

COMMUNITY YOUTH DEVELOPMENT
REQUEST FOR APPLICATION #CYD2017CG
QUESTIONS AND ANSWERS as of 4-14-17

1. Can the May 1st deadline be extended?

May 1st is the final deadline.

2. Do I have to be a 501c3 org in order to apply? I am under the fiscal umbrella of another agency, as I do not have my own 501c3 status. Would registering with the state as a non-profit be sufficient, or must it be 501c3?

Although 501c3 status is not specifically required to do business with the City, please refer to Section 0610 - Application Threshold Checklist as well as the minimum Insurance requirements to review specific requirements for entering into an agreement with the City.

3. Can the program services be offered after-school only versus during school hours?

Program Services held during school hours are allowed by The Department of Family and Protective Services (DFPS). Both in-school and after-school programming are acceptable under this RFA.

4. Can the program services be offered to public school students versus charter school students?

Any eligible youth aged 10-17 years living and/or attending school in the 78744 zip code is eligible.

5. Can the Recreational/Sports program services be prioritized as this is an area identified as a need by the residents of the community? How can the Dove Springs Rec Center be a part of this grant to deliver this service?

DFPS specifies core program services that are required under this grant funding. Those priorities are Mentoring, Parental Involvement and Youth Leadership Development. Applicants may propose Recreational services as a program service under this RFA, but core program services will be prioritized as funding decisions are made. The Dove Springs Recreational Center is housed within the City of Austin Parks and Recreation Department. Therefore, typical partnerships between City of Austin departments are negotiated through an inter-departmental agreement instead of through an RFA process.

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6. Can we deliver our programing for 78744 Zip code in the 78723?

No. Per the DFPS RFP, 2.1 Project Scope:

Transporting youth outside of the contracted zip code for services is outside of the Project Scope.

7. Can we partner with another organization to provide services at their facility?

Collaborations are allowed. However, applicants shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal.

8. Will we be required to partner with a Non-Profit in 78744 Zip code area?

Partnering with Non-Profits are not mandatory.

9. Can we be a satellite office for specific programming to all the nonprofits in 78744 for specialized programing at our location?

Per the RFA under Funding Information Use of Subcontractors: Contractor shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal.

10. Is there anything we can apply for seeing that we are located in 78723?

Applicants meeting eligibility requirements in Section 0500 Page 11 can apply for funding under this solicitation. All services must take place in 78744.

11. Can we apply if we already have a City of Austin contract?

Yes. Applicants meeting eligibility requirements in Section 0500 Page 11 can apply for funding under this solicitation.

12. Can we serve other non 78744 kids?

Yes. Per the RFA section 6 Eligibility Requirements Local providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to eligible youth will be reimbursed through CYD and counted toward performance measure outputs and outcomes.

13. Does the Certificate of Insurance need to be in place prior to being awarded the contract?

Per the RFA Section 0400 Supplemental Purchase Provisions General requirements, prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request.

Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.

- 14. In section 0600 – Personal Preparation Instructions & evaluation Factors, Page 1 of 11, Our understanding is Envelope #1 requires only one set of required documents and Envelope #2 requires one original and 3 copies via CD or flash drive. Is this understanding correct?**

Yes

- 15. Does the questions in the RFA asked by the City of Austin have to be included in its entirety in our response and does that same question have to follow the same formatting our response do?**

No, this is not a requirement to respond to this RFA.

- 16. Explain the specifics about “Not entered in juvenile justice system?”**

Per the RFA Section 0500 Scope of Work page 9, “Youth already involved in the juvenile justice system should not be actively recruited or referred to CYD, though providers are not required to verify lack of involvement in the juvenile justice system. The criterion for participant eligibility is determined at the state level. Youth being served are eligible if they’ve never been arrested by law enforcement.”

- 17. Will priority be given to proposals covering the core program services?**

The City is required to provide the core program services listed in this RFA. In addition to these core program services, the City will provide additional services for youth-based curriculum and recreational services under this RFA.

- 18. Is the 3month period and the 12 month period required together or individually?**

Contracts entered into under this RFA are anticipated to be for an initial 15 (fifteen) month period, beginning June 1, 2017, and will terminate on August 31, 2018. Austin Public Health (APH) reserves the option to amend the term of the contract for up to three one-year terms, subject to the availability of funds.

- 19. 6-9 years old requirement can you please expand on this topic.**

The target population ages served is 10 – 17 year old students; however, the total percentage of youth served between 6-9 years old is limited to 30% each month.

- 20. What’s the ceiling amount for the 3-month period and the 12-month period?**

Per the RFA, Section 0500 Scope of Work page 10, the ceiling amount of 3-month Individual Awards: \$20,000; Subject to available funding.

Ceiling Amount of 12-month Individual Awards: \$80,000; Subject to available funding..
(Please note: No subcontractor is guaranteed the maximum amount for each period.)

- 21. It’s very challenging to recruit non-Juvenile youth. Can the City of Austin help with recruitment?**

Recruitment is the responsibility of the subcontractor. However, the CYD Program Director does offer assistance in recruitment by promoting all the CYD programs in the community, at schools, to other service providers, and at community events.

22. Can we apply for more than one proposal?

Per the RFA under Section 0600 Personal Preparation Instructions & Evaluation Factors, “If you are applying for more than one program service, you must fill out a separate RFA Application package, for each program service category.”

