



DC | DEPARTMENT *of*
HUMAN SERVICES

DC Department of Human Services Family Services Administration

Youth and Family Support Services (YFSS) Pre-Application Conference

June 28, 2021

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Agenda

Sections	Sub-Sections
Background Information	<ul style="list-style-type: none">▪ YSD Programs▪ YSD Service Model▪ Service Model Focus
Request for Application Overview	<ul style="list-style-type: none">▪ Overview▪ Target Population▪ Eligible Organization/Entities▪ Support Service Categories▪ Responsibilities▪ Deliverables▪ Reporting▪ Grant Monitoring
Application	<ul style="list-style-type: none">▪ Service Selection▪ Application Package▪ Project Narrative▪ Program Budget/Narrative▪ Sample Budget▪ Application Package/Attachments▪ Application Format
Selection Process	<ul style="list-style-type: none">▪ General Scoring Criteria Overview▪ Program Design▪ Application Deadline▪ Grant Milestone Dates▪ Application Submission▪ Contact Information
Q&A	➤ ????

Background Information

YSD Programs

YSD offers free services and support for youth to strengthen families, improve school attendance, stabilize youth in crisis, decrease system involvement, and mitigate risks related to housing instability.

YSD Programs:

- Alternative to the Court Experience (ACE)
- Parent and Adolescent Support Services (PASS)
 - Intensive Case Management (ICM)
 - PASS Crisis and Stabilization Team (PCAST)
 - Functional Family Therapy (FFT)
- Strengthening Teens and Enriching Parents (STEP)
- Teen Parent Assessment Program (TPAP)
- Youth Housing Opportunities & Prevention Education (Youth HOPE)

YSD Service Model

- All youth participating in the Youth Services Division are assigned to a case manager or functional family therapist who provides direct services. Youth and their families are also provided supplemental services to reduce status offending behaviors, legal involvement, and housing instability while promoting families' needs of well-being.

Service Model Focus

Provides community-based services that foster youth development and strengthen families\

- Services should address client's individualized goals
- Services should enhance client's creativity, education, health, interpersonal relationships, and/or sense of community

RFA Overview

Overview

Purpose: YSD is seeking providers that encourage positive youth development through a variety of short-term (4-6 months) support services for YSD youth and their families.

Funding: \$50,000 - \$300,000 year/grant agreement

Award period: September 1, 2021 – August 30, 2022

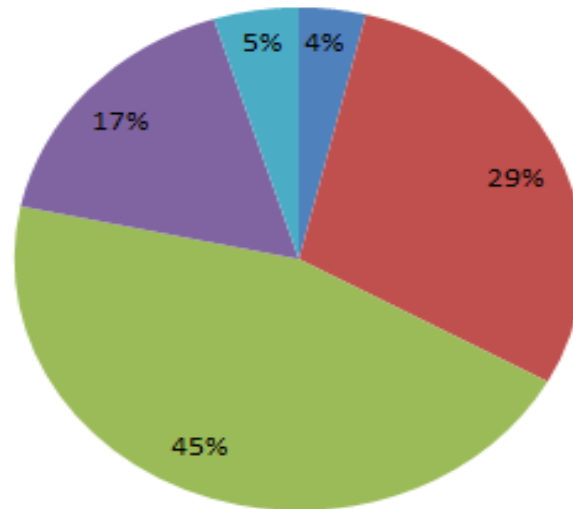
- **Application Deadline July 14th 4:00pm**

Target Population

- Majority of YSD participants are youth 10 to 18 years old.
 - Family members are included in services, as needed
- Some transition age youth up to 24 years old (primarily Youth HOPE program)

Ages of Clients Served During FY20

- 11-12 years old
- 13-14 years old
- 15-16 years old
- 17 years old
- 18 years and older



Eligible Organizations/Entities

Local social services organizations, not-for-profit corporations, and charitable organizations, including faith-based organizations serving the target population

Note: Eligible organizations may sub-grant the funding it receives under this grant to sub-grantees as approved by DHS to meet the requirements in this RFA.

