



**RFA: DELTANFOST2015-1**  
**FY 2016 Temporary Assistance for Needy Families (TANF)**  
**Out of School Time**

**Frequently Asked Questions**

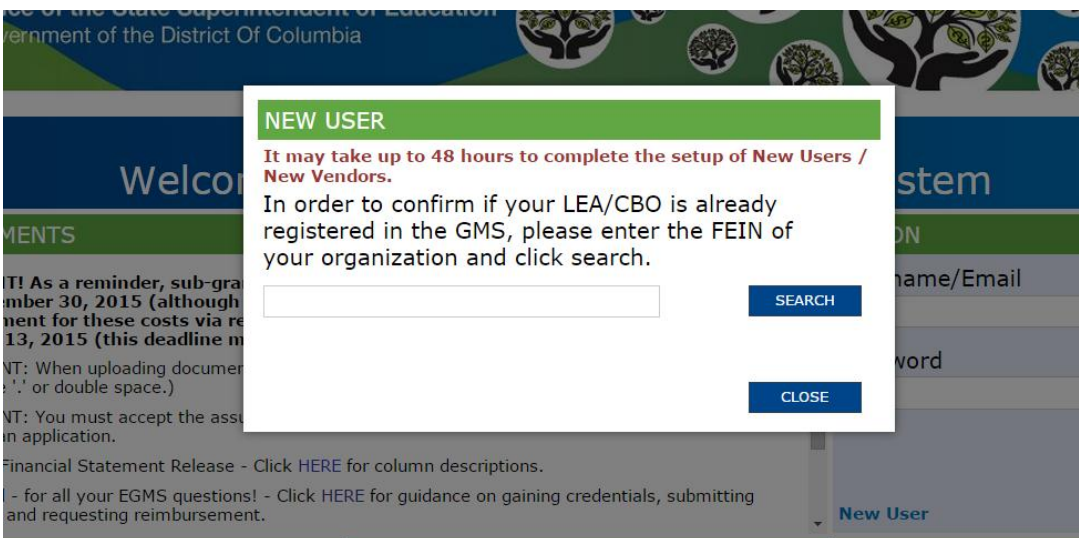
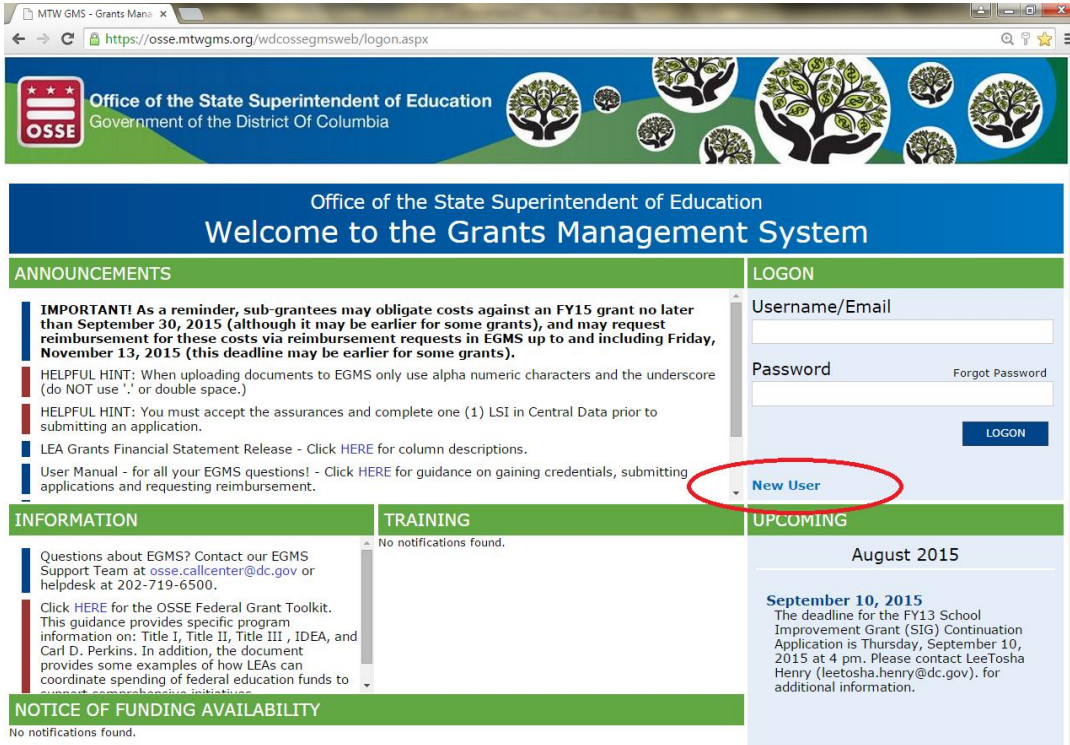
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## I. General

