

School Year 2019-2020 OST Grants and Year Round 2019-2020 OST Grants Questions and Answers | April 23, 2020 Conference Call

A few announcements and reminders:

1. SAYO requirement for the spring has been waived. Grantees do not need to ask youth to complete the SAYO-Y survey.
2. Attendance requirements from March 13 through the end of the grant have been waived. Attendance from the start of the grant through March 13 is required to be entered into Cityspan. Final payment will be contingent on attendance being uploaded.
3. The Fiscal 2021 budget will be released on May 12. The OST Office remains committed to continuation grants based on the availability of funds.

Questions and Answers

1. Are there any percentage restrictions outside of the percentage restriction for indirect costs?
 - A. Indirect cost is the only percentage restriction. However, all other expenses must be used for program-specific uses.
2. Building infrastructure for the population we serve requires providing some with internet access and tech access. Are there any budget restrictions on this? Any suggestions on this? While DCPS and some Charter schools are providing devices and hotspots some continue to provide learning packets.
 - A. Grantees may purchase equipment to support teachers and participants with remote learning. Grantees must be able to show the appropriate expenditure documents, appropriate policies, (repair, users, safety, etc.) and tracking of the equipment.

DCPS, DCPCSB, and the District are actively working on the digital divide including providing additional funds to LEAs to purchase equipment and devices. [Click here](#) for more information.

3. Is it possible to convert program funds to unrestricted funds to allow for general operations?
 - A. Unfortunately, this is not permissible. We are still accountable to taxpayers to ensure the funds are used to provide services to children and youth.
4. How can I use existing funds to continue to pay our staff and to hire new staff?
 - A. Grant funds have always been permitted to pay program staff. If there is a need to hire staff with cleared background checks. The staff should be paid for the work related to the OST program. That work can include professional development, hours for planning and creating sessions, video lessons, reviewing youth work, case management, etc. To view the background check document, please [click here](#).
5. Can we transition funds to help pay for infrastructure to better facilitate virtual learning?
Can we allocate funds to curriculum development for virtual learning?
 - A. Grants funds may be used for remote and distance learning aligned with the funded OST program. If the program proposed a poetry program and is now transitioning to STEM, that would need to be discussed with the OST Office.

6. Can we postpone deliverable or reporting requirements during this time? Mainly because we plan to continue virtual programs beyond the new May end of school date.
 - A. The reporting requirements will stay as described in the grant agreement. OST programming and expenditures are ongoing, so the requirements have not changed. The format for deliverables may have changed but every grantee is expected to work with children and youth, pay staff, and document all expenses. The grant agreement ends July 31, 2020, and grantees must expend all funds by that time or return unspent funds.
7. Are all background checks the same or have there been any shifts? In hiring new employees, are TB tests required if they are not entering the schools in person?
 - A. The background check requirements have not changed. Please see the background check guidance for more information. TB checks are only required for programming at DCPS locations. It is not a requirement of the grant. Background checks, including affidavits, must be up to date in Cityspan before final payments will be issued. To view the background check document, please click [here](#).
8. Can we program beyond the end of the School Year?
 - A. Yes, grantees can continue to offer the virtual OST program through the end of the grant or while funds allow instead of the initial end date associated with in-person program.
9. Can you provide an update on the Essential Workers RFA? Will it be reissued?
 - A. We issued two grants under the RFA. It is unlikely that we will issue another RFA for this opportunity.
10. How can a program adopt distance learning if the activities are inherently physical (boxing, sports)?
 - A. Program staff will need to consider fun and innovative ways to offer such programs. For example, programs should focus on mastery of the skills and using videotaping and review as part of the feedback cycle. In teaching basketball, teach the steps to dribble a ball, using fingertips not palms, position of the body, etc. The participant should then videotape themselves dribbling and then the coach can provide one-on-one improvements using the video as a way to improve. Videotaping is an effective way to provide feedback as evidence to identify improvements. For additional resources from DPR, please [click here](#).
11. Can we use grant funds to provide gift cards (food for families, incentives for youth to participate)?
 - A. This is not an approved expense.
12. What are the financial requirements for small nonprofit grantees?
 - A. Small nonprofit grantees are required to submit financial documents. They are not required to have an audit or a financial review. Financial documentation includes pages 1-6 of 2017 and 2018 signed by an officer of the organization in Part II, signature block of Form 990 or Form 990 EZ and Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) Income Statement and Balance Sheet.
13. Are there restrictions on technology regarding virtual learning?

