

AMENDMENT

Date: October 9, 2023

Amendment Number: 1

Grant RFP: Therapeutic Family Foster Home Capacity Building RFP

Closing Date: 10/27/2023

Pre-Award Manager: George VanHoozer

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Agency: Kansas Department for Children and Families

Conditions: Please see response to questions below

A signed copy of this Addendum must be submitted with your bid. If your bid response has been returned, submit this Addendum 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 on a regular basis for any changes/addenda.

<http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx>

TFFH RFP Q&A

Q1: I have an applicant in our homeownership pipeline who is fostering 3 children. She is working through our program to achieve homeownership in the future. Would she be eligible for this grant and are there any rules on how funds can be utilized?

A1: DCF welcomes proposals that build capacity of therapeutic family foster homes and relatives as a tool or resource to prevent the need for a child to enter foster care. DCF prevention providers are alongside the family in the initial safety planning for a period based on their model and scope of service type such as parent skill building, service navigation or mental health supports. Currently in the continuum, DCF prevention providers may receive a referral from a DCF staff or community agency depending on the scope of service. During their pathway of service, the prevention (case management or other) provider or DCF may connect to any agency in a network to further explore or coordinate supports for families with complex needs to prevent foster care, such as prevention therapeutic homes.

DCF seeks proposals to build capacity for therapeutic family foster home level of care licensed foster and nonrelated kin or any relative providers of children in the custody of the Secretary of DCF. When a child is placed out of home into foster care, per court order, DCF makes a referral to the Case Management Contractor. The Case Management Contractor works alongside the family and child to achieve legal permanency through reintegration, adoption, permanent custodianship or other option and assures services needed are arranged for the family including referrals to community programs. Currently in the continuum, DCF foster care case management providers receive a referral from DCF staff then work with other agencies and partners to meet the placement need levels of care and placement stability.

Programs should contain design elements that may include, but are not limited to the following:

- A model program or recruitment to use as prevention.
- Real time placement stability crisis response or management for homes and relatives.
- Augmented case management support to the foster home or relative.
- Respite care models.
- Mentoring
- Therapeutic family support or hub model implementation.
- In-home behavioral supports.
- Transition or other timed plan of care or discharge supports from institutional care to the family-based home.
- Resources that support the home to bridge to a child's permanent legal home (reunification or adoption)
- Services that might support a step-down placement to relatives or any family like setting.
- Training costs for Functional Family Therapy or similar in-home service that can support relatives or therapeutic family foster homes.

*Excerpts above are from pages and 5 and 6 of the RFP for reference.

Q2: On RFP page 4, the Timeline for RFP says Written Questions from Potential Grant Applicant Agencies are due by 2 p.m. CS on 10/2/23. However, on RFP page 8, it says "questions regarding the RFP and/or the application process can be submitted by email only to the DCF Grant Manager at dcf.grants@ks.gov, no later than 2 p.m. CST on 10/10/2023." What is the deadline to submit questions?

A2: 10/2 is the correct date. 10/10 is the deadline for us to post the answers to questions received. This has been corrected in the RFP.

Q3: Is the grant funding availability of \$3M (as noted on RFP page 7) just for the initial 6-month grant period or is it for 3.5 years to include the extension periods?

A3: The grant funding is \$3M per grant period. The initial grant period will be 6 months, extension periods will be 1 year each for up to 3 years, with a total of 3.5 years.

Q4: On RFP page 9, it says “Applications may be submitted by email.” It also says “One (1) original hard copy, as well as one (1) signed electronic copy (on a flash drive or disk) will also be accepted.” If we submit our entire application via email, are we also required to submit hard copies? Or can a qualifying application be submitted solely via email?

A4: No. An electronic copy is all that is required and that can be entirely via email to dcf.grants@ks.gov. However, you may submit a hard copy if you prefer to ensure a full copy of your application has been received by the due date/time.

