

**CY19 Pre-Proposal Conference**  
**Out-of-School Time Expanded Learning Opportunities RFP Questions**

*Please note that Proposals are due to Starting Point on September 19, 2018 at 4:00pm*

**Question**

**Answer**

<p><b>1.</b> <b>A.</b> Were there any neighborhoods in the last RFP process that did not have an organization apply for funding? <b>B.</b> If so, which one(s)? <b>C.</b> Is there a limit on the number of applications and neighborhoods to which an organization can apply? <b>D.</b> Regarding “key staff,” should that include only direct programming staff or should it also include supervisors, like a Chief Program Officer or CEO?</p>	<p><b>A.</b> Yes.</p> <p><b>B.</b> Please find list at the end of the Q&amp;A.</p> <p><b>C.</b> No.</p> <p><b>D.</b> Program staff providing programming for which you are applying funding for.</p>
<p><b>2.</b> <b>A.</b> What are two (2) partners funded by grant request? <b>B.</b> Why does it say each agency for which funding is requested?</p>	<p><b>A.</b> We can only provide a certain amount of funding to each neighborhood. Our goal is to make sure that more than one (1) agency receives funding within a neighborhood. Starting Point does not dictate the dollar amounts for partner agencies within a consortium. Some consortiums divide the funded amount into two (2) agencies, other consortiums divide the funded amount into four (4) agencies.</p> <p><b>B.</b> We will need the documents to develop contracts between Starting Point and the agencies providing programming and who are responsible for collecting the required data. Starting Point will determine if a partner agency needs to have a contract or if the partner agency should be a sub-contractor under your budget.</p>
<p><b>3.</b> How many agencies/programs will be funded in each neighborhood?</p>	<p>Refer to section <i>VII. Funding Guidelines, E. Eligibility Criteria, page 5</i>. Proposals must have a minimum of two (2) partners funded by the grant request. Consortiums may not make a total request of more than the following: City of Cleveland (\$42,500), Inner-ring (\$27,500), or Outer-ring (\$14,500). There will be one only (1) consortium awarded funding within a neighborhood. The number of youth serving programs that will receive funding will depend on the number of partner agencies included in the proposal.</p>

<p><b>4.</b> If two (2) agencies are partnering to provide a program, can one (1) be funded to run the day-to-day program and the other be funded to provide support to the program (administrative support, special event planning, etc.)?</p>	<p>You can do that. We will not consider that two (2) agencies. We are looking for direct services. Refer to section <i>IX. Grant Requirements, page 6</i>. Eligible use of funds includes only those costs associated with direct service to youth. The consortium will need two (2) youth serving agencies to be eligible to apply.</p>
<p><b>5.</b> <i>Page 10, #7 g: Community Plan.</i> <b>A.</b> What is this document? <b>B.</b> Is the Community Plan a document that the applicants develop or a document that should exist already in the community we serve?</p>	<p><b>A.</b> Members of a consortium are required to develop a community plan based on your identified needs and proposed youth programming to address those needs.</p> <p><b>B.</b> Starting Point will not provide a template for your Community Plan. Many neighborhoods are MyCom neighborhoods and they have a neighborhood mobilization plan. This plan will meet the requirement. P16 communities have plans. If there is a youth development focus/component, this will meet the requirement. Some neighborhood consortiums or partnerships have plans that address youth development. You may use this plan. If you are working with recreation centers or inner-ring/outer-ring municipalities, a section of their community plans may addresses youth development. If your Community Plan document is large, please only submit the youth development section with cover sheet. If you do not have a plan, you will need to develop one. Refer to section <i>VII. Funding Guidelines, E. Eligibility Criteria, page 5</i>.</p>
<p><b>6.</b> <i>Page 10, Application Contents #7.</i> <b>A.</b> Do you want this information on all funded partners or just the Lead Applicant? <b>B.</b> Do we need background checks on stipend youth, college students, etc.?</p>	<p><b>A.</b> No. Please submit documents <i>a. – g. on page 10, #7</i> for the Lead Applicant only:</p> <ul style="list-style-type: none"> <li><i>a. Certificate of Incorporation;</i></li> <li><i>b. Certificate of Good Standing from the State of Ohio;</i></li> <li><i>c. Contact information of Board of Directors and listing of its officers (if applicable);</i></li> <li><i>d. Internal Revenue Service verification of federal tax status (if applicable);</i></li> <li><i>e. Organizational operating budget;</i></li> <li><i>f. Latest audited financial statement (Not required for public agencies);</i></li> <li><i>g. Community Plan</i></li> </ul> <p>If your consortium is selected for funding, we will request the documents from the partner agencies requesting funding.</p> <p><b>B.</b> No, you do not need to conduct background checks on youth attending your program, who are receiving stipends. Yes, conduct background checks on college students, 18 and older.</p>