Support Services Categories

Four Areas to be Considered:

- Category One -Life-skill Coaching
 - Category Two -Comprehensive Out of School Programming
 - Category Three -Short Term Therapeutic Services
 - Category Four - Restorative Justice
-
- Separate Categories require separate Narrative and Budget

 - Same Category, multiple services require only one Narrative and Detailed Itemized Budget

Categories and Types of Support Services 1

Examples of Support Service Categories	Examples of Types of Support Services
<p>Life-Skill Coaching- skills and abilities that help promote mental well-being and competence in young people as they face the realities of life</p>	<ul style="list-style-type: none">▪ Mentoring▪ Financial Literacy▪ Support Groups▪ LGBTQ+ Group (For Youth & Families)▪ Hispanic/Latinx Services▪ Parental/Guardian Support▪ Group for Teens & Adults▪ Workforce Development▪ Entrepreneurship▪ Computer Literacy▪ Coding▪ Cosmetology▪ Culinary Arts▪ Food Handling▪ College & Vocational Readiness for Highschool Juniors & Seniors▪ Scholarship Resource Navigation▪ Best Practices when connecting with school counselors▪ Community Service Opportunities

Categories and Types of Support Services 2

Example of Support Services Categories	Examples of Types of Support Services
<p>Comprehensive Out of School Programming- Programs that occur before or after school, in the summer, on the weekends, or during other times when school is not in session. These programs may provide youth with academic support and enrichment, supportive social environments or simply serve as a safe space for youth to spend their out-of-school time</p>	<ul style="list-style-type: none">▪ Tutoring & Academic Support▪ Science, Technology, Engineering, Art and Math (STEAM)▪

Categories and Types of Support Services 3 & 4

Examples of Support Service Categories	Examples of Types of Support Services
<p>Short-Term Therapeutic Services- services primarily focused on enhancing the health/behavioral status of youth over time through treatment, counseling, or health education</p>	<ul style="list-style-type: none">▪ Grief & Loss▪ Anger Management▪ Substance-Use Reduction Education▪ Individual or Group Counseling Support▪ Trauma and Resilience
<p>Restorative Justice</p>	<ul style="list-style-type: none">▪ Mediation▪ Peace Making Circles

DHS Responsibilities

- Establish, manage, and revise (as necessary) the eligibility requirements for the various programs; work with Grantee(s) to develop and implement their proposed service model and expand the reach of services to a District-wide network.
- Execute the Grantee(s) selection and award process.
- Disburse funds to the Grantee(s).
- Provide technical assistance, complete comprehensive monitoring and oversight activities for all awarded Grantee(s).
- Provide input and approve the staffing plan/structure and all deliverables proposed for the grant.
- Offer periodic trainings for Grantee(s) and host periodic Grantee meetings.

Grantee(s) Responsibilities

- Offer one or more support services to youth and their families spanning on average for 4 to 6 months (See Table 1 Service Categories in RFA).
- Offer an array of interventions as part of an overall strategy for meeting the needs for positive physical, social and emotional development; interventions shall be tailored to address the specific referral behaviors, as needed.
- Submit detailed documentation on all assessments completed during the intake process and throughout the youth's participation in services, if applicable.

Grantee(s) Responsibilities contd.

- Closely monitor progress and participation in services through goal plans and monthly progress reports.
- Report individual participation in services, service outcomes and impact through case closure reports, mid-year and annual Grantee reports, and other data collection and reporting as requested.
- Participate in monthly case conference meetings with YSD Case Managers.
- Participate in periodic (quarterly) service site visits and service reviews.

Grantee(s) Responsibilities contd.

- Individualized Service Plans – Grantee(s) are expected to develop an Individualized Service Plan (ISP) for all youth and /or families participating in their programs. ISPs should cover a set of individualized goals and objectives for the clients; as well as status updates on service participation and engagement. Youth and families are expected to actively participate in the planning process.

Grantee(s) Responsibilities contd.

- Meet the coordination & client contact standards (See Section 2.4 B, p. 8)

Note: Grantee(s) should have a designated POC to manage the referrals and coordination w/DHS.

- Develop and implement sound quality assurance controls (See Section 2.9, p.15)

Deliverables

No.	Deliverables	Quantity	Format/Method of Delivery	Due Date
1	Staffing Plan	Quarterly	Written Report (electronic)	30 days post awards
2	Staff Training Plan (see required training on page 11)	Annual	Written Report (electronic)	30 days post award, to be renewed annually
3	MOUs and or Agreements with partner organizations (if applicable)	1	PDF Copies	30 days prior to the start of services
4	Budget Narrative	Annual	Written Report (electronic)	30 days post award to be renewed annually

Deliverables contd.