### When are applications due? How do potential applicants register for the Electronic Grants Management System (EGMS)?

Applications must be submitted by September 9, 2015, 3:30 p.m. through the OSSE Electronic Grants Management System (EGMS): <https://osse.mtwgms.org/wdcossegmsweb/logon.aspx>. Applicants without an account in EGMS must click the “New User” link to request access.



**Are there enough students that are TANF eligible for the TANF OST funding?**

Yes.

**May we get a copy of the grant reviewer's notes from last year's competition?**

An applicant is allowed to request their own reviewer's notes for last year's competition by sending an email to OSSE.DELgrants@dc.gov. If any other individual or entity wanted to see an application that was not their own, it may request this through the Freedom of Information Act process. Note that such records would be subject to applicable exemptions, including redaction of the applicants' names and any other identifying information in the scores or comments.

**The RFA states that priority is given to Wards 1, 5, 7 and 8, are grantees permitted to serve students in Wards 2, 3, 4 and 6?**

Yes, the TANF OST grant program is open to serve eligible students in all wards of the District.

**What is the required amount of professional liability insurance OSSE requires a grantee to carry?**

Grantees must carry professional liability insurance of \$1,000,000.

**May a grantee be permitted to switch sites in Year 2?**

Yes, a grantee may adjust site locations provided prior notice and approval from OSSE.

**Is it possible to get some support and help with the Child and Adult Care Food Program?**

Grantees are encouraged to connect directly with the Child and Adult Care Food Program (CACFP) program at OSSE. CACFP offers trainings and one-on-one technical assistance to support organization's success.

For more information, contact the CACFP Manager at (202) 442-4010.

810 First Street NE, 4<sup>th</sup> Floor, Washington, DC 20002

<http://osse.dc.gov/service/child-and-adult-care-food-program-cacfp>.

**Will there be eligibility audits?**

Yes, OSSE will audit each grantee to verify adherence to the eligibility requirements at least once during the fiscal year.

**Will reimbursement be based on enrollment beginning in October?**

Grantees will be reimbursed for expenses incurred in October related to the Out of School Time Program. Grantees should reflect in their budget the number of students they anticipate serving in October and November if they do not anticipate reaching full enrollment during those months.

**At what point in the year will grantees be held accountable for full enrollment?**

Beginning December 1, 2015, grantees will be expected to maintain 85 percent enrollment of TANF eligible students they are proposing to serve. The grantee must reflect in the budget the months for which the grantee is not expecting to serve the maximum number of TANF eligible students in their application.

**Is the pre-application conference mandatory?**

No, but it is highly encouraged.

**May an organization apply for regular school year funding without also applying for summer afterschool program funding?**

An organization may apply for regular school year funding, summer funding, or both.

**May a non-profit organization submit two separate applications for projects for different age groups at 2 different schools?**

Only one application that covers all aspects of the grantee's afterschool programs is allowed.

**Do grantees have to specify exact school sites, or may grantees apply by Ward?**

Grantees can apply by Ward, however, they should show relationships with the schools in those Wards from which they will be recruiting participants.

**Do grantees have to have signed principal/school partnership letters? Is a partnership with DCPS or a public charter school required for funding?**

No, partnerships are not required; however, priority consideration will be given to applicants that demonstrate strong collaboration and coordination between schools and community-based organizations.