<p><b>7.</b> Are there breakdowns within the grant for the Lead Agency [Lead Applicant] vs Partner Agency (i.e. only 25% can be used for partner programming)?</p>	<p>No. Starting Point does not want to dictate the dollar amounts for partner agencies within a consortium. Come together, develop your plan and determine the dollar amounts for the services provided by the partner agencies.</p>
<p><b>8.</b> Is it possible to have a portion of your grant funded? For example, if the total proposal is for \$10,000.00 the committee may decide to fund ½ of the program.</p>	<p>It is always possible. It has not been our practice to do this unless the proposed funding request is unallowable.</p>
<p><b>9.</b> Is there a map illustrating the current consortium areas?</p>	<p>This is a new competitive process. Current grantees are not guaranteed funding. The selected CY19 consortiums will depend on the scores and recommendations from the Grant Review Committee.</p>
<p><b>10.</b> Describe the following attachments:  <b>A.</b> Certificate of Good Standing from the State of Ohio. Is this the letter from the Attorney General?  <b>B.</b> Community Plan. Does Starting Point have a template?</p>	<p><b>A.</b> Yes.  <b>B.</b> No.</p>
<p><b>11.</b> Eligibility defined as “established programs ... with an existing service history.” <b>A.</b> Does this mean the agencies in the consortium need to have an established service history, or the specific program delivered by the consortium? <b>B.</b> Can the program be new, but the agencies be established?</p>	<p><b>A.</b> We are not funding any start-up agencies. You nor your partner agency can be a start-up.  <b>B.</b> Yes, you may propose a new program.</p>
<p><b>12.</b> Apples of Gold Child Care Center uses Jamocha Arts Center for most of the activities (i.e. violin class, summer camp, educational field trips) JAC is a 501c3 cultural arts performing arts organization. We are partners with them. Should they be listed on our proposal?</p>	<p>Yes, if you plan to use OST-ELO funding for services provided by JAC.</p>
<p><b>13.</b> Should costs associated with quality improvement, process improvement, and external assessment be included in the proposal and appropriately budgeted?</p>	<p>We will provide the materials, training, and technical assistance for the required quality improvement process. Starting Point will contract with vendors (i.e. <i>Youth &amp; Community Outreach Program/CWRU, Urban League of Greater Cleveland, Search Institute, David P. Weikart Center, Starting Point staff</i>) to provide youth centered (K-12<sup>th</sup> grade) professional development trainings. For the 15 hours of required professional development, you may include those costs in your budget.</p>

