



## **DYRS Capacity Building Request for Applications**

### **Questions and Answers**

1. Question: Based on the RFA, programing activities will take place in the Achievement Centers and throughout the community. Is brick and mortar a requirement for organizations applying for the grant? If no, would you please explain the site visits.  
Answer: A brick and mortar site is not a requirement for organizations applying for the grant. See sections 1.11 and 3.4 for information regarding site visits.
2. Question: Please explain the what is meant by "home like environment" as it is referenced in the RFA.  
Answer: The mission of the Department of Youth Rehabilitation Services is to give court-involved youth the opportunity to become more productive citizens by building on the strengths of youths and their families in the least restrictive, most homelike environment consistent with public safety.
3. Question: Please explain the expectations for how the matching funds should be used.  
Answer: A grantee may use grant funds only for allowable grant project expenditures. This applies to matching funds. See section 2.5 of the RFA for information on permissible use of grant funds.
4. Question: There is mention of organizations applying as a subcontractor to render some of the requested services. Please explain the process for bidding on subcontractor contracts.  
Answer: DYRS will award this grant to a single grantee as a grant award – and not a contract.
5. Question: Does my organization need to have an address in the District to be eligible to apply?  
Answer: Yes. See section 1.8 of the RFA for more information on eligibility.
6. Question: Regarding matching funds – is the applicant required to spend the funds or just show proof of funds?  
Answer: Applicants are required to submit a budget which will explain how the requested funds and the matching funds will be utilized throughout the grant period (one year). This should be explained in detail in the budget narrative. Please see section 2.5 of the RFA for information on the permissible use of funds. To create the budget, please use the suggested budget template in the list of attachments on the DYRS website.
7. Question: Will DYRS will manage the solicitation process for subgrantees?  
Answer: Yes, DYRS will manage the solicitation process for all subgrantees in alignment with our process for selecting all grantees and subgrantees. Applications from subgrantees will be reviewed according to process detailed in section 4.1 of the Request for Applications. For more information regarding the potential subgrantees, see sections 1.4 and 1.5 of the Request for Applications.



8. Question: Who should sign the Promises, Certifications, Assertions, and Assurances document?  
Answer: This is at the discretion of the applicant but typically a Chief Executive Officer or Executive Director or Chairman of the Board or other authorized agency representative.
9. Question: What is the timeline for making the grant award?  
Answer: DYRS anticipates making awards within eight to ten weeks of receiving applications.
10. Question: How current should the financial statements be?  
Answer: Per section 3.5 of the RFA, DYRS seeks the most recent audited financial statement.
11. Question: What are the sample deliverables?  
Answers: The sample deliverables listed on page 7 of the Request for Applications are a reflection of the kind of deliverables a grantee may have to fulfill by the end of the one-year grant period.
12. Question: What is the risk assessment?  
Answer: The risk assessment, referred to in section 2.6 of the RFA, is administered by DYRS to determine the most appropriate reporting and monitoring schedule for the grantee. The risk assessment is not a factor in determining the grantee.
13. Question: What amount will be granted to the grantee versus the subgrantees?  
Answer: The grantee will be given one hundred percent of the funds. The delineation of funds to grantee versus subgrantee will depend on which proposal is selected for funding.
14. Question: Is there a minimum number for letters of support?  
Answer: While there is no minimum requirement for letters of support, applicants are strongly encouraged to include letters of support from organizations who endorse their efforts or plan to participate in their efforts.
15. Question: Does the match amount need to be cash or in-kind?  
Answer: The amount can be either – or a combination of the two.
16. Question: Is it required that applicants attend a pre-application conference?  
Answer: No, it is not required that applicants attend a pre-application conference.
17. Question: Is the target population referred to in the RFA about subgrantees or the population to be served by the subgrantees?  
Answer: The target population referred to in the RFA is about the population to be served the subgrantees.
18. Question: Is credible messenger included in the service coalition?  
Answer: Yes



19. Question: What is the expectation of the grantee to work with the subgrantees to find youth?  
Answer: DYRS's in-house referral team is going to do this.
20. Question: Is this grantee going to do any work with regard to the referral process?  
Answer: This grantee may be asked to participate in team decision making reports.
21. Question: Will the subgrantees be providing services in DC only or outside of the District?  
Answer: Both.
22. Question: Will a Single Audit be required of the grantee?  
Answer: No
23. Question: Do the applicants need to have a licensed clinical social worker on staff?  
Answer: No.
24. Question: Are joint ventures allowed?  
Answer: While DYRS encourages organizations to conceptualize proposals and management plans together – or to engage with one another in another fruitful capacity – DYRS will grant funds to only one fiscal agent.
25. Question: Audit costs related to the grant project are allowable as part of the grantee's indirect costs. What are eligible audit costs?  
Answer: Per the RFA, applicants are allowed to include indirect costs in their budget. Indirect costs may pay for an audit should the grantor require it.
26. Question: Although legal fees incurred in defending or prosecuting claims are unallowable cost to the grant, are legal fees associated with negotiating, preparing, amending, interpreting and administering the grant award allowable costs?  
Answer: No. Legal fees associated with preparing the grant award are not an allowable cost for the grantee. Grant awards are prepared by the grantor.
27. Question: Merit awards and bonuses are unallowable costs. What is the definition of a merit award? Is it the same as a salary increase that is based on merit?  
Answer: Per the RFA, merit awards and bonuses are unallowable costs.
28. Question: Can the match be an in-kind match relating to the value of work performed or services provided by volunteers?  
Answer: Yes.



29. Question: The application scoring section includes a maximum of 10 points for the submission of a reasonable, comprehensive, accurate numeric budget that includes a plan for use of flex funds and gift card incentives. What are flex funds and gift card incentives? Should we incorporate this into our application?

Answer: Flex funds are funds that will be paid from the grantee to potential recipients for emergency services for youth and families.

30. Question: What is GAN?

Answer: On page 2 of the General Terms and Conditions, a GAN is defined as a Grant Award Notification. It will notify the selected applicant that it is the recipient of a grant award. The GAN will outline the terms of the award and the activities to be completed throughout the grant period.