**Do grantees have to have a separate application/enrollment packet specifically for TANF OST funded students?**

Grantees may use their own application/enrollment packet to enroll students as long as the determination of eligibility is part of the enrollment process.

**Are the Objectives in the Work Plan section required for the grant?**

Objectives show where grant dollars are being spent. These data can be valuable in guiding policy and decision making. OSSE has provided objectives that focus on the grantee's efforts to improve child outcomes. The objectives serve the same purpose as Learning Support Initiatives (LSI) located within Central Data. Each Budget Line should be associated with the objective that the proposed expenditure best supports. OSSE intends to generate reports to determine the amount of funding each LEA/CBO is anticipating directing towards the objectives identified within the Work Plan.

- a. Work Plan in EGMS: This is where applicants will complete your objectives. You must complete the Work Plan during the application process.
- b. Applicants must complete activities for all 4 objectives:
  - i. Professionals working with young children have the knowledge, skills and supports to work effectively with and on behalf of children and families.
  - ii. All children develop in comprehensive and enriching environments.
  - iii. Achieve and maintain the highest level of program quality.
  - iv. Communities are safe places where resources are available.

**In EGMS, where is the chart that will be used to list the school/site names (as reflected in the RFA p.12)?**

The chart is just an example. You may present the information in the Program Summary tab in EGMS.

**Do grantees need to include If the Conflict of Interest Policy was signed by the Board earlier this year and it's the same board members, would that suffice?**

If the conflict of interest policy has been signed within the past year and the board members have not changed that would be acceptable. Best practice is to have the Conflict of Interest Policy re-signed with each grant submission to ensure that all board members still do not have a conflict.

**Is the Clean Hands (formerly Certificate of Good Standing) Request form available in EGMS?**

In order to operate legally in the District of Columbia, ALL vendors must obtain a Basic Business License (BBL) and register with Clean Hands in order to provide services to District agencies. If you DO NOT have a Basic Business License, please use the Department of Consumer and Regulatory Affairs website: <http://dcra.dc.gov/page/business-licensing-corporate-registration> and click on "Apply for a Basic Business License" and follow the necessary prompts. After you have applied for your Basic Business License, please use this link: <https://www.taxpayerservicecenter.com/fr500/> with Office of Tax and Revenue (OTR) to register for Clean Hands. If your business is outside of the District of Columbia, and if you are NOT registered please follow the links above to complete the registration processes.

**Are there any required documents for the Living Wage Act of 2006 Certification?**

No additional documentation is required. As part of the Assurances, the grantee certifies that he/she has read, understood and will comply with the Living Wage Act of 2006.

**Do grantees still need to submit unusual incident reports and quarterly reports? If so, when are the due dates?**

An unusual incident is an event that affects the OST Program employees, volunteers, or enrolled children and their parents; and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: 1) death, injury, or any circumstance under which a child is deemed missing or unaccounted for; 2) physical, sexual, or verbal abuse of any person by staff or any other person, 3) staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant, and 4) any other situation as defined by DCMR Title 29, Chapter 3, Section 322, or as may be updated. Serious unusual incidents must be reported by telephone, facsimile, or email to the assigned OSSE monitor as soon as possible, but no later than twenty-four (24) hours following the incident.

Grantees are required to submit a quarterly written report of any unusual incidents to the OSSE assigned monitor not later than the following due dates: January 31, 2016, April 30, 2016, July 31, 2016, and October 31, 2016, January 31, 2017, April 30, 2017, July 31, 2017, October 31, 2017 using the OSSE Unusual Incident Report form.

**II. Programming**

**May grantees use funds to support adult literacy that supports the parent in helping their student achieve academic outcomes?**

No, the funding is solely for the TANF OST program is to support the academic and enrichment components for eligible students.

**If school lets out for a half day, are grantees required to provide services that day?**

There is no requirement to provide OST services when a school day ends earlier than normal, whether scheduled or unscheduled, but it is allowable to provide services on those days.

**Is there a minimum amount of time a TANF OST program must devote to homework as part of its daily programming?**

There is no minimum homework requirement, however, it is recommended that programs understand the needs of individual students and determine an appropriate amount of time to devote to improving academic performance.