- A. At this time the OST Office does not have specific guidance regarding virtual learning. There are no restrictions other than making sure live meetings and conferences are not open to the public. Grantees must complete the due diligence with any video conferencing to ensure safety and security for all users. Grantees are expected to have safety protocols in place regarding the use of technology for virtual learning.
If grant funds are used for the purchase or licensing of software, the software must be ADA compliant for visual and hearing-impaired individuals.

[Click here](#) for additional resources.

14. To reallocate funds in the current budget will a budget modification be required?
A. Much of the guidance that was provided in an email on March 12, 2020 remains current, except the need for deep cleaning of program spaces since programs should not be meeting in person. The guidance is as follows:

Budget modifications are **NOT** required for the following line items as long as a program modification notice has been received and approved by the OST Office. Please note, grantees must maintain supporting documentation (receipts, certificates of completion for trainings, etc.) as an audit may be done to confirm the allowable expense:

Changes for the following budget line items:

1. **Supplies and Equipment** for purchases to help reduce the spread of coronavirus and influenza. (ex. cleaning products, hand sanitizer, tissues, etc.);
2. **Computer Equipment** to support distance or online learning;
3. **Books, Media, and Other Learning Materials** to support online learning;
4. **Other Expense under Program Facilities** for contracted services for deep cleaning of the program space;
5. **Staff Training** to purchase or cover the cost for online staff development; or
6. **Fringe Benefits** to cover sick leave and paid time off, for accrued time.

Expenses from other line items in the budget may be reduced to offset the increases in the above line items.

Increases in other line items not described above must have a budget modification submitted and approved by United Way NCA.

15. If there are remaining funds in the School Year grant, can they be applied to summer programming?
A. No. However, the grant period ends July 31, 2020, and grantees may expend through the grant period. If a balance of funds remains at the end of the grant, the grantee must return unspent funds.
16. Will in-person programming be allowed before the end of the grant period?
A. If an organization plans to begin in-person programming they must notify the OST Office before programming can begin. In-person programming will only be allowed if the Mayor's Emergency Order has been lifted and the organization has implemented social distancing protocols.
17. Has the audit of the DC auditors been completed?

A. The OST Office was supposed to receive a draft audit report in March. The draft report had not been received at the time of the call.

18. Will continuation grants be issued in FY21?

A. Any organization that is in the third year of grant funding will need to re-compete if there is a competition. Small nonprofits are either the first or second year of grant funding. Based on the availability of funding, small nonprofit organizations will receive a continuation grant. Year Round grantees are all in their first year of grant funding. All grants are based on the availability of funding.

At the end of the call, the time was used to share insights and input from the field:

- Steel Band: This is a good time to create a document for organizations to decide what has been working well and items not working well regarding virtual programming, youth connections, and staff engagement.
- For the Love of Children: Using Instagram Live and pre-recorded videos that are self-paced and helpful for parents and youth to use at any time.
- Latino Student Fund: Using Powtoon and Prezi to make the videos more appealing.
- SEED School: Group Classrooms and Tik Tok to deliver programming
- City Dance: Using an app called Band as a private space for members.
- Far South East Strengthening Collaborative: The team is delivering Kreation Kits and providing youth with physical materials which can be an alternative to technology, such as art supplies, soccer balls, books, or cameras.