



## Youth & Family Support Service Pre-Questions Q&A

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1. **What is the anticipated number of youth/families to be served under this project per year? (This is important for right-fitting personnel to provide adequate Services)**

**DHS Response:** DHS does not have set limits that prescribe the number of youth and families to be served. Service providers are welcome to propose budgets that align with their existing ability to serve clients. YSD served approximately 1,000 youth and young adults in Fiscal Year 2020. We encourage providers to include in their application details on the minimum number of clients that they can serve, as well as discuss capabilities to increase the number of clients served.

2. **Format - What is the exact structure of the application (Section 4) How should it be laid out?**

**DHS Response:** Please refer to Section 4, Page 22-24 of the Request for Applications (RFA) that showcases how the structure of the application is expected to be laid out.

3. **4.1 Appears to be a statement not intended for a response?**

**DHS Response:** Section 4.1 on page 22 of the RFA reminds applicants that in the event they are considering applying for more than one Youth and Family Support Service Categories (See Table 1. Support Services Categories, page 5, RFA) a separate narrative must be submitted for each Youth and Family Support Service Category (to include specific experience, staffing model, service model) as well as a separate budget proposal. Applicants are also requested to share their preference for serving one of the Youth and Family Support Services Categories they applied for, if applicable.

4. **4.4 Does this act as an explanation for the entire application with specifications on its content? Are we to only complete one or do we need one for each application?**

**DHS Response:** The Application Summary section should not exceed 3 pages. The Application Summary should offer a brief description of the major aspects and the objectives discussed in depth in other sections of the application. Applicants need to complete one Application Summary.

5. **What is due for each application and how is it packaged within the 30 total pages?**



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**DHS Response:** Several sections in the RFA detail the information and documents that need to be included as part of the application.

- Checklist for Applications – page V in the RFA covers all documents that need to be included in the application
- Section 4 – page 22 in the RFA describes in detail the documents that should be included; please note that excluding attachments and appendices, the Application must not exceed 30 pages
- Section 7 List of Attachments – page 28 in the RFA details the attachments that need to be included.

**6. If you are an LLC. and do not have a Board of Directors does this disqualify you?**

**DHS Response:** No, this does not disqualify you from applying for this grant. Once your organization is a legal entity and operating or sub-granting in DC, your organization is welcome to apply for the Youth and Support Services Grant. Section 1.3, page 2 of the RFA provides details about eligible organizations that can apply, including:

- Local social services organizations, not-for-profit corporations, and charitable organizations, including faith-based organizations serving the target population are eligible to respond to this RFA.
- Organizations incorporated as a not-for-profit corporation or religious corporation or public agency under the laws of the District, or a corporation formed under laws of another state and authorized under District law to conduct corporate activities in the District, or provide care and services in the District and have been granted federal tax exempt status.

Please note that Attachment 5 – List of current board of directors is not mandatory and it can be provided if available.

**7. Indication of organizational status: LLC. Non-Profit Etc.?**

**DHS Response:** See the response provided to Question 6. The question is not detailed enough to enable DHS to provide a comprehensive, accurate response.

**8. Organizational Budget as opposed to project Budget?**

**DHS Response:** Applicants are required to include a Project Budget for each service category they are applying for. As a reminder, if applicants apply for more than one service category, they must provide a separate Project Budget for each service category. Please note that Appendix 6 requires Applicants to submit a copy of the most recent annual audit in order to help DHS determine the Applicant's financial standing and their ability to have sound fiscal management systems. If audited financial statements have



never been prepared due to the size or newness of the organization, the Applicant must submit an organizational budget, statements (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization

**9. How many letters of support and or endorsements are needed?**

**DHS Response:** Applicants shall include two Letters of Support part of their Application. Letters of Support and endorsements provide evidence that your organization can carry out the support services your organization is requesting funding for. Please see response to Question 11, that highlights the modification in the RFA.

**10. If I am an LLC. do I need to submit Bylaws?**

**DHS Response:** Applicants are not mandated to submit bylaws for their organization. Please note that Appendix 3 is requesting Applicants to submit bylaws, if applicable.