No.	Deliverables	Quantity	Format/Method of Delivery	Due Date
5	Work Plan	Annual	Written	30 days post award, to be renewed annually
6	Program Rules	1	Written Report (electronic)	30 days post award
7	Emergency Preparedness Plan	1	Written	45 days post award, to be renewed annually
8	Emergency Back Up Location	Annual	Written	45 days post award, to be renewed annually
9	Individual Progress Documentation Report	Monthly	Written Report (electronic)	10 th day of each month
10	Close Out Report	1	Written Report (electronic)	30 days after award period of performance expired

Reporting

- Grantee(s) are expected to document all client interactions and upload documentation pertaining to services provided in QuickBase.
- Individual Service Documentation report – due monthly.
- Close out report – at the end of the grant period.

Monthly Individual Progress Documentation Report

Report Type	Components	Data Elements
Monthly Individual Progress Document Report	Monthly Narrative	<p>High level summary highlighting the overall services +projects completed related to this grant. The Monthly Narrative should include</p> <ul style="list-style-type: none"> ▪ Total Monthly Referrals ▪ Total Case Closures <ul style="list-style-type: none"> ▪ Rescinded/Closed Classes or Successful Completions ▪ Staff Roster for the Month <ul style="list-style-type: none"> ▪ Contractor Name, Position, Phone Number ▪ Program Enhancements (if applicable) ▪ Trainings staff completed related to project ▪ Programmatic Events (if applicable) ▪ Status updates on all case notes, monthly reports and case closure notes in the QuickBase System ▪ Coordinated efforts community partnerships that create additional programming opportunities (if applicable)
	Caseload Contact Sheet	<ul style="list-style-type: none"> ▪ Client First and Last Name ▪ Type of Services Received ▪ Specify if services were provided in person or virtual platform etc. ▪ Session Start and End Time (each day client engaged in a session for the month) ▪ Specify any issues or concerns with clients and follow up plans ▪ Updates on the clients Individualized Service Plan (if applicable) <ul style="list-style-type: none"> ▪ Assessment Follow-Up Plans

Grant Monitoring

DHS team (YSD representatives and the Grant Administrator) will develop a monitoring plan and calendar for each Grantee. Some of the grant monitoring activities include, but are not limited to :

- Site Visits (scheduled and unscheduled)
- Desk Audits
- Periodic Financial Reviews

NOTE: During site visits, the Grantee is required to provide access to facilities where services are rendered, as well as access to records and support documentation.

DHS can secure feedback directly from the youth and their families and determine satisfaction with the services received, as well as effectiveness.

Application

Service Selection

Support services selection:

- The RFA allows applicants to bid for a variety of services organized in four service categories (See Table 1, p.5):
 - Life-Skill Coaching
 - Comprehensive Out of School Programming
 - Short-Term Therapeutic Services
 - Restorative Justice
- Applicants can select one or multiple service categories they are interested in bidding for.

For example:

- *Comprehensive Out of School Programming, Tutoring services* for youth ages 10-18 years old
OR
- *Life-Skill Coaching, Mentoring services* for youth ages 10-18 years old; Support Groups for LGBTQ+ Youth & Families for youth ages 10-18 years old and transition age youth ages 18-24; Support Groups for Parental/Guardian for Teens

Service Selection contd.

NOTE:

- If applicants are selecting more than one service category, they need to submit a separate project narrative (to include specific experience, staffing model, service model) and budget proposal for each service category.
- Applicants must state their preference for the services they are applying for.

Application Package

- Applicant Profile (Attachment A)
- Table of Contents
- Application Summary (**not to exceed 3 pages**) should highlight the major aspects of the objectives discussed in depth in other sections

Project Narrative

- **Not to exceed 12 pages**
- Narrative that justifies and describes the project to be implemented
- Specific services to be provided
- Specify the age range your organization has capacity to serve
- Impact of project due to your organization's involvement
- History/experience with target population
- Detailed work plan for activities (Attachment E)

Program Budget & Narrative

Reminder: if selecting more than one service category, a separate Program narrative and budget must be provided for each category.