**Does OSSE have a preference for the types of assessments used and what we should be measuring? If it is test scores or grades can we get that through OSSE vs. schools or parents?**

Programs are encouraged to use valid and reliable tools that measure students' progress and outcomes.

**May the regular school program and summer afterschool program go later than 5:30 p.m. and 5:40 p.m.? What are the minimum and maximum hours of operation a program should operate?**

At a minimum, programs should serve children from the end of the school day until 5:30 p.m. during the regular school year and 5:40 p.m. during the summer; however, programs may serve children later. There are no maximum hours of operation.

**Do summer and regular school-year programming have to be offered at the same sites?**

Summer and regular school-year programming does not have to be offered at the same sites.

**Do summer participants have to be the same participants as the regular school-year participants?**

Summer and regular school-year programming do have to have to same participants.

**Define "existing athletic program".**

School based athletic programs are not eligible for funding under this grant.

**What do grantees have to account for? What do grantees have to report on for this grant? What is the reporting method? What are grantees tracking? Aside from attendance, what are the metrics?**

Grantees shall use best efforts to achieve the following performance measures for the TANF OST grant:

- a. Maintain equitable distribution and training of personnel on how to use supplies and any established curriculum;
- b. Comply with all reporting requirements; and
- c. Comply with daily student attendance and recordkeeping.

Grantees are also responsible for tracking their grant dollars to the objectives in the Work Plan.

**What is the enrollment period? May grantees enroll participants on a rolling basis? Do the fall and spring participants have to be the same?**

Grantees must follow the calendar of DCPS or public charter school in which their students are enrolled. Grantees may enroll students on a rolling basis as long as they maintain 85% enrollment. Fall and Spring applicants do not have to be the same. Grantees must determine eligibility for any new students.

**What is the minimum number of weeks grantees should serve participants during the school year in order to apply for this grant? Is there a minimum number of days per week that the OST program must be held?**

OST services must be offered every day that DCPS or public charter school in which their students are enrolled is in session.

**Further explain the academic requirement in afterschool programs.**

Academic activities can reinforce the lessons taught during the school-day in reading and math; needs to align with the Common Core State Standards and the Early Childhood Learning Standards. Academic activities need to help close the achievement gap.

**Are the eligibility criteria the same for afterschool and summer school?**

Yes, eligibility criteria are the same. Grantees only need to determine eligibility in summer for new participants.

### **III. Funding**

**Will funds be reallocated if a grantee dissolves and/or other programs serve more students than another program?**

Awards will be the same for both years of grant; however, if more funding becomes available, OSSE will outline the process for these funds during the grant renewal period.

**Will a grantee be allowed to expand its program in the second year of the grant award period?**

Award amounts, which are based on students served, will be the same for both years of grant. However, if additional funding becomes available, OSSE will outline the process for these funds during the grant renewal period.

**Is there an indirect cost limit?**

The maximum indirect cost rate for FY 2016 is 10 percent unless grantee submits a separate authorizing letter from a federal awarding agency. If the grantee would like to charge against the 10 percent indirect cost rate, it must provide OSSE with its latest audited financial statements. Prior to receiving an approved indirect cost rate, applicants may budget indirect costs within the EGMS, under the Other-Other Objects budget category. Once an applicant is awarded the grant it may budget the funds in the dedicated indirect cost budget line.

**Will security costs be paid for by OSSE separately or should applicants include security costs in application budgets?**

Applicants should budget for security costs in its administrative cost line item.

**What is the difference between administrative costs and indirect costs?**

Administrative costs may be both indirect and direct in nature. Indirect costs are costs that are shared among multiple programs or categories (e.g. rent, insurance, maintenance, receptionist, director). Direct costs are those identified with a specific grant (salaries for program staff, supplies used by program staff, etc.). A grantee may charge up to 15 percent **direct** administrative costs and 10 percent indirect costs..

**May grantees allocate a portion of FY 2015 funding for startup for FY 2016?**

This is a new grant competition; therefore FY 2015 funding may not be used as startup costs for FY 2016.