Q5: On page 5, it states the applicant must successfully communicate a comprehensive approach for children in the custody of the Secretary of DCF or who are at risk for foster care out of home placement. Are children not currently in foster care a target population to serve?

A5: Proposals may define their own target population(s) which can be either for prevention or for children who are currently in care or both.

Q6: Will agencies not awarded through this RFP be able to maintain therapeutic foster homes?

A6: Agencies who are not awarded through this RFP may continue to maintain therapeutic family foster homes.

Q7: Will agencies who currently have TFC homes be able to continue to place children in those homes?

A7: Agencies who currently have therapeutic family foster homes will be able to continue to place children in those homes.

Q8: Are there specific models recommended for this RFP?

A8: Bidders are welcome to choose any model they wish.

Q9: In Purpose, Goals, and Objectives section, when the RFP references programs, respite care models, therapeutic family support or hub model, are these referencing evidence-based models?

A9: DCF encourages bidders to include evidence-based models where such are available. The listed models are only examples of types of models to consider.

Q10: Can organizations submit more than one proposal?

A10: Yes, you may apply multiple times if your proposals differ in services or service areas. There is no limit on applications that may be submitted but DCF would ask for consolidation when appropriate.

Q11: Is the statewide \$3 million for each awarded grant period?

A11: Please see previous answer in A3.

Q12: May we to assume the initial grant period 1/1/24 to 6/30/24 will also be funded at \$3 million statewide?

A12: Yes

Q13: Do signatures need to be original/ink for emailed submissions, or will electronic signatures through

Dropbox Sign be acceptable?

A13: Electronic signatures are acceptable.

Q14: Do page numbers need to be at the top or bottom of the page?

A14: Bottom of page.

Q15: Can a header be added with agency name and RFP number?

A15: Yes, but remember there is a restriction on the number of pages for each application. If the header would be added to each page, this will impact the amount space and restrict the information that can be added to each page.

Q16: What are the criteria used to determine a youth is in need of TFFH services?

A16: Please review page 33 of the DCF Placement Standards which discusses the criteria for youth in a TFFH.

Q17: Is there a maximum length of stay for youth receiving TFFH services?

A17: There is no limit to a length of stay in a TFFH. The child's or youth's needs for least restrictive setting, wellbeing and legal permanency are considered to assure the right length of service and supportive transition to a subsequent placement or return home. However, the Placement Standards also indicate that a success indicator is that 80% of children leave TFFH to a family-based placement within 9 months of beginning program placement start date (Placement Standards August 2022, page 35).

Q18: If the grantee submits a proposal to provide a TFFH model that serves youth in custody and youth that are not in custody (in order to prevent custody) how would the grantee be paid for services provided to the youth not in custody?

A18: Billing mechanisms will be included as part of the awards allowing bidders to invoice DCF for services provided to youth who are in care and youth who are not in care.

Q19: How many homes are currently serving the TFFH population?

A19: There are currently 12 TFFHs.

Q20: How many youth are waiting to be served in a TFFH program?

A20: DCF currently has 266 youth placed in residential YRC II facilities who may be more successful stepping down from congregate care with the opportunity to spend time in a therapeutic home, in addition there are youth currently placed in FFH who may benefit from a TFFH placement. The need for a therapeutic level of care is fluid. At this time, since the state has low capacity for Therapeutic Family Foster Homes, most youth who would qualify for this level of care and benefit from the expertise of a trained foster home must enter congregate care or be hospitalized to have their needs met.

Q21: Is there any data on the demographics of the youth waiting for TFFH services? (Gender, ID/DD, age etc.).

A21: DCF does not have demographic information for children awaiting placement in a TFFH. However, between 10/1/22 and 10/2/23 the majority of youth receiving a therapeutic level of care are males between 14-16 years of age. Of the current 12 placements in TFFHs LOC scores prior to TFFH were (1) Basic 1, (4) Basic 3, (2) Intensive

1, (4) Intensive 2, (1) Treatment Transition.

