

## Office of Gun Violence Prevention (OGVP)

### Large Grant Application

#### Frequently Asked Questions

1. Can a nonprofit 501c3 receive both the mini-grant and larger organizational grant?
  - a. No. We want to make sure that the grantee pool is as diverse as possible and reflects different approaches to addressing gun violence in the District.
2. Can an organization apply for two grants to serve two PSAs?
  - a. No, applicants should apply for one grant that includes some or all of the PSAs.
3. What is the due date for the large grant opportunity?
  - a. The application is due March 4<sup>th</sup>, 2022
4. If a small nonprofit, can the audited FY19 financials be waived to avoid the expense?
  - a. Smaller organizations that have not completed the FY19 audited can use their Form 990 in place of audited FY19 financials.
5. Is this PowerPoint deck available on the site or can it be emailed?
  - a. Yes, the power point presentation and recording of the virtual TA sessions is posted to the PLC website.
6. When will awards for the large grants be announced?
  - a. No later than Friday, April 1<sup>st</sup>, 2022
7. Can we submit supporting material in the form of a short video?
  - a. All that is needed to apply is the application and requisite documentation outlined in the RFA. Please do not send anything that is not asked for as it will not be reviewed or considered.
8. Are there any consultation hours available for applicants who wish to have a draft reviewed?
  - a. No, PLC will not be providing consultation hours. Every applicant can have other entities review if needed.
9. Will grant writing fees be considered a valid expense?
  - a. No, these fees will be used and paid for the purpose of the grant.
10. Is it possible to partner with another organizations as a fiduciary?
  - a. Organizations can have a fiduciary agent.
11. Are there any focus areas in the district for this grant?
  - a. Priority will be given to submissions in local District communities impacted by gun violence. Please note, per the MPD Homicide Reduction Partnership, the top 4 PSAs are as follows: PSA604, PSA706, PSA708, PSA603
12. Does a program have to focus on one of the PSAs? What if we want to serve the whole city?
  - a. Programs are not required to serve the PSAs, however, priority consideration will be given to those that do. Programs can serve the entire district.
13. Do you have a specific way that reports need to be made for larger grant and for reporting expenditures?

- a. Templates will be provided to all awardees during meetings with the PLC accounting team.
14. What happens if COVID limits the ability to do what has been proposed (i.e. a resurgence)? will the deadline be extended beyond Sept 30<sup>th</sup>?
    - a. Program status will be closely monitored against CDC guidance with provisions made as needed.
  15. Is there a percent cap for indirect cost?
    - a. Yes, 10%.
  16. What is the performance time frame for larger grants?
    - a. April through 9/30/22.
  17. Did you mention line spacing on the proposal?
    - a. Line spacing is 12 pages at Times New Roman, double spaced with 1-inch margins
  18. Can proposals include pictures of relevant events?
    - a. No, please only submit the documents that are required
  19. What are allowable and non-allowable expenses for this project?
    - a. The following costs are unallowable (including but not limited to):
      - 1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties.
      - 2. Goods or Services for personal use / Entertainment / Alcoholic beverages.
      - 3. Gifts, Donations, and Contributions.
      - 4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant.
      - 5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
      - 6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS.
      - 7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
      - 8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable.
      - 9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
      - 10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.