**Will grantees receive an advance payment for start-up?**

No, this grant is reimbursement only.

**Is there a maximum or minimum amount grantees may request?**

The amount of funding awarded will be determined based on the number of eligible students the grantee proposes to serve.

**May current 21<sup>st</sup> Century grantees apply for funding under TANF OST?**

Yes, current 21<sup>st</sup> Century grantees may apply for funding under this grant.

**Page 7 of the RFA indicates that food for students is not allowable. Is the program still expected to serve snacks? Will the TANF designation afford the students snacks and supper under another program (please identify, if so).**

TANF OST funding may not be used to purchase food. Consider participating in the Child and Adult Care Food Program (CACFP). Afterschool programs that enroll in the CACFP receive reimbursement for snacks and suppers served to children after school, on holidays, during school breaks, and on weekends.

Eligible afterschool programs may be operated by schools, local government agencies, some for-profit organizations, or private nonprofit organizations, such as community or faith-based organizations.

Organizations have the option to prepare their own meals in an on-site kitchen, buy meals from a licensed catering company, or a combination of both.

Afterschool programs may serve hot or cold meals, for example:

- Cold snack – yogurt and fruit
- Hot snack – grilled cheese sandwich
- Cold supper - turkey sandwich, apple carrot sticks, low-fat milk
- Hot supper - bean soup, carrots, peaches, cornbread, low-fat milk

During the 2015 – 2016 school year, programs will be reimbursed \$3.30 for each supper served and 84 cents for each snack served. An afterschool program serving 30 children a supper five nights a week could receive approximately \$1,980 in CACFP reimbursement per month. If this afterschool program served snacks, it could receive approximately \$500 in CACFP reimbursement per month.

For more information about the CACFP benefits and application process, contact the CACFP Manager at (202) 442-4010.

810 First Street NE, 4th Floor, Washington, DC 20002

<http://osse.dc.gov/service/child-and-adult-care-food-program-cacfp>.



**Define “supplanting existing program funding”.**

The TANF OST grant funds must supplement, not supplant, currently existing funds. If a current program is not meeting the needs of the community, TANF OST funds may be used to supplement that program (additional services, extending services to a greater number of students), but they may not be used to replace any funding for services currently in place, including funding of services that may not be meeting the needs of participating students.

**May community based preschool programs apply for funding under this grant to serve the children in their preschool program?**

No, this funding is to support afterschool and summer programming for students enrolled in DCPS or public charter schools.

**Where should travel for participants be placed on the budget? The travel expenses would be attached to field trips.**

Grantees are allowed to use funds for field trip related travel. This budget item can be placed under *Professional Services* or *Other Objects*.

**Can TANF funding be used for schools that have extended day sites?**

Yes, because the majority of the schools that have extended day sites have only certain grades/targeted group of students. This means that the rest of the students can get afterschool services using the TANF funding. If schools have extended day programs for all grades, grantees/CBOs can still serve students from 4:15 onwards.

**IV. Eligibility**

**What is the date for eligibility training?**

Eligibility training for grantees will be held on September 23, 2015 at 810 First Street NE, 3<sup>rd</sup> Floor Grand Hall, from 10 a.m. until 4 p.m.

**If a family already has a child care voucher for a student, are they considered eligible for the TANF OST program?**

Yes, families who have already qualified for a child care voucher have met the qualifications for the child care subsidy program which is the basis of eligibility for this grant

**Is a person that is eligible for SNAP, eligible for the TANF OST program?**

Grantees need to follow the TANF eligibility guidelines outlined in the RFA to determine a student’s eligibility.

**How many paystubs are needed to verify income?**

Two paystubs are needed to verify the income of a family applying for the TANF OST program.

**What about parents who receive their pay in cash? How do we verify income?**

Eligibility can be determined for families who receive income in cash. The procedure for verifying cash income will be addressed at the eligibility training for grantees.

**Will OSSE provide grantees with a list of TANF eligible students? If so, on what frequency?**

Grantees must submit a request for the list of students for the LEA with which the grantee has a memorandum of understanding (MOU) to provide OST services. The MOU must specify that the LEA authorizes OSSE to provide the grantee with information on enrolled students. OSSE receives list of TANF certified students on a monthly basis. OSSE will require at least 5 business days to process the request.