Q22: Pg. 7 (Program Outcome) –

- a. **“Increase in wellness measures or assessment scores for children served”. Is there a specific assessment that is recommended to measure wellness?**

Grantee shall include in their proposal child level or system outcomes relevant to their proposal and set forth their method of measure, goal standards in year 1 and out years and quarterly reporting. (Page 7 of RFP)

- b. **“Decreased length of stay for youth who exit group care facilities (compared to baseline group)”. Can you please share the numerator and denominator for this outcome, and who may need to provide these numbers?**

Program outcomes listed are only examples of possible outcomes. Grantee shall include in their proposal child level or system outcomes relevant to their proposal and set forth their method of measure, goal standards in year 1 and out years and quarterly reporting. (Page 7 of RFP). Bidders are welcome to define outcomes measures within their proposals.

- c. **“Decreased length of time (number of months) in foster care out of home placement for children served.” Can you please share the numerator and denominator for this outcome, and who may need to provide these numbers?**

See previous answer in A22 (b)

- d. **Eliminate instances of failure to place for children served (e.g., during or within (6) months of service.” Can you please share the numerator and denominator for this outcome, and who may need to provide these numbers?**

See previous answer in A22 (b)

Q23: Pg. 11 - regarding Indirect Costs, there’s a statement noting, “A copy of the applicant agencies federally approved indirect cost rate agreement must be included with the application”, is that required even for proposals that do not exceed the 10 percent allowable?

A23: No

Q24: Pg. 19 (9.5) – “DCF anticipates purchasing a statewide curriculum for training team staff and therapeutic family foster homes and will provide access to that curriculum to Kansas partners helping build capacity”

- a. **Can you share the name of the curriculum that will be used?**

DCF encourages bidders to include the name of training curricula they wish to use within their proposals. If a grantee is using a different training than is eventually provided by DCF as the state resource, they can continue using it. Bidders should document within their proposals what curriculum they currently use or wish to use.

- b. **If the grantee is using another training curriculum, will they be able to continue using it, will there be an approval process?**

See previous answer in A24 (a)

Q25: Pg. 20 (10.8) - To clarify would the start-up costs period be Oct-Dec or would start up be Jan-March?

A25: DCF encourages bidders to include a transition or startup plan regarding when start-up costs would need to be paid.

Q26: Pg 20 (10.9) – If the grantees model includes providing Medicaid billable services such as behavioral health services would the funds accrued through those services be allowed to be re-invested in the program?

A26: Medicaid billable services would need to be netted against reimbursable expenditures since Medicaid payments include federal and state grant funds (see section 10.6). DCF is considered the payor of last resort for this grant award. All eligible services should be billed to Medicaid, third-party insurance or other payors and any funds collected would reduce the amount of reimbursement requested.

Q27: Page 5- Are allowable funds only for capacity building (i.e., recruitment and training) or for actual provision of services to TFC families (i.e., therapy and case management)?

A27: Funds may be for capacity building as well as provision of services within the TFFH model.

Q28: Page 5- Does a prevention TFC placement unlicensed family receive a monthly financial stipend to assist with their additional costs?

A28: If a bidder wishes to include a monthly financial stipend for an unlicensed family as part of their proposal, they may.

Q29: Page 5- Would TFC staff be invited to TDM meetings?

A29: For youth in DCF custody out of home placement, the TFFH and their home worker would be invited to a Placement Stability TDM if they are the current placement of the youth. For prevention, if an Initial TDM is needed following a child's placement in a TFFH, it would be the parents' decision whether they would like that home and their worker to be included in the meeting.

Q30: Page 6- Is it \$3 million annually or \$3 million in funding for the entire three and a half year initial and renewal periods? Page 6- Is the initial grant period funding \$1.5 million or some other amount?

A30: Please see previous answer in A3.

Q31: Is there no cost to the Family Preservation program because the service from the TFC provider is covered by this funding opportunity?