<p><b>14. A.</b> Can “two (2) partners” be part of the same organization?  <b>B.</b> If the proposal has to be signed by the CEO, are they automatically considered one (1) of the partners?</p>	<p><b>A.</b> No. You must select an outside agency to be your partner agency. The goal is to build upon neighborhood resources. We want evidence of partners being involved in planning and caring for their youth.</p> <p><b>B.</b> No</p>
<p><b>15. A.</b> <i>Application Content: #6 &amp; #7.</i> Are these items expected for each partner? <b>B.</b> Is the 15 hour [of professional development] per partner organization?</p>	<p><b>A.</b> No. Only for Lead Applicant. If your consortium is selected for funding, we will request the documents from the partner agencies requesting funding. Refer to answer #6.</p> <p><b>B.</b> Yes.</p>
<p><b>16. A.</b> Do applicants need to use the <i>Attachment D: Project Narrative Form</i> or can they use their own document? <b>B.</b> If their own document, is there a page limit?</p>	<p><b>A.</b> No. You cannot use your own document. Please use the CY19 OST-ELO RFP attachments provided on Starting Point’s website.</p> <p><b>B.</b> Four (4) pages.</p>
<p><b>17.</b> Does a program have to address all of the outcomes listed in section <i>VII C.</i>, or just some of them?</p>	<p>Yes. Address all five (5) Developmental Outcomes. Refer to section <i>VII. Funding Guidelines, C. Development Outcomes</i>, page 5.</p>
<p><b>18.</b> Is a program that ran in previous years (2016-2017 school year), but is not funded this school year eligible?</p>	<p>Yes.</p>
<p><b>19.</b> How would we know who is already providing services in a neighborhood?</p>	<p>Funders expect collaboration. Each of us have a responsibility to know who is offering programming in our neighborhood. Walk around your neighborhood. Call and invite organizations to a meeting and discuss services that are being provided. You can go to Starting Point’s website (<a href="http://www.starting-point.org">www.starting-point.org</a>) to search activities per neighborhood. You can also search for licensed school age programs in our database.</p>
<p><b>20.</b> <i>Attachment D: Project Narrative.</i> What is the length?</p>	<p>Four (4) pages.</p>
<p><b>21.</b> blank card</p>	<p>N/A</p>
<p><b>22. A.</b> What if an organization does not have audited financials? <b>B.</b> Is a municipality eligible?</p>	<p><b>A.</b> There are certain circumstances when non-profits are not required to have an audited financial statement. You will need to include a written statement in the proposal (paragraph) explaining that you are not required by the IRS to have an audited financial statement due to</p>

	<p>your revenue threshold being under a certain amount. We need to make sure that you are meeting requirements under the law. Starting Point may ask for your most recent expense statement and balance sheet.</p> <p><b>B.</b> Yes.</p>
<p><b>23.</b> Please explain further only one (1) program per community.</p>	<p>There will be only one (1) consortium funded per neighborhood. The purpose is for you to come together to decide on partner agencies and programming that will be offered, based on needs assessment and youth input. Your consortium will divide the Cleveland (\$42,500), Inner-ring (\$27,500), or Outer-ring (\$14,500) between two (2), three (3), four (4), or more partner agencies.</p>
<p><b>24.</b> If providers have been with Starting Point for a number of years, is it safe to assume they are already part of a consortium?</p>	<p>A consortium represents people coming together in your neighborhood. Current OST-ELO or Youth Transitions grantees are not guaranteed to be funded for the period beginning January 1, 2019. This is a competitive process.</p>
<p><b>25.</b> <b>A.</b> Please expound on the criteria of one (1) proposal per neighborhood? <b>B.</b> If two (2) centers under the same agency are submitting a proposal but are in different neighborhoods is this acceptable? Please explain criteria.</p>	<p><b>A.</b> More than one (1) consortium may submit a proposal for a neighborhood. Only one (1) consortium will be selected for funding in that neighborhood.</p> <p><b>B.</b> Yes. The key is that they will need to participate in a planning process within the neighborhood that the center is located in. The center will need to partner with another youth serving agency in that neighborhood.</p>
<p><b>26.</b> If there are four (4) centers, should the total request include the total for all four (4)?</p>	<p>Yes. You may not exceed the total funding amount for City of Cleveland, Inner-ring, or Outer-ring. Refer to <i>VII. Funding Guidelines, E. Eligibility Criteria, page 5.</i></p>
<p><b>27.</b> <b>A.</b> Can one (1) organization apply for funding in multiple neighborhoods? <b>B.</b> Is there a requirement of hours provided to youth?</p>	<p><b>A.</b> Yes.</p> <p><b>B.</b> No. However, we are not looking to fund agencies that only operate for one (1) hour.</p>
<p><b>28.</b> Can a single organization be eligible for funding to work with multiple organizations throughout the city?</p>	<p>Yes. Agencies may apply for more than one (1) neighborhood. You will need to submit a proposals for each neighborhood. For example, if you are proposing to work in four (4) different neighborhoods you will submit a proposal for each neighborhood.</p>

