes two separate budgets.