



ADDENDUM

March 11, 2020

Addendum Number: 2

RFP Title: **Youth and Family Stability Programs SFY2021**
DCF-Division of Economic and Employment Services

Due Date: March 26, 2020 @ 2:00 P.M. CST

Contact: DCF Grant Manager
E-Mail Address: dcf.grants@ks.gov

Agency: Kansas Department for Children and Families
Location: DCF Administration Building
555 S. Kansas Ave., Topeka, KS 66603

Conditions:

Attached are the questions with the answers that have been submitted.

There are no other changes at this time.

A signed copy of this Addendum must be submitted with your bid by the closing date indicated above.

I (We) have read and understand this addendum and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM:_____

SIGNED BY:_____

TITLE:_____ DATE:_____

It shall be the vendor's responsibility to monitor this website for any changes/addenda.

EES Youth Services RFP Questions

1. On page 5 Section II Funding Opportunity/Program Background, if we meet purpose 1 and 2 in the goals and outcomes are we disqualified because we do not meet purpose 3 or 4? Purpose 3 and 4 are referred to as the focused areas.
A: The RFP will award grants based on TANF Purposes 3 and 4.
 - a. Referencing Section III Award Information, is there a minimum and maximum award request amount?
A: There is no minimum or maximum award limitation. However, DCF has allocated a maximum of \$8.5 million for all awards.
 - b. On page 9 Section III Award Information: Allowable Uses of Funds, is there a set percentage allowable for supplies? Professional Development? Travel? Personnel?
A: There is no set allowance for any line item. All awards are limited to a 15% cap for administrative costs (CFR 45- 263), to include a 10% cap on indirect costs.
 - c. On page 13 Section V Application Process: Administrative Costs under, does the term “administrative” refer to an on-site program director?
A: Please see the definition of Administration costs on page 13 (CFR 45-263). You will need to determine if the on-site director fits in the direct cost definition.
 - d. On page 14 Section IV Post Award Requirements, could you give us a definition or example of the “status reports?”
A: Samples of a Status Report can be found at:
<http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx>
 - e. On page 15 Section VII Post Award Requirements, are background checks an acceptable grant expense?
A: Yes, background checks are an acceptable grant expense.
 - f. On page 16 Section VIII Checklists, as a school district is our Board of Education compliant to be the “Board of Directors?”
A: Yes
2. Is there an award floor and/or ceiling on the Youth and Family Stability Program funding opportunity?
A: There is no minimum or maximum award limitation. However, DCF has allocated a maximum of \$8.5 million for all awards.
3. Does the PC (Program Coordinator) have to meet certain requirements? Do they need a teaching degree?
A: Additional information concerning duties assigned would be necessary for DCF to adequately address this question. Based on the duties of the Program Coordinator, the grantee would determine the qualifications needed. DCF will evaluate the credentials needed based on the position description and the proposal.
 - a. How does a student qualify?
A: Proposals would need to include student selection criteria for DCF evaluation in accordance with TANF Purpose 3 and 4 requirements.

4. Will DCF make the referrals? How will the referral process work?

A: DCF may make referrals to a program based on an identified need. However, applicants will need to identify how they will recruit or enroll participants.

- a. Can the funding be used for temporary housing in an Independent Living program such as a Community Integration Program?

A: The Community Integration Program is for youth in DCF custody. Therefore, TANF funds may not be utilized for CIP. CIP is currently receiving federal funds for this purpose.

- b. In general, can the funding be used for temporary housing for a young adult who has aged out and completed aftercare?

A: Short-term, non-recurrent benefits can be a facet of a homelessness prevention program, if it is not extended beyond four months, it meets a crisis or episode of need, and meets the financial criteria. See Page 6 of the RFP. Youth are not required to complete aftercare in order to qualify.

5. Can adults over age 24 be enrolled and served as long as they have children up to the age of 24?

A: For services identified as “Parents and their minor children” – “Parenting Connections” and “Crisis Stabilization”, adults with children in the home up to age 18 may qualify.