<p><b>29.</b> Do I have to apply for the community I placed on sign-in sheet?</p>	<p>Yes. Document on the sign-in sheet the neighborhoods/SPAs you plan to provide youth programming in.</p>
<p><b>30.</b> I have Articles of Incorporation. The program is currently existing. I do not have 501c3 tax status yet. Am I still eligible?</p>	<p>Only established programs serving school-aged youth with an existing service history are eligible for OST-ELO funding. Eligible programs must offer evidence of consistent youth participation in a program design and improvement process. Any public (with the exception of school districts) or private organization is eligible to apply for an OST-ELO grant. Examples of agencies and organizations eligible under the OST-ELO grant include, but are not limited to: Nonprofit agencies (501(c)(3) tax exempt and non-exempt); City or County government agencies; Faith- and community-based organizations; Institutions of higher education; and For-profit businesses. Nonprofit and For-profit organizations and businesses must provide official Articles of Incorporation from the state in which the organization was incorporated.</p>
<p><b>31.</b> Does an agency need to be in the room today to be a funded agency?</p>	<p>Consortiums with one (1) representative at the Pre-Proposal Conference will be eligible to submit a proposals for OST-ELO funding.</p>
<p><b>32.</b> <i>X. External Evaluation Requirements, page 8.</i> <b>A.</b> Could you clarify grantees required to accommodate an electric attendance system. <b>B.</b> Is this mandatory?</p>	<p><b>A.</b> Starting Point will provide the attendance database, training and technical assistance regarding the electric attendance system, Efforts to Outcomes (ETO). Do not purchase software. Funded sites will be required to have a computer and internet access.</p> <p><b>B.</b> Yes. We must document and track the point of service/OST activities that are provided with OST-ELO funding. With this data, we can show/prove the impact and the difference that funded programs are making in the lives of Cuyahoga County youth. If you do not meet the data collection requirements, we are authorized to terminate your contract.</p>
<p><b>33.</b> What if the community plan does not address a specific population (i.e. K-6)?</p>	<p>You have time to do an addendum to the Community Plan.</p>
<p><b>34.</b> Can we peruse the sign-in sheets to see if anyone else is from Glenville?</p>	<p>Yes.</p>
<p><b>35.</b> Can we use OST funding to pay for background checks?</p>	<p>Yes.</p>

<p><b>36.</b> If we have been the Lead Agency [Lead Applicant] in the past, is it assumed that we are still the Lead Agency [Lead Applicant] and should reach out to other agencies in community/neighborhood to join proposal?</p>	<p>Starting Point cannot advise prospective applicants. This RFP is a competitive process.</p>
<p><b>37.</b> Are you more likely to be funded if you have more than one (1) partner?</p>	<p>The Grant Review Committee will not rank or measure you on having more than one (1) partner. Refer to section <i>XIII. Proposal Evaluation Criteria</i>, page 11.</p>
<p><b>38.</b> If the organization is located in three (3) different areas (i.e. Shaker Hts., Cleveland Hts., and University Hts.) can the organization partner with several agencies in different areas?</p>	<p>Yes. It is important to partner with agencies within the three (3) different areas.</p>
<p><b>39.</b> <b>A.</b> Have you ever taken funding away from an agency? <b>B.</b> If yes, what do you do with that funding, give it to another agency?</p>	<p><b>A.</b> Yes.</p> <p><b>B.</b> We would not fund another agency in that program year unless we fund Youth Transitions. If we are planning to enter into an amendment process, the dollars would be divided between grantees receiving 2nd or 3rd year contract amendments. We try not to have an RFP process every year.</p>
<p><b>40.</b> <i>XII Application Format and Process, Application Contents, page 10.</i> Is #3, #5, and #6 a combination of info from all members of agencies in the consortium?</p>	<p>#3 Organizational Background Narrative – Yes.  #5 Project Narrative – Yes.  #6 Key Staff Resumes – No, Lead Applicant only.</p>
<p><b>41.</b> Thank you for these room accommodations. This location provides more parking. The room is more spacious. I am also for the tables. The chairs are more comfortable. We can all see the speakers regardless of where we are sitting. Thank you!</p>	<p>Thank you.</p>
<p><b>42.</b> State of Ohio does not require Worker’s Compensation Insurance for Ordained Ministers, only employees. Will the RFP accept an explanation of why the applicant does not have Worker’s Compensation Certificate?</p>	<p>You can submit a statement explaining why you are not required to have Worker’s Compensation Insurance for Ordained Ministers. Starting Point do our due diligence to review and verify your statement with the law.</p>