**Will the Statewide Longitudinal Education Data (SLED) TANF eligibility system used in the summer school program in FY 2015 be used for the regular school program to validate eligible TANF students?**

No, however, grantees may submit a request for the list of students for the LEA with which the grantee has a memorandum of understanding (MOU) to provide OST services. The MOU must specify that the LEA authorizes OSSE to provide the grantee with information on enrolled students. OSSE receives list of TANF certified students on a monthly basis. OSSE will require at least 5 business days to process the request.

**How many days does a student have to be absent before a program can withdraw them from the program?**

OSSE's child care policies allow a program to terminate a student after five days of unexcused absences.

**Is a student allowed to attend only some of the days or are they required to attend all five days?**

Each program must have its own attendance policy. OSSE's requirement is that students maintain an 85 percent attendance rate each month.

**Clarify whether a child that is age 12 at the time of enrollment must be dis-enrolled from the program when they turn 13.**

Student eligibility is based on the age of the student at the time of enrollment. A student must be aged 12 or younger as of November 15, 2015, to be eligible. If a student turns 13 during the school year, the student is still eligible to continue to participate in the program.

**Clarify the definition of special needs.**

The Individualized Family Service Plan (IFSP) provides the mechanism for planning and documenting the early intervention services required for an infant or toddler (birth to three) with a disability and her/his family. The Individualized Education Program (IEP) provides the mechanism for planning and documenting the special education services of school aged students with exceptionalities, three through twenty-one years of age.. No minimum number of hours is on the IEP is required.

**What is the definition of TANF recipient and TANF eligible?**

TANF recipient – a child whose family is receiving TANF benefits.

TANF eligible – a child whose family meets the child care subsidy requirements as outlined in the *OSSE's Eligibility Determination Policies for Subsidized Child Care*:

<http://osse.dc.gov/publication/dc-eligibility-determination-policies-subsidized-child-care>.

**Are all students that have child care subsidies eligible through this grant?**

A student with a child care voucher is considered eligible. However a grantee may not use these funds and request funding through the Child Care Subsidy program for the same student.

**Can a program receive this grant and child care subsidy funds in tandem?**

A grantee may access multiple funding streams to support students in its out of school time program. However, a student cannot receive funding through the child care subsidy program and this grant program.

**Must TANF providers calculate income eligibility for all parents even if the child is identified in SLED as TANF eligible?**

If a student is identified in SLED as TANF eligible, no additional documentation for eligibility is required.

**Are grantees required to provide copies of the income documentation used?**

Grantees are required to provide copies of the income documentation used when requested by the OSSE eligibility monitoring team.

**May the Deferred Action for Childhood Arrivals (DACA) be used as a form of non-citizen eligibility?**

Individuals granted deferred action through the DACA process are not lawfully present *for public benefits purposes* and therefore are not eligible for TANF OST. Deferred action is a discretionary determination to defer a removal action of an individual as an act of prosecutorial discretion. It does not override the federal welfare reform law of 1996 (the Personal Responsibility Work Opportunity Reconciliation Act, or PRWORA) which places restrictions on immigrant eligibility for federal means-tested benefits programs.

**In reference to legal US and DC residency, are grantees required to review birth certificates and residency documents, or may we simply have school principals verify residency based on school enrollment data?**

DCPS or DC public charter school principals may write a letter verifying the residency status of children based on the annual enrollment audit. Documentation of legal status is required unless the applicant is otherwise prohibited by law from collecting this information.

**On page 32, letters A and B of the RFA: Is this an exhaustive list of income documents acceptable? What about unemployment, social security, SSI, child support, etc.?**

A list of acceptable documents will be covered in the Eligibility Training on September 23, 2015.

**Can the letter from the principal proving residency include all students in the program, or does an individual letter have to be produced for each student?**

One letter for all students is acceptable.

**Is the grantee required to collect the copayment from the family, or may they choose to forego this income?**

Grantees do not need to charge families a co-payment.