23. Do we increase chances if we propose more than one proposal?

An application must address each item in Project work plan, Cost effectiveness, and Local Business Presence in order to be considered responsive to the goals of this RFA. Availability of funding will determine number of awards. Anticipated number of awards is 1-4.

24. Can services be based at Akins or Travis High School?

Yes, services can be based at the High schools as long as the kids being served are registered with the CYD program and live in the 78744 Dove Springs area.

25. Can we serve youth that have legal problems while serving youth that don’t have legal problems? (For example out of 100 youth 40 of them have been in trouble and the other 60 haven’t.)

Yes. Per the RFA section 6 Eligibility Requirements Local providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to eligible youth will be reimbursed through CYD. Sign in sheets should reflect the 60 youth only that haven’t been in trouble with the juvenile system and is registered with CYD.

26. Are we required to have documents showing collaborations?

No. Collaborations are not required but recommended. You can explain your expected collaboration in your proposal.

27. Is this new funding?

This is a new contract. Contracts entered under this RFA are anticipated to be for an initial 15 (fifteen) month period, beginning June 1, 2017, and will terminate on August 31, 2018. Austin Public Health (APH) reserves the option to amend the term of the contract for up to three one-year terms, subject to the availability of funds.

If not new funding, is there a program already in place providing services under this grant?

Yes, this is new funding. The City of Austin currently has subcontractors completing services to meet the requirements of a similar grant that ends May 31, 2017.

28. Can we only decide to focus on serving 10-17 year olds for 100% of the program?

Yes, per the RFA Scope of Work #4: Special Requirements Services should target 10 – 17 year old students who live in and/or attend school in the 78744 zip code. Although 10 – 17 year old students are targeted, the total percentage of youth served between 6-9 years old is limited to 30% each month.

29. P. 1 - CYD Approved Program Services -Need clarification- Do we have to submit a separate application and full proposal if we want to provide multiple program CYD approved services?

Per the RFA under Section 0600 Personal Preparation Instructions & Evaluation Factors, "If you are applying for more than one program service, you must fill out a separate RFA application package, for each program service category."

Do we only pick one of the 5 categories?

No. Applicants can select one or all 5 categories, as per the RFA under Section 0600 Personal Preparation Instructions & Evaluation Factors, "If you are applying for more than one program service, you must fill out a separate RFA Application package, for each program service category." P. 2 under Principle Objectives and Goals it says that the proposed RFA can provide one or more of the program services.

Our programming will probably include multiple program services within our one program model - Can we submit a proposal with a combination of several of the program services?

Yes respondents can offer combined service types in their proposal, but the core service type must be identified for funding. Ex: a mentoring program that includes other service components such as recreation or parent involvement. Funding will be based on the core mentoring program and NOT the recreation or parent involvement.

30. P. 5 4) Special Requirements - Transportation - Can the provision of bus passes and some transportation as needed by the staff meet the criteria for transportation?

Yes, per the RFA Scope of Work #4. Special Requirements the Service Provider is not required to be housed in the area, but must provide a complete plan for transportation and safe passage of participants. All services provided under this grant must be without cost to the participants.

31. P. 5 4) Special Requirements - Child Care Licensure - If we are providing mostly home and community based programming with some use of the local recreation center do we still need to pursue Child Care licensing? We won't have a child care facility per se.

No. If Program Services are defined as “childcare” based on definitions in the Texas Human Resources Code, Chapter 42, the program will be regulated by DFPS pursuant to Chapter 42, Texas Human Resources Code, as well as minimum standards and other rules. If the program meets the definition of “childcare,” the organization implementing the program will be considered a childcare operation and must have an appropriate permit and meet all relevant legal requirements in order to provide services under the contract. In such a situation, the suspension or loss of a necessary license will result in termination of the Contract.

32. **P.6 Outputs section** - If we serve adult family members of the identified youth, like both parents, can we count each parent as an adult in our output measure under adults served?

Yes, you can count each parent in your output measure. Each parent receiving services will be required to complete a registration form. Registration forms are used to determine the number of unduplicated clients registered per contract period.

33. **P. 7 Output Section-** Does the City specifically provide a Protective Factors survey or can we use our own?

No. The City of Austin will provide Protective Factors survey forms at the orientation of the contract.

34. **P. 10 - Funding Information** - although the amount of funding is \$279,268 the project award amounts do not add up to the 279K. Please clarify.

The awards are based on a scoring process in addition to the total available funding amount of up to \$279,268.

35. **P. 8. Outcomes** - What is constitutes delinquent behavior?

An individual who is under 18year of age and has documented history of being involved in the criminal justice system.

Does delinquent behavior include only behavior that is considered a delinquent offense per statute like a misdemeanor?

Yes. All offenses documented within the criminal justice system are considered acts of delinquent behavior.

36. Does the City of Austin have a minimum number of youth expected to be served during the 15 month service period?

Yes. The City of Austin is expected to register a minimum number of youth for the 15 month service period.

37. Is this cost reimbursement contract?

Yes, this is a cost reimbursement contract. Monthly expense reports are submitted to APH staff to be reimbursed.

38. Part IV Bonus Evaluation Points- Can we use our two grants that we have to serve at risk youth like our Federal mentoring grant and the County funded Family Keys program as leveraged programs. We have limited slots in those programs but we could offer some slots to the CYD youth.

Yes. Per the RFA section 6 Eligibility Requirements Local providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to eligible youth will be reimbursed through CYD and counted toward performance measure outputs and outcomes. Please note: Provided services must have supporting sign in sheets to identify each CYD participants for cost reimbursement.