**Amend CY19 OST-ELO RFP to include:**

*VII. Funding Guidelines, D. Program Expansion, page 5*

Proposals must demonstrate expansion in one or more of the following ways:

- a. An increased number of youth targeted for service;
- b. Additional services to current populations;
- c. Historically provided services offered to a new population of youth;
- d. Existing programs operating extended hours and/or additional days during out-of-school time;
- e. Existing agencies that can prove there are no other funding opportunities available to sustain their currently operating program.

## 2015-2016 NEIGHBORHOODS SUBMITTING OST-ELO PROPOSALS

<b>Cleveland Neighborhoods</b>	
Bellaire-Puritas	X
Broadway-Slavic Village	X
Brooklyn Centre	
Buckeye-Shaker Square	
Buckeye-Woodland Hills	X
Central	X
Clark-Fulton	X
Collinwood-Nottingham	X
Cudell	X
Detroit Shoreway	X
Downtown	
Edgewater	
Euclid-Green	X
Fairfax	X
Glenville	X
Goodrich-Kirtland Pk	X
Hopkins	
Hough	X
Jefferson	X
Kamm's	X
Kinsman	
Lee-Harvard	X
Lee-Seville	
Mt. Pleasant	X
North Shore Collinwood	
Ohio City	X
Old Brooklyn	X
St. Clair-Superior	X
Stockyards	

<b>Cleveland Neighborhoods (cont.)</b>	
Tremont	X
Union-Miles	X
University	
West Boulevard	X
<b>Inner-Ring Suburbs</b>	
Bratenahl	
Brook Park	
Brooklyn	X
Brooklyn Heights	
Cleveland Heights	X
Cuyahoga Heights	
East Cleveland	X
Euclid	X
Fairview Park	
Garfield Heights	
Lakewood	
Maple Heights	X
Newburgh Heights	
Parma	X
Rocky River	
Shaker Heights	X
South Euclid	X
Warrensville Heights	X

<b>Outer-Ring Suburbs</b>	
Bay Village	
Beachwood	
Bedford	
Bedford Heights	X
Bentleyville	
Berea	
Brecksville	
Broadview Heights	
Chagrin Falls Township	
Chagrin Falls Village	
Cuyahoga Valley	
Gates Mills	
Glenwillow	
Highland Heights	
Highland Hills	
Hunting Valley	
Independence	
Linndale	
Lyndhurst	X
Mayfield Heights	
Mayfield Village	
Middleburg Heights	
Moreland Hills	
North Olmsted	X
North Randall	
North Royalton	
Oakwood	
Olmsted Falls	
Olmsted Township	

<b>Outer-Ring Suburbs (cont.)</b>	
Orange	
Parma Heights	
Pepper Pike	
Richmond Heights	
Seven Hills	
Solon	
Strongsville	
University Heights	X
Valley View	
Walton Hills	
Westlake	
Woodmere	