



## Frequently Asked Questions (FAQs)

RFA No. RMO OTP033123

April 21, 2023

Please contact Harrison Crist at [anthony.crist@dc.gov](mailto:anthony.crist@dc.gov) if you should have any further questions.

### 1. Question:

*Per the RFA, the application is for a base year of up to \$50K and 4 option years of up to \$100K/yr. Should our application reflect a workplan and budget for the base year only or should it include a proposal for the options years as well?*

### Answer:

**The application should only be for the base year, with a workplan until 9/29/23 and budget up to \$50k.**

### 2. Questions:

*It was mentioned during the meeting that the indirect rate is 5%. I vaguely remember someone mentioning that this information was not included in the posted announcement. I also see on page 19 that it's still listed at 10% or the negotiate rate. Can you verify and provide any documentation that states otherwise?*

### Answer:

**The RFA has been amended to clearly state only 5% is allowed for indirect cost. Please see page 19 and/or slide 34 in the Pre-Application Conference slide deck. We have also removed any language in contradiction to the 5% requirement for indirect costs.**

### 3. Question:

*I would like to know if you might have a copy of a template that we could use as a reference when producing our Separation of Duties Policy, as required?*

### Answer:

**A template for this document is not provided. Please create a standard document on your organization's letterhead according to the RFA, section M. Separation of Duties Policy on Page 20: "This statement should: i. Describe how financial transactions are handled and recorded; ii. Provide the names and titles of personnel involved in handling money; iii. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and, iv. Address other limits on staff and board members' handling of the organization's money."**