

## **76106/76164 Community Youth Development FY 2020 Request for Proposal**

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

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### **QUESTIONS AND ANSWERS**

#### **Question 1:**

Corporate Background and Experience Form – References: “Include a description and at least three (3) references from projects performed within the last five (5) years that demonstrate the respondent’s ability to perform the scope of work described in the RFP. CYD cannot be used as a reference. Include contract dates and contact information (customer points of contact, address, and email address). The respondent must explain whether it performed the work as a prime contractor or subcontractor. If the respondent performed the work as a subcontractor, the respondent must describe the scope of subcontracted activities.”

Our organization receives grants. We sometimes sign agreements for the funder, but they are not necessarily contracts. Examples are the Amon G. Carter Foundation and the Sid W. Richardson Foundation, otherwise we do not have any contracts that we’ve made in the last five years. Should I use these funders as references?

#### **Answer:**

Yes. You should use these grants/funders as references.

#### **Question 2:**

If we provide parent nights/special events, including short-term parent curriculum classes, do we count the parents as clients?

#### **Answer:**

No. All programs must include parent involvement (type depends on the program), which may include parent nights/special events, but parents will not be counted as clients. This includes short-term parent curriculum classes that are provided as an added benefit. Service Providers will document all parent involvement activities on their monthly reports, and should obtain sign-in sheets when appropriate.

Parents will only be counted as clients when parents are receiving ongoing services as part of your main program curriculum/model, which requires parent participation in the program. The goal of the service must involve prevention delinquency or reducing risk factors of the target youth.

**Question 3:**

Mentoring – how strict is the 4-1 ratio.

**Answer:**

If you propose to provide our prescribed Mentoring program, as required by DFPS, 4-1 ratio is strictly enforced and 1-1 ratio is highly preferred.

If you propose to provide mentoring as a component of your program, which is not our prescribed Mentoring program, there are no specific ratios designated.

**Question 4:**

Are administrative costs allowed?

**Answer:**

Yes. All CYD required administrative duties (completing CYD reports, billings, etc.) are considered program costs, and there are no set limits.

**Question 5:**

If we have a Federal Rate letter, what is the max for administrative costs?

**Answer:**

Administrative costs must not exceed 10%.

**Question 6:**

Corporate Background & Experience Form – Policies & Procedures: Should we compile policies & procedures for this grant response to address these specific items (1-8)?

**Answer:**

No. Please only include your established organizational Policies & Procedures.

**Question 7:**

Should interns and/or volunteers be included in the staffing plan?

**Answer:**

Yes, if interns and/or volunteers will be used on an ongoing basis, and will fulfill a staff role in your program (examples: recruit youth, facilitate classes and activities, complete CYD reports, attend meetings, etc.).

No, if interns and/or volunteers will be used on a sporadic basis (examples: special event speakers/facilitators, special event chaperones, staff support/aid, etc.).

**Question 8:**

What is the maximum amount of youth served per year?

**Answer:**

Our Tarrant County CYD program has an annual requirement of serving 1,000 youth, which includes all service providers. It is up to each service provider to determine the amount of youth they will serve annually; no max set by CYD.

**Question 9:**

Are service providers allowed to receive copies of proposal score sheets?

**Answer:**

Yes. Please submit your request to the CYD Project Manager. The request will be sent to the Tarrant County District Attorney, who will provide copies of proposal score sheets to the requestor.

**Question 10:**

Output Measures – what is the PEIRS Database?

**Answer:**

PEIRS stands for Prevention and Early Intervention Reporting System. This database is provided by DFPS, and all Prevention and Early Intervention programs (including CYD) are required to use the database for client and service information. All client registration forms, eligibility forms, and surveys are entered in the database, as well as monthly services, events, and client closures. CYD Project Manager enters all CYD information into PEIRS.