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## **SYEP 2015**

### **Pre-Application Meeting #1**

#### **Questions and Answers**

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**1. Are orientation sessions held for youth and then they go to their assigned jobs?**

- A. All youth are required to attend a pre-program orientation to be considered as fully-enrolled. Once the youth's application is complete, he/she is assigned to a job site.

**2. Will you have an RFA for 18-21 year olds, and if so, when?**

- A. No. An RFA for 18-21 year olds will not be issued.

**3. Is there an Internet browser that you would recommend using for eSourcing?**

- A. See **Section C.4 Proposal Submission**. Do not use Microsoft Internet Explorer Version 9 to upload the attachments.

**4. Can youth be placed in our program that we recruit?**

- A. Host employers may recruit youth during the SYEP Career Exploration Fair. However, there is no guarantee that the particular youth you recruited will be placed at your worksite since the placement is done at random. In addition, Grantees cannot work with participants currently engaged in year-round activities.

**5. Is 12-point font required for all documents or just for the narrative?**

- A. See **Section B Application Submission**. The length of the application is limited to 25 double-spaced pages, typed in 12 point Times New Roman font with 1 inch margins. Charts or graphs are not required to be in 12

point Times New Roman font; however, it must be legible for the grant reviewers.

**6. Does programming for DC youth participants have to take place in DC?**

- A. See **Section A.3.7**. The proposed program shall be required to operate within the District of Columbia.

**7. Our organization places youth in internships at various locations, ranging from non-profit organizations to government agencies for internships during the summer. We don't have a centralized location; we monitor our youth via site visits and communication with the intern host. Can we still apply for this grant with no centralized meeting building?**

- A. Your application must meet the specifications of the RFA.

**8. How can SYEP Grantee organizations be more involved with the choosing/selecting of youth?**

- A. For this RFA, the host employer is not permitted to select participants.

**9. If there are IT problems in sending off the proposal, who should we contact to resolve the issue?**

- A. See **Section C.3 How to Apply**. Applicants may contact the Office of Contracting and Procurement Customer Contact Center at 202-274-7277 or the DOES Grants Office at 202-671-3100 or via email at [doesgrants@dc.gov](mailto:doesgrants@dc.gov).

**10. Is the \$32,000 budget operatory expense for employee wages also?**

- A. Participant wages are not included in the total grant award, as those wages are paid by DOES. It is the host's discretion to allocate funds however they see fit to run the program for the six (6) weeks.

**11. If your program can handle greater capacity beyond the 80 participants ages 14-17, can the organization serve additional young people?**

- A. For this RFA, the maximum number of youth that are permitted to be correlated to the award total is not to exceed 80 youth.

**12. Do the entities have to be non-profit (501 c 3) organization?**

- A. No. An applicant does not have to be a non-profit (501 c 3) organization.

**13. Is there a difference in amount of time for the selected ages to work? If so, can I specify that I only want to serve 14-15 year olds or 16-17 year olds? And if I have 14-15 years, does that mean that I have to release the 14-15 year olds earlier than the 16-17 year olds?**

- A. Youth ages 14-15 are only permitted to work a maximum of 20 hours per week. Youth ages 16-17 are permitted to work a maximum of 25 hours per week. Host employers have the liberty to set up the participant work schedules however they deem fit.

**14. Can I request that the older workers that are 18-21 years old help run my program?**

- A. See **Section A.3.8**. An adult is defined as a person that is at least 21 years of age, who works for the Grantee, and who has passed the specified Metropolitan Washington Police Department (MPD) criminal background check and other required DOES employee selection criteria.

**15. We work specifically with low-income, immigrant youth. Can we choose to only work with this group?**

- A. Host employers are advised to state in the grant application if they work with a specific population and to include identifying factors so that DOES can work with the request to the best of our ability.