**11. The Memoranda of Understanding from key community partners documenting their specific support for the project (please provide detail on what is expected from the other agencies) are we making commitments to refer clients etc. Are we going into a fiduciary agreement?**

**DHS Response:** We have revised the RFA so that the minimum of two (2) Memoranda of Understanding will be replaced with two (2) letters of support or endorsements from community partners.

**12. Signed letter regarding marketing the entity as a DHS/FSA Project- Should this come from the CEO. owner of the agency submitting the application.**

**DHS Response:** DHS Youth Service is expecting Applicants to acknowledge that if awarded a grant, the project is a DHS funded initiative. Any use of the DHS likeness (logos, names, titles) must be approved by the Grant Administrator. The signed Marketing letter should be submitted by a senior management official who has legal binding authority within the organization applying for the grant.

**13. When it comes to budgeting - If I am making an application for the \$300k, is that stretched over 5-years or are you finding the same project at \$300k for five years (a total of \$150k)?**



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**DHS Response:** The budgets submitted should be prepared to cover a period of performance of 12 months. DHS anticipates awarding several grants between \$50,000 - \$300,000 per grant per year.

**14. Are you allowed to submit the grant prior to July 14<sup>th</sup>?**

**DHS Response:** Applications are due July 14<sup>th</sup> at 4 p.m. EST. Applicants may apply prior to the deadline.

**15. Is OS out of School programming limited to the two examples given in the RFA?**

**DHS Response:** Examples of applicable services under each services category are for orientation purposes. Out of School Programming Service Category is not limited to the examples provided in the RFA. DHS is open to receive applications that propose a menu of innovative and diverse out of school services.

**16. Sport Programming falls under category two?**

**DHS Response:** Correct. Sport programs fall under Service Category 2 Comprehensive Out of School Programming.

**17. Will we have a choice of the age group that we serve?**

**DHS Response:** DHS is seeking providers to work with youth up to the age of 24. While Applicants are welcome to specify a more narrow age range, preferably Applicants will be able to serve the full age range.

**18. If providing two budgets for two different categories is there a maximum or total cost per provider?**

**DHS Response:** DHS is seeking to award multiple grants between \$50,000 - \$300,000 per year. The RFA doesn't include any stipulations on the maximum funding amount a provider could receive.

**19. Is the narrative for each category limited to 12 pages?**

**DHS Response:** Correct. The Project Narrative for each service category is limited to 12 pages. Please refer to section 4, page 22 in the RFA for details on the documentation required part of the Application Package. There is the option to include more detail information in the appendices as desired.

**20. Are service for this solicitation solely for children? Are you funding services for the parents or caregivers e.g. coaching, counselling, workforce for adults/parents?**

**DHS Response:** DHS is primarily seeking to secure support services for youth and transition age youth. However, DHS is open to consider Applications that propose support services for parents and caregivers. Ultimately, DHS is seeking to create strong support systems for the youth participating in the YSD programs. Part of the solution is to offer support services for parents and/or caregivers that will better position them to work with their youth in their families to support to understand and coach them and help them transition through the challenges they are facing.

**21. Wendt Center for Loss and Healing is potentially interested in applying for this grant opportunity. We currently have another grant that supports a program we run for the target population of this RFA – high-risk youth and their families. That existing grant does not cover the full cost of the program. Would we be able to use the DHS grant to help cover some of the unmet costs of the program (given that the program serves the target population)?**

**DHS Response:** DHS is seeking to secure support services specifically for youth and families participating in YSD programs. These support services must be designated and made available solely for YSD youth and their families.

**22. I am looking to utilize a facility for youth programming; however the facility is located in MD, directly across the street from Ward 8, which is the target area for services. I wanted to confirm that grant funds are permissible to use for building maintenance/rental agreement if funded.**

**DHS Response:** Organizations incorporated as a not-for-profit corporation or religious corporation or public agency under the laws of the District, or a corporation formed under laws of another state and authorized under District law to conduct corporate activities in the District, or provide care and services in the District and have been granted federal tax exempt status are eligible as well. The facility can be located in Maryland or surrounding DMV area however, the organization must be authorized to conduct activities and/or provide care and services in the District of Columbia. Likewise, the facility should be accessible to the clients of YSD.

**23. Is the award meant to serve only youth that are coming through DHS, or can the funding be used to support our own students within our programs?**

**DHS Response:** The Youth and Family Support Service award is solely to serve clients referred by DHS.