- Budget must contain detailed, itemized cost information that show personnel and other direct costs.
- Indicate the number of clients that can be served with the proposed staffing model.
- Indicate budget impact if more referrals are accepted.
 - Discuss in detail what are the referral increments that will trigger a budget increase and indicate that increase

Program Budget

Personnel	Show proposed salaries and wages for all project staff
Fringe Benefits	Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate
Supplies	List proposed supplies and educational materials
Other	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly to project activities. Include insurances, subscriptions and postage.
Indirect	Show calculation and indirect rate

Sample Program Budget

Categories	Service 1	Service 2	Total
Personnel	List all positions & salaries	List all positions & salaries	
Fringe Benefits	List all positions & cost (indicate rate)	List all positions & cost (indicate rate)	
Supplies	Detail list w/supplies & cost	Detail list w/supplies & cost	
Other	Itemized list w/proposed expenses & cost		Note: providers should not charge twice for rent, and any office space
Indirect	Indirect rate & calculations	Indirect rate & calculations	
Total	Total Service 1	Total Service 2	

Application Package Attachments

- Attachment B: Certifications
- Attachment C: Assurances
- Attachment D: Original Receipt
- Attachment E: Work Plan
- Attachment F: Staffing Plan
- Attachment G: Budget (separate attachment)
- Attachment H: Definitions
- Attachment I: Collaboration Commitment Form
- Attachment J: Confidentiality Statement

Application Format

- Margins must be no less than 1 inch
- 12-point font (Times New Roman recommended) with 1.5 line spacing
- Pages double sided and numbered
- Review panel will not review applications that do not conform to these requirements

SUBMISSION

- All APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY to Kemmy Antoine at kemmy.antoine@dc.gov
Subject: **RFA#JA-FSA-YFSS-001-21**

Selection Process

General Scoring Criteria Overview

- **Criteria A:** Program Design *(Total 40 Points)*
- **Criteria B:** Organization Capability and Relevant Experience *(Total 30 Points)*
- **Criteria C:** Sound Fiscal Management and Reasonable Budget *(Total 20 Points)*
- **Criteria D:** Organizational Capability and Relevant Experience *(Total 10 Points)*

Program Design (40 Points)

- Create a 4-6-month program in the area of life skills coaching, out of school time programming, short-term therapeutic services, restorative justice services.
- Utilize QuickBase to capture and report all client level data within 48 hours of service delivery.
- Address the needs of various subpopulations (e.g. LGBTQ+, immigrants, sexually exploited youth, youth with behavioral health needs, etc.).

Program Design (40 Points) conted.

- Utilize a youth development approach and/or LGBTQ+ cultural competency to facilitate developing rapport with clients of various races, ethnicities, sexual orientations, and gender identities, as well as language accessibility.
- Utilize a harm reduction approach to reduce the negative consequences associated with drug and alcohol use; and
- All other services the Grantee is rendering related to this grant.

Criteria B: Organizational Capability & Relevant Experience (30 Points)

- **10 Points:** Detailed knowledge, experience and expertise in creating and maintaining specified support services for targeted population.
- **10 Points:** Demonstrate ability to provide services with cultural competency and a youth development and harm reduction approach.
- **10 Points:** Staffing Plan detailing how the application will hire or maintain current qualified staff

Criteria C: Sound Fiscal Management & Reasonable Budget *(20 Points)*

- **8 Points: Financial Management** –details on financial standing and ability to manage resources.
- **12 Points: Proposed Budget & Cost Effectiveness-** Provide a cost-effective proposed budget & narrative description of the use of grant funds to address requirements of this grant.

Criteria D: Organizational Capability and Relevant Experience *(10 Points)*

- **5 Points:** Demonstrate how its organization will support services how these services align with the organization's mission, goal, strategic objectives, day-to-day operations and services.
- **5 Points:** Organization and order of the application package

Application Deadline

- To be considered for funding, Applications must be received no later than **4:00 p.m. EDT on Wednesday, July 14, 2021**
- Supplements, deletions or changes to the application will not be accepted after submission

Grant Milestone Dates

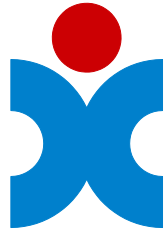
MILESTONE	DUE DATES
Pre-Bidders Conference	June 28 th , 2021
Consolidation & Answer Pre-Bidders Meeting Questions	June 30 th , 2021
Proposal Due Date	July 14th, 2021
Prospective Awardees Notification	Beginning of August
Grant Agreement Signed	Early September

Application Submission

- Application must be received electronically at or before the deadline date and time on July 14th at 4:00PM EDT
 - Contact Person: Ms. Kemmy Antoine
 - Email: kemmy.antoine@dc.gov

Contact Information

- Primary contact: Kemmy Antoine, Grants Management Specialist
Desk: 202.671.4357
kemmy.antoine@dc.gov
- Secondary contact: Amelia Marian, Program Manager
Cell: 202.436.6781
amelia.marian@dc.gov



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Q&A