A31: Details surrounding allowable use of awarded programs will be available from the provider after awards are made.

Q32: Multiple awards for community level up to statewide impact will be issued for the funding period of 6 months for initial grant period 1/1/24 to 6/30/24 with up to three (3) one-year renewals by state fiscal years (July 1 – June 30) with a maximum budget amount of \$3 Million for all potential awards-- Does this mean that organizations can request up to \$3 Million for this proposal and each renewal?

A32: Please see previous answer in A3.

Q33: The RFP document is watermarked as Draft. Will a final RFP be made available? When?

A33: The RFP document that was posted on the DCF website is the final RFP. The Draft watermark should have been removed prior to posting.

Q34: Reference is made to the Placement Standards, August 2022. May the Grantee's proposal include design elements (service, supports, treatment planning, etc.) that differ from the defined elements in the program standards? For example, accreditation standards for therapeutic foster care may exceed or differ from the current Placement Standards.

A34: The Placement Standards, August 2022 serves as the minimum requirements. If Grantees wish to exceed those standards, they may do so, if they meet the minimum requirements within the Placement Standards. Please note within your proposal if alterations to the Placement Standards are envisioned.

Q35: Reference is made to the Placement Standards, August 2022, Currently, DCF must vet or approve any foster home considered a Therapeutic Foster Home. May the Grantee be allowed to approve homes providing TTFC services?

A35: Please see the previous answer in A34.

Q36: Reference is made to the Placement Standards, August 2022. May the Grantee's proposal allow for alternative evidence-based training curriculum for staff and foster parents than what is currently defined in the DCF Program Standards?

A36: Please see the previous answer in A34.

Q37: Reference is made to the Placement Standard, August 2022. May the Grantee's proposal allow to define the number of clients served in a TTFC home?

A37: Please see the previous answer in A34.

Q38: Reference is made to the Placement Standard, August 2022. May the Grantee's proposal allow to define the caseload capacity for staff providing support services to TTFC homes?

A38: Please see the previous answer in A34.

Q39: Are recruitment resources considered and allowed within the resources, supports, or services to build capacity of therapeutic family homes?

A39: Yes. Please see A27.

Q40: Reference is made to the increase of homes licensed at the therapeutic level of care. Will there be a new license type of therapeutic care established in KS? If so, what are the regulations established for this level of care?

A40: Homes will be required to meet the general licensing standards for a FFH. This will not be a new licensing type.

Q41: Are expenses related to the recruitment of TTFC homes allowed?

A41: Yes. Please see A27.

Q42: Are expenses to incentivize the retention or length of service of TTFC foster homes and staff allowed?

A42: Yes

Q43: Are expenses to incentivize TTFC foster homes and staff for client goal or outcome achievement allowed?

A43: Yes

Q44: Can the CMP flex funds for OOH clients be accessed and available?

A44: CMPs may choose to spend flex funds in the manner they deem appropriate and in compliance with any other awards.

Q45: Will non-custody clients be provided eligibility for Medicaid?

A45: Non custody clients Medicaid eligibility will be based on general Medicaid eligibility rules.

Q46: May costs related to accreditation (Joint Commission, CARF, etc.) be allowed?

A46: Bidders may include this in their proposal.

Q47: it states that the maximum amount award is 3 million over the 3.5 years. Is there flexibility how you distribute the 3 million across the 3.5 years such as the initial .5-year costs 1 million and then the remaining years are less?

A47: Please see previous answer in A3.

Q48: Please provide more information about the statewide curriculum DCF anticipates to purchase; when this is to be available; and how that may conflict with the Grantee's proposal.

A48: DCF encourages bidders to include the name of training curricula they wish to use within their proposals. If a grantee is using a different training than is eventually provided by DCF as the state resource, they can continue using it. Bidders should document within their proposals what curriculum they currently use or wish to use.