- 11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit’s own funds, however represented, are unallowable.
  - 12. Merit awards and bonuses.
20. Our facility best facilitates a blended face to face and virtual the wrap around services; would that be allowed?
- a. Yes, that would need to be outlined in the proposals.
21. Is there an organizational budget minimum for the larger grant?
- a. No, there is not a minimum.
22. Is the metrics for grading applications published or can that be shared?
- a. There is a scoring rubric included in the RFA.
23. Can you provide future funding (year-round, summer, out of school time) opportunities?
- a. Currently, the end of the project is 9/30/22. If there are any changes, all grantees will be notified.
24. Are future state relationships envisioned for successful programs for further funding for sustainability for programming?
- a. All projects should be planned to be completed by 9/30/22. If funding becomes available for subsequent years, the opportunity will be posted in the same manner as this one.
25. After receiving the larger grant, can you explain the assessment of the funds used?
- a. Each application for the larger grants should include a budget and budget narrative. This will guide funding against each expenditure. All expenses must be in line with what has been proposed and awarded and will be reconciled against approved budget.
26. Can we exceed 12 pages single spaced since we are already planning on more space to describe our project?
- a. No.
27. Is the approval/denial flat or will some projects be award proportional funding based on evaluation?
- a. No, there will only be 5 applicants awarded. There will not be additional awards given if applications received do not exhaust the total grant funding available.
28. Can staff be paid to perform work on projects for the large grant? Are honorariums allowable?
- a. Yes, staff can be paid. Both grants will ask that the applicant outline expenditures (to include staff pay). Honorariums are not allowed.
29. Can consultants/staff be paid through peer-to-peer money transfer service applications (Cash App, Venmo, etc.)
- a. No, for every payment that is made to an individual, there must be clear documentation for payment (check generated).
30. We do not get cancelled checks, but we can make copies of the check and paid invoices?
- a. Yes, this will be accepted with proof of payment (i.e. redacted bank statement)
31. How many of the larger grants will be awarded?
- a. 5 grants will be awarded.

32. Will an organizational chart suffice for the separation of duties?
  - a. No, an Organizational chart will not suffice but a detailed description of duties and roles will suffice
33. Will we have a release form for videos pics or recordings?
  - a. If your project require the recording of people it is your responsibility to provide the appropriate release forms and keep them on file.
34. Is there a template for the large grant applications?
  - a. On the PLC webpage, you will see a link to the Request for Proposals (RFA) which outlines what goes into a proposal for the 100K or 150K grants. You will need to submit a proposal on a separate word document that answers the application questions. The proposal has a maximum length of 12 pages and must be in Times New Roman 12-point font with 1-inch margins, double spaced.
35. Are the budget and budget narrative part of the 12-page double spaced limit? We are working under the assumption that the budget and budget narrative are separate from that 12-page double spaced narrative limit, i.e. the budget and budget narrative are a separate attachment. Can you please confirm?
  - a. The budget and narrative is NOT considered part of the 12-page limit.
36. Is a person, who is living in Silver Spring, MD but works in DC, eligible to apply to the grant? Also, can a nonprofit organization which is registered to Maryland apply to the grant? Please suggest.
  - a. Applicants for the larger grants must be DC based. This means the or organization must physically reside and provide services in DC.
37. Can costs for grant writing be covered under this grant?
  - a. No, costs for grant writing cannot be funded under this grant.
38. What should we do if our program results in the creation of a documentary or another kind of artistic product?
  - a. Grantees have produced documentaries and movies in the past and OGVP welcomes this kind of creative expression. At the conclusion of the grant cycle, we encourage you to present the creative expression to the OGVP/PLC staff as proof of program completion
39. Should our subcontractors be listed in our separation of duties policy?
  - a. Yes, if the subcontractors are completing work on the program, they should be outlined in the separation of duties policy document
40. How should we account for payments that are made using CashApp or Venmo?
  - a. All payments made to vendors must have an invoice and proof of payment for the exact amount in the form of a bank statement or check ledger. Nothing else will be accepted and payments that do not meet this standard will not be reimbursed.
41. Do our subcontractors also have to be DC based?
  - a. Yes.
42. Should the accounting information be written in the proposal narrative, or should it be an attachment?
  - a. It can be written in the budget narrative. We will get a financial picture of your organization through the submission of the annual budget, audited financial

statements and the creation of your budget narrative and what comes out of the separation of duties policies. No additional certifications are needed.

43. What does the accounting piece look like if you are partnering with someone?
  - a. The MOU drafted should explain what role that specific organization will be playing. For example, if you are partnering with someone who will be handling just the accounting piece, they should be considered the lead because they will be receiving the funds for the program.