

76106/76164 Community Youth Development FY 2017-2018 Request for Proposal

Community Youth Development = CYD
Department of Family and Protective Services = DFPS

CORRECTIONS

1. RFP Section II, A. Proposal Deadline (Page 47)
The proposal must be received by Tarrant County – Community Youth Development Program, no later than 12:00 p.m. CST, **March 1, 2017**.
 2. RFP Section III, E. Intent to Apply (Page 49)
There is no specific Letter of Intent form included in the RFP. Please send an email or letter to Jodi Newton, CYD Project Manager, to serve as your Letter of Intent no later than 12:00 p.m. CST, February 22, 2017.
Email: jdnewton@tarrantcounty.com
 3. RFP Section V, Part 1 – Business Proposal, Section 3 – Plan of Operation, 3. Training Plan (Page 62)
The training plan must include a minimum of 12 hours total training per fiscal year for each CYD employee/volunteer.
Volunteers are not required to have 12 hours. Please indicate in your proposal how many training hours your organization provides for volunteers. Volunteer training must include an initial orientation and cultural competency at a minimum.
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QUESTIONS AND ANSWERS

Question:

RFP Section I, G. Eligibility, 2. Ineligible Activities & Use of CYD Funds (Page 11):
Service Providers may not use CYD funds as match (in-kind or cash match) for any other funding opportunity (grant application) in which the awarded Service Provider may be participating.

CYD funds cannot be used as Match; can they be used as Leverage (for CDBG grant specifically)?

Answer:

DFPS has been contacted to answer this question, but has not responded to date. Question will be answered and posted as soon as possible.

Question:

RFP Section V, Part 1 – Business Proposal, Section 3 – Plan of Operation, 1.

Description of Proposed Services, p. MOU (Page 61):

Describe any established community partners. Memorandum of Understanding (MOU) must be completed for all community collaborations affecting program implementation – including program sites, youth referrals, etc.

Is there a specific form for Memorandum of Understanding (MOU)?

Answer:

No. You can use your organization's MOU forms. MOU needs to have current dates to cover contract period. If it is not feasible to obtain MOU for proposal submission, MOU must be established prior to contract start date and submitted to CYD Project Manager. CYD Project Manager can supply an example MOU if needed.

Question:

RFP Section V, Part 1 – Business Proposal, Section 3 – Plan of Operation, 3. Training Plan (Page 62):

Respondent must submit a programmatic and/or organizational oriented training plan for all CYD staff, including volunteers, that includes both initial and on-going training.

What types of training can be included?

Answer:

Any type of training can be included, for example: online trainings, conferences, internal organizational trainings, outside trainings/trainers, etc. Only exceptions: you cannot train yourself, and no school/college classes can be counted.

Question:

RFP Section V, Part 1 – Business Proposal, Section 3 – Plan of Operation, 7. Parent Involvement (Page 65):

Respondent must demonstrate a commitment to the meaningful involvement of parents.

There are several options available to engage parents. Which strategy works best will depend on the dynamics of the community served, as well as the services offered through your program. These strategies may include parent training/parenting classes, parent leadership programs, counseling, service-based learning, and many other strategies.

Do we count parents as clients?

Answer:

No. Each Service Provider will implement parent involvement components into their programs (type depends on the program). Service Providers will document all parent involvement activities on their monthly reports, and should obtain sign-in sheets when appropriate. Food for parents is now an allowable expense through CYD (must be specified on Budget Form 2030 methodology).

Family members would only be counted as clients if they were receiving an ongoing service as part of the program (example: family-based curriculum classes, family focused activities, family training/counseling services). Family members of eligible participants are eligible for services if the goal of the service involves preventing delinquency or reducing risk factors of the target youth. Family members eligible for

such services are limited to those individuals who are related to and residing in the same household as the eligible youth.

Question:

RFP Section I, I. Services to be Provided, 1. Program Requirements, k. Childcare (Page 18):

All Service Providers must apply to the appropriate regional childcare licensing office for licensing determination. The Service Provider must submit the results of this determination to the Fiscal Agent for review and determination of compliance.

Does the childcare license/exemption document have to be included in the proposal?

Answer:

No. Service Providers selected for funding will submit the childcare license/exemption document to CYD Project Manager with contract.

Question:

RFP Section I, J. Performance-Based Contracts, 2. Service Authorization and Referral (Page 23):

Original forms and surveys must be submitted to the Fiscal Agent during monthly desk reviews.

Where can we find the forms and surveys required by CYD (example Form 7482)?

Answer:

Service Providers selected for funding will receive all CYD forms, surveys, report templates, etc. from the CYD Project Manager prior to contract start date. They do not need to be included with your proposal.