



DEPARTMENT OF FAMILY AND SUPPORT SERVICES

AMENDMENT NO. 1

REQUEST FOR PROPOSAL

FOR

YOUTH SERVICES ENRICHMENT PROGRAM 2.0

RFQ 7004

THE FOLLOWING QUESTIONS AND ANSWERS WERE RECEIVED SINCE THE RFP
WAS PUBLISHED.

SECTION I: Questions and Answers to the RFP.

Questions and answers received since RFP 7004 was published on July 8, 2019.

General Application Information

1. Is there any written information about what is required of an agency being a fiscal agent for an organization?

For Respondents applying to this RFP that will have a fiscal agent, the fiscal agent will be held to the same legal and submittal requirements as outlined in the RFP that applies to all Respondents.

2. If we are applying on behalf of a specific school in a larger network of charter schools, do we list the school or charter network as the head agency?

Respondents should list the school where proposed services will be provided. The larger network the school is affiliated with should be added for context.

3. If we are proposing to serve more than one community area, how many applications and budgets should we submit?

Respondents who are proposing to serve less than 20 community areas should submit one application and budget for each proposed community area. Respondents proposing multiple program sites within one community area should submit ONE application and ONE budget.

4. What program areas are covered in the Youth Enrichment Programs 2.0, RFP #7004?

The Youth Enrichment Programs 2.0 RFP (#7004) covers a variety of out-of-school program activities including but not limited to arts, STEM, sports, academic, career exploration and vocational education.

5. Will programs that focus strictly on arts and cultural activities be considered or is it necessary to include STEM activities as well?

All enrichment program activity types will be considered.

6. Can we still get the layered funding, for example we want to apply for STEM, Arts, and Sports, will those be separate applications for funding for each enrichment?

Respondents must submit one application for all the program activities that the agency proposes to offer.

7. We are an existing vendor. Do we need to register again for this grant application?

No, once a Respondent has registered in eProcurement, it is not necessary to re-register.

8. Is there a specific audited budget amount needed to qualify?

No, there is no specific budget amount needed to qualify and apply to this application.

9. At our site we have 36 weeks of after school programming plus 6 weeks of summer. Is this type of program considered year-round or school based?

Year-Round programming is 48 weeks. A proposed 36 weeks of after school and 6 weeks of summer programs at a site would not be considered year-round as it only offers a total of 42 weeks of programming. The proposed program would be considered a school-year program.

10. How is the cost per youth calculated? Is it based on the total grant budget/divided by number of youth?

The cost per youth is pre-determined by DFSS. The number of youth to be served is the "Grant award share"/cost per youth. An example of that would be \$35,000/\$1,000 = 35 youth served.

11. Is it possible for an organization to use Enrichment program funds for student wages if they are enrolled in a paid internship/career exposure program?

The Youth Enrichment 2.0 RFP is focused on out of school time enrichment activities that are inclusive of career exploration and vocational education. It does not support wages, stipends or internships. Respondents who are selected to receive an award may **not** utilize awarded funds for youth participant wages, stipends or internships.

12. For many years we have had two grants from DFSS in our community for two different schools. Does this mean that this year we can have only one grant in our community?

Yes, Respondents may only submit one application for each proposed community area. Respondents may submit one application that will encompass multiple schools only where proposed services are within the same community area. Respondents proposing to serve multiple schools in two community areas must submit two applications.

13. Regarding the Conflict of Interest Questionnaire, who specifically do we report on - staff for the program or staff for the entire organization?

Please refer to Section 4- Legal and Submittal Requirements; Letter H Compliance with laws, statutes, ordinances and executive orders. This is located starting on page 28 in the RFP.

14. Where can we find a reference to what you consider best practices?

There are many sources that provide best practices for out-of-school-time programs. Respondents may begin with the citations listed within the RFP document in the Program Description section that begins on page 8.

15. Does the SAMs number have to be current when applying?

No, however the SAMs number does have to be current prior to receiving an executed contract with DFSS.

16. Will you consider also funding before and during-school programs as well as after-school? What about summer components--will those also be considered for funding?

The funding in the Enrichment portfolio provides activities for young people outside of the classroom, during weekends and while youth are on school breaks. The summer program component operates for 6-9 weeks or 9-11 weeks depending if it is summer only or summer and school breaks. In both programming types the dosage is 5 days per week, 6 hours per day.

17. Can we apply the 10% de minimis?

Respondents that are awarded funding may apply the 10% de minimis with a letter from the Federal government or a self-certifying letter from the Respondent agency.

18. We pull students from various community areas as well as serving students from the community area where we are located, should we make one application? If different students are served in the summer would the one application become year-round?

Respondents may propose to serve youth from multiple community areas including youth where the proposed program is located and that would be considered one application. If the Respondent proposes to provide youth services from January – December, the program is considered year-round.

19. What is the average cost/student?

The Enrichment Program currently funds delegate agencies at the following average costs per youth:

Year round - \$1,280

School year - \$1,000

Summer - \$1,000

Summer & school breaks - \$1,000

20. To confirm, are there any major changes from the Youth Enrichment RFP 1.0 to this one? Or is it just streamlining the application process?

No, there are no major changes in the content of the previous Enrichment RFP 1.0. Due to specification errors in the previous RFP, the Enrichment 2.0 has been streamlined to ensure better clarity and maximum service provision flexibility for respondents.

21. Can you further explain the expenditure rate timeline and the reimbursement process?

Agencies are required to voucher monthly via eProcurement. The City will make payments for services on a reimbursement basis. Payments will be made 30 days after vouchers have been approved. Respondents must be able to proceed with program operations upon award notification. Below illustrates what percentage of the awarded grant should be expended quarterly.

First quarter 20% (January – March)
Third quarter 75% (July – September)

Second quarter 50% (April – June)
Fourth quarter 100% (October – December)

22. What if you are unsure about where your students will be coming from, should we do a citywide application?

The City-wide application was designed for Respondents who have multiple sites in multiple communities. The City-wide option is for Respondents who have the capacity to serve 20 or more community areas. Please see option described in Section E. Guidance to Respondents on pages 17-18 in the RFP.

23. Regarding leveraging other non-City funds, does funding that comes from Chicago Public Schools count as state/federal funding?

Funding provided by the Chicago Public Schools is considered City funding and would not be counted towards this requirement.

24. Is the portal on eProcurement open now?

Yes, it is. For additional eProcurement questions and/or assistance please contact Julia Talbot: Julia.Talbot@cityofchicago.org, 312-743-1679 or the eProcurement Hotline at OBMGMU@cityofchicago.org or 312-744-0358.

25. When creating the budget forms is there a place where you can pay for health insurance?

Yes, the costs of health insurance should be captured in the personnel section on the budget.

26. Can we include children under 6 years old in this grant?

No. The Enrichment portfolio only supports programming that serves youth and young adults ages 6-21 years of age.

27. Should I apply for this grant if I provide services during regular school hours?

No, programming that occurs during the regular school hours is ineligible for funding under this RFP. The funding in the Enrichment portfolio provides activities for young people outside of the classroom, during weekends and while youth are on school breaks only.

28. My agency is not located in a high need community but youth from high need communities attend our program, should I submit a City-Wide application?

The City-wide option is for Respondents serving 20 or more community areas. Please review Section E. Guidance to Respondents on page 17-18 for additional information on eligibility requirements Respondents must meet in order to apply for this designation.

DFSS funds programming in all 77 community areas within the city regardless of where youth are recruited from.

Program:

29. Where can we access acceptable evidence-based curriculum?

There are many out-of-school-time data sources that provide evidenced based data on curriculum. Respondents may begin with a few of the citations in the RFP document.

30. Could you speak again about the teacher/student ratio?

Our best practices research indicates the following staff to youth ratios are portents of high quality out of school time programming:

- 10:1 for youth ages 9 and under;
- 20:1 for youth ages 10-12, and;
- 25:1 for youth ages 13-21.

Our goal is to move delegate agencies closer to these national best practices and by 2022 all DFSS delegate organizations will mirror these guidelines.

31. My organization is proposing to do two different calendar models, specifically, a year-round comprehensive and a separate summer and school breaks for workplace and career readiness. How many applications should we submit?

This RFP provides the flexibility to incorporate both comprehensive year-round services and summer and school breaks workplace and career readiness services as well. Please submit only ONE application.

32. If a speaker comes to address the youth during programming, does that speaker have to have a background check?

No, delegate agencies do not need to perform background checks on infrequent speakers, but permanent staff/volunteers are expected to provide continual supervision while those without background checks are in contact with youth. Staff and volunteers who will have frequent contact with youth participants are required to undergo a formal background check.

33. Are interns considered staff and do they need background checks?

An intern would be considered a volunteer and would need a background check.

34. Can you target students with disabilities as part of your application?

Yes, Respondents can target youth with disabilities as part of their application to this RFP.

35. How do you envision the "12 hour per week" dosage? i.e. should all 12 hours of programming be administered to the same cohort of students?

For this RFP, program dosage is the number of hours of services that a *participant* receives each week. DFSS is aligning itself with best practice research for Enrichment focused programming and is prioritizing Respondents that propose to provide school year, school-based programming to participants for at least 15 hours per week.

36. To clarify a dosage example: Would providing three hours of service to four different schools weekly satisfy the 12-hour requirement?

For this RFP, program dosage is the number of hours of services that a *participant* receives each week. DFSS is aligning itself with best practice research for Enrichment focused programming, and is prioritizing Respondents that propose to provide school year, school-based programming to participants for at least 15 hours per week.

37. The RFP mentioned a SAFE curriculum

DFSS seeks to fund programs that follow the Sequenced, Active, Focused and Explicit (SAFE) program curriculum model and align it with the appropriate age group.

38. What is the recommended summer dosage?

Summer and summer and school break programming should be offered at least five days per week and at least six hours per day.

39. Are staff and volunteers required to conduct background checks if the proposed program is serving youth ages 18 and over?

Yes, background checks are required.

40. Can sites charge an activity fee for afterschool/summer camp?

DFSS does not currently have a policy against programs charging an activity fee for program services.

41. If a volunteer has completed a background check through their employer prior to this grant application, can a grantee submit the existing background check? Or is it required that grantees conduct new background checks for volunteers and staff?

A new background check is required for the staff person or volunteer with the currently employed agency. Background checks are required every five years from date of the initial background check.

42. Do volunteers count toward required staff per youth ratios? Specifically, can a volunteer count toward our staff to youth ratio as one person?

Volunteers do not count towards the suggested staff-to-youth ratios. A volunteer is a temporary employee and should not be relied upon to attend to and support a program on a regular basis.

43. Can a proposal be submitted to provide a twice a week program that is part of another organization's five days per week program?

The Enrichment program model requires that school year, school-based programming be offered for at least 12 hours a week. Respondents proposing a program that meets this minimum standard may apply. However, DFSS is aligning itself with best practice research for Enrichment focused programming and respondents who provide school year, school-based programming for at least 15 hours per week will be prioritized in the evaluation of proposals.

44. What if the child does not receive a full 15 hours of programming per week?

Agencies will not be held liable if a youth does not attend and receive 15 hours of programming per week. However, agencies are held to a minimum average daily attendance rate of 80%.

45. What background check findings would exclude individuals from staffing an enrichment program?

Felony convictions for: murder, child abuse or neglect, crimes against child pornography, spousal abuse, crime involving rape or sexual assault, kidnapping, arson, physical assault or batter, drug-related offense committed during preceding 5 years; violent misdemeanors committed as an adult against a child including child abuse and endangerment. Complete list of offenses prohibited in Illinois can be found here: <http://ilga.gov/commission/jcar/admincode/089/08900385ZZ9996aR.html>

46. Does 15 hours of program include preparation and administrative time?

No.

47. My organization also runs an ASM program, can I incorporate a career exploration program with it?

There is no policy in place that prohibits Respondents from mixing other funding sources to support the DFSS Enrichment program.

48. Our organization is currently working with program experts, can we use their research?

Yes, Respondents may use their own evidence-based research on programs.

49. Do all staff have to be hired at the time the application is submitted?

No, all program staff do not have to be in place prior to applying. However, Respondents awarded a contract via this submission are encouraged to have all critical staff in place by the start of programming on January 1, 2020.

Budget:

50. Questions about match. Do we come up with 15% and you give us 85%? Or do we come up with 15% of what is requested from DFSS?

The 15% in-kind match requires selected Respondents to obtain matching funds from sources other than DFSS equal to 15% of the proposed program's total budget.

51. Also, could we count any sources, Federal, State, or any private?

Yes – Federal, State, corporate sources may be used as funding to support the proposed program.

52. The administrative cost is capped at 15%. What or who do you consider administrative?

Administrative costs are defined as the expenses related to the global operating of the organization as opposed to expenses related to distinct programs or expenses incurred not directly related to a specific function. Salaries of executive directors, accounting, contracting, rent, utilities, insurance etc. are some examples of administrative costs.

53. What is the total anticipated budget for the entire grant? Last year was \$6,935,579.

DFSS anticipates allocating \$14,367,176 in funding awards with this new RFP release.

54. What is the minimum budgeted amount to apply per participant?

The anticipated 2020 range of funding per program site is \$15,000 – 1,000,000+

55. Can you explain the requirement for a minimum 15 % in-kind match? Does this requirement mean that you must have at least 15% of your requested grant amount secured for the program before applying?

The 15% in-kind match requires selected Respondent to obtain matching funds from sources other than DFSS equal to 15% of the proposed program's total budget.

56. When we submit a budget is it for one or two year.? If it's for one year for example for\$400K will we be awarded \$800K to cover two yrs.?

Respondents should submit a budget that reflects one program year of funding. For example, if the award amount is \$400k, then the first-year budget is \$400k and the second- year budget \$400k.

57. Do we build our budget off the per child rate?

Respondents should build the budget based on understood costs to provide a quality out of school time experience for youth.

58. Is administrative cost included in the per student cost? Or is the per-student cost calculated based on program cost only?

The administrative costs should be included in the calculation of the per student cost.

59. Is there a budget restriction on food?

The City does not reimburse for food costs.

Data & Outcomes:

60. Do you rely on us to collect data on limited police involvement, academically off track, and other "at risk" qualities?

No, selected Respondents will not be expected to measure this outcome. DFSS will collect this data and share its findings with agencies periodically.

61. If outcomes will be collected through a survey to be provided, is it allowable for us to take the questions from that survey and include them on an existing survey we use?

Yes, selected Respondents could include the outcomes measures DFSS will ask delegate agencies to capture and incorporate them into an existing tool.

62. Can you say more about how DFSS will measure school attendance on the back end?

DFSS utilizes specific demographic data obtained from and informed by research and analysis from the University of Chicago's Education and Crime Labs. Selected Respondents are not expected to measure the indicator around chronic school absence. DFSS will collect this data and share its findings with agencies periodically.