Q49: Please provide more information about the statewide centralized recruitment plan for licensed Therapeutic Family Foster homes, the funding available for this plan, and when this will be made available.

A49: Bidders are encouraged to include details in their proposal regarding assistance desired from the centralized recruitment plan.

Q50: It states, "DCF anticipates purchasing a statewide curriculum for training team staff and therapeutic family foster homes and will provide access to that curriculum to Kansas partners helping build capacity." Will this curriculum be mandated for all grant recipients or can grantees select their own EBP?

A50: See previous answer in A24 (a)

Q51: Will the established TTFC rate (maintenance & administrative) be applicable for all clients placed?

A51: Yes.

Q52: For clients eligible for IDD waiver services, will the TTFC rate or the Tier rate be applicable?

A52: For a child whose IDD Tier Rate is higher than the TFFH rate, the higher rate would apply. However, the youth must score for the TFFH rate to be placed in a therapeutic home.

Q53: There currently is no rate for TTFC for non-licensed Kinship/NRKIN providers in the DCF Foster Care Rate Structure. Will a new rate be established for Kinship/NRKIN TTFC? What will the rate be?

A53: Any provider who qualifies as a TFFH and is placement to a child who qualifies for a Therapeutic LOC will receive the same rate.

Q54: There currently is no rate established for TTFC for non-custody clients in the DCF Foster Care Rate Structure. Will a new rate (maintenance & administrative) be established for prevention clients? What will the rate be? What will the Respite rate be for non-custody clients?

A54: Any provider who qualifies as a TFFH and is placement to a child who qualifies for a Therapeutic LOC will receive the same rate.

Q55: In the event of an acute hospital stay, will the Bed-Hold Days Rates still be applicable?

A55: Yes. The Bed-Hold Days Rates will remain applicable for hospital admissions.

Q56: On the budget request worksheet under the training tab it states, “Costs of training and education provided for employee development as per 2 CFR 200.472”. Are training costs for foster parents an allowable expense?

A56: Training costs for foster parents are an allowable expense. Bidders should use the “Other” tab in the Grant Budget Request worksheet to isolate expenses paid for foster parents. Foster parent training costs should not include any foster parent training costs eligible for reimbursement through Children’s Alliance. Bidders should provide a budget narrative for their estimate of any foster parent training costs not reimbursed by other sources. Foster parent expenses can be grouped under the same “Other” category if each different type of expense is listed on separate budget line.

Q57: On the budget request worksheet under travel tab, it references travel expenses for employees, are travel expenses for foster parents to obtain training/skill development an allowable expense?

A57: Travel reimbursement for foster parents could be an allowable expense if not included as part of their daily rate. Foster parents are responsible to provide local transportation (within 40 miles round trip) as part of their daily rate for transporting a foster child to daycare, school, and extra-curricular activities; attending school conferences; family trips/vacation; and other transportation a parent may be expected to provide for their children. Bidders should use the “Other” tab in the Grant Budget Request worksheet to list any estimated expense for reimbursing foster parents. The foster parent travel line should not include any trips eligible for reimbursement by the Child Welfare Case Management Providers. Bidders should provide a budget narrative describing estimate of any foster parent travel reimbursement. Foster parent expenses can be grouped under the same “Other” category if each different type of expense is listed on separate budget line.

Q58: Was the meeting recorded? I feel like it would answer my questions. Could you send the link?

A58: There was no meeting held for prospective applicants.

Q59: I would use this grant to make my home handicap accessible. Can the grant be used for this purpose? If not, what is the purpose of this grant?

A59: Please see answer A1 at the beginning of this document.

Q60: Do I have a contractor come and give me an estimate?

A60: Please see previous answer and A1.

Q61: Is the application for my worker to fill out?

A61: The primary applicant is the individual or entity that should be authorizing any submitted application materials.

Q62: Do I need the tax clearance certificate and UEI number?

A62: Yes. Those are both required items per the RFP on pages 7 and 8.