- a. Will DCF refer eligible participants to grantees?

A: DCF may make referrals to a program based on an identified need. However, applicants will need to identify how they will recruit or enroll participants.

- b. Can any at-risk youth be served or only those who were in custody of Kansas DCF, DOC-Juvenile Services or other juvenile division?

A: For Self-sufficiency Services, only those who were in the custody of Kansas DCF, DOC-Juvenile Services or other comparable juvenile division within a tribal authority may be served.

For other categories, any at-risk youth may be served. Proposals would need to include student selection criteria for DCF evaluation in accordance with TANF Purpose 3 and 4 requirements.

6. On page 11 of the RFP in the “Program Narrative” section a page limit of 30 pages is identified: Are the other application sections also included as part of the 30-page limit, or just the “Program Narrative” section? In other words, is the entire application limited to 30 total pages?

A: Only the narrative section must fall within the 30-page limit. “Management Structure” consisting of resumes, organizational chart, Licensing/Accreditation/Certification, List of Board Members and their conflict-of-interest statement may be attached in addition to the 30 pages of the program narrative.

- a. Of most interest is whether Letters of Support must fit within the 30-page limit.

A: Only the narrative section must fall within the 30-page limit. “Management Structure” consisting of resumes, organizational chart, Licensing/Accreditation/Certification, List of Board Members and their conflict-of-interest statement may be attached in addition to the 30 pages of the program narrative.

- b. On page 12 of the RFP in the “Project Design” section, fourth bullet point, “federal home visitation guidelines” are referenced: Would DCF be willing to provide a link to the specific guidelines being referenced in this bullet?

A: The fourth bullet on page 12 should read: “Applicants must submit a brief summary of the mechanisms for recruiting and hiring well-trained and appropriately credentialed staff members. Please include a description of the strategy for ongoing supervision and professional development for all staff members.”

- c. On page 12 of the RFP in the “Management Structure” section, the first bullet asks for “resumes or qualifications standards for staff...”: Is this required for all staff positions included in the proposal or just management positions?

A: This is required for all positions which will be funded under this grant.

- d. Do applicants have permission to use DCF forms and/or tools in the program narrative?
 - i. Examples include: Ecomap –Appendix 2w and the Kansas Independent Living Self-Sufficiency Matrix PPS 7030

A: These are permissible tools for use in the proposal.

- 7. What is the minimum qualifying free & reduced meal rates for school sites eligible to be awarded the grant?

A: There is not an income requirement for at-risk children. The proposal will define their at-risk criteria for student selection.

- a. What reporting agency is to be utilized for determining site eligibility for receiving the award based on Free & Reduced Lunch percentages?

A: There is not an income requirement for at-risk children. The proposal will define their at-risk criteria for student selection.

- b. Is rounding allowed on free & reduced meal rates? (i.e. 49.6% rounded up to 50%)?

A: There is not an income requirement for at-risk children. The proposal will define their at-risk criteria for student selection.

- c. Is there a specific date/time that will be looked at for acknowledging eligibility based on Free & Reduced Lunch percentages? For instance, reports from KSDE dated a certain date, or school reports as of a set date/time? Some schools did not meet guidelines in September reporting, but do as of February. Please advise.

A: There is not an income requirement for at-risk children. The proposal will define their at-risk criteria for student selection.

- 8. On page 12, bullet 4 on the top ½ of the page (Project Design section) the RFP states: Applicants must submit a brief summary of the mechanisms for recruiting and hiring well trained and appropriately credentialed staff members, based on the federal home visitation guidelines. Does the “based on the federal home visitation guidelines” actually apply to this RFP or is that included by mistake? If it does apply, is there a location to find this language? A google search did not reveal these guidelines.

A: The fourth bullet on page 12 should read: “Applicants must submit a brief summary of the mechanisms for recruiting and hiring well-trained and appropriately credentialed staff members. Please include a description of the strategy for ongoing supervision and professional development for all staff members.”