**Administrative Partner Technical Assistance Workshop Q & A**

**Monday, May 16, 2016**

1. **Is there a fixed fee available for start-up?**

Currently, the grant is functioning on a cost-reimbursement basis which is why we request 3% matching funds. In the past there, advance funds were provided, but this is not guaranteed, nor has it been determined for this year’s award. Final determination on advance funds will be made by the Agency at the time of award.

1. **In the RFA, page 10 refers to a 3% matching funds, is this based on the applying organization’s budget?**

No, it is 3% of the DCYouthLink/Achievement Center budget of $8.6 million. The budget template outlines the exact amount and prompts applicants to demonstrate with what types of funding sources they will be able to establish the matching funds requirement.

1. **The 3% matching funds, should it be inclusive on the Budget Narrative?**

At the bottom of the *Budget Template*, space is allotted for the contribution of the 3%. Explanation in the *Budget Narrative* Section is for explaining and justifying the funding that is being requested by the applicant ONLY. The 3% match requirement information does not need a justification or calculation as the agency has already established matching funds as a requirement and provided a pre-set amount. However, the applicant should clearly state what the sources of the matching funds will be in order for the Agency do determine whether or not the proposed sources comply with the cost principles and stated requirements under the RFA.

1. **Please clarify “3% to operate”.**

The 3% matching funds are required to demonstrate that the organization is fiscally able to operate during the start-up phase and invoicing/billing periods of the month throughout the life of the grant award. Since this grant functions on a cost-reimbursement basis, applicants must demonstrate that they can operate and facilitate the partnership requirements until the first reimbursement payment is made and while awaiting payment through the invoicing/billing cycles throughout the year. The matching funds requirement is NOT a request to contribute an additional amount of money to the Community Programming Initiative. The Administrative Partner will be fully reimbursed for its work according to the reimbursement process and requirements stated in the RFA.

1. **Referring to #2 of the *Core Functions* what is the difference between the support case coordinator and case management.**

Case coordinator and case management are functions of the DYRS Case Management Division. Case managers assess the strengths and needs of court-involved using evidence-based assessment tools. Then, case managers develop a Success Plan for each youth and make referrals for youth to various programs and services based on the identified needs and goals established in the youth’s Success Plan. Details regarding how this works are located on page 3 of the RFA under the section entitled DYRS Care Coordination. Under the Core Functions document, it is the responsibility of the Administrative Partner to support DYRS case planning, care coordination and case management through certain enumerated responsibilities located in Appendix B on page 23 of the RFA.

1. **Regarding required attachments, #12 on page 15 of the RFA, would financials suffice?**

Yes. Financial statements establishing available funds in an organization’s operating budget is an acceptable form of proof to establish the matching funds requirement.

1. **What is the provision for future electronic submissions of applications**?

At this time, DYRS is required that applications be submitted in paper copies according the submission requirements listed in the RFA. This means that no electronic submissions will be accepted. Electronic submission may be considered for the future grants and opportunities with the Agency, but at the time, we are not accepting electronic copies, and applicants must comply with current format requested.

1. **Will the applicant be able to see how they were scored?**

If an applicant is interested in reviewing their application scores, the formal process for requesting scores will be detailed in the *letter of decision* (stating whether or not the applicant received an award), which will be sent to each applicant after final award decisions have been made. The basic rules for request of scores will be as follows: Applicants will be able to request scores by submitting a formal request in writing within 10 days of receiving a *letter of decision* on their award package. Award decisions as stated within the