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## **YouthTech 2013**

### **Pre-Application Meeting**

#### **Follow-Up Questions**

**July 25, 2013**

**Q:** Can a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) be used for operating a program if your office is not located in the District? For example, can either be used for use of space?

**A:** For the purpose of the Youth Tech RFA, **page 7**, as stated under **Location Requirements**, all applicants must provide services in the District of Columbia. Office location is not required to be in the District of Columbia. However, in order to comply with the requirements of the Youth Tech RFA, all services must be delivered in the District. Additionally, the Applicant must provide legal proof of ownership or occupancy of the proposed site, which may include the following:

- Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
- Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
- Signed approval letter and permit from the DC Department of Parks and Recreation;
- or
- Building lease or rental agreement that is current and valid.

**Q:** Will DOES consider changing the payment requirement for completions to dividing the total payment for completions by 75% of the participants rather than 100%?

**A:** For the purpose the Youth Tech RFA, **page 28**, as stated under bullet two (2) of **Program Retention Payment**, DOES will not consider changing the payment requirement for completions from 100% to 75%. Payments will be issued as outlined in pages 20-21.



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**Q:** If we are serving students from the District and placing them in an internship in the District, however, our site is located in Rosslyn, is there any way we could work with you to address any concerns on the location?

**A:** For the purpose of the Youth Tech RFA, **page 7**, as stated under **Location Requirements**, all Applicants must provide services in the District of Columbia.

**Q:** Will the submission of tax returns suffice for financial statements? Specifically, the for-profit organizations that do not need to have our financials audited.

**A:** For the purpose of the Youth Tech RFA, **page 23**, as stated under **Eligibility Documentation — Attachment Q: Audit**, the grantee must provide documentation proving IRS tax status as well as a copy of the organization's most recent and complete set of audited financial statements. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, in addition to any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

**Q:** Is there an acceptable or unacceptable A+ (certification examination) pass/fail rate?

**A:** For the purpose of the Youth Tech RFA, **page 4**, as stated under **Section A: Funding Opportunity Description — Scope**, a passing score on the Comp TIA + Essential Exam is 625, with 700 marking a passing score on a Comp TIA + Practical Applications.

**Q:** As it relates to proof of occupancy, can I provide space to a service provider not located in the District? How should this be described? What documentation is needed?

**A:** For the purpose of the Youth Tech RFA, **page 7**, as stated under **Location Requirements**, a grantee may provide space to a service provider not located in the District. Per the **Location Requirements** section, all Applicants must provide services in the District of Columbia. Additionally, the Applicant must provide legal proof of ownership or occupancy of the site, which may include the following:

- Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;



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- Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
  - Signed approval letter and permit from the DC Department of Parks and Recreation;  
or
  - Building lease or rental agreement that is current and valid.

**Q:** May we enroll more than our target number of participants initially to allow the ability of grantees to expel youth who are clearly not willing to positively participate?

**A:** For the purpose of the Youth Tech RFA, **page 5**, as stated under **Section A: Funding Opportunity Description — Scope**, the maximum number of participants that can be enrolled/served in the YouthTech 2013 Program is 100 throughout the entire grant period. The minimum number of participants that can be enrolled/served in the YouthTech 2013 Program is 30 throughout the entire grant period.

- Grantees must deliver programming to two (2) to four (4) cohorts per year.
- Cohorts must consist of a minimum of 15 participants with a maximum of 25 participants.

**Q:** Should the Application Summary be double-spaced? Can “other attachments” in support of narrative be provided and not counted in the twenty-five (25) page limit?

**A:** For the purpose the Youth Tech RFA, **page 11**, as stated under **Section C. Application Format**, the Application Summary can be double-spaced. Additional attachments may be included and should be provided and labeled in the Attachment Section which currently ends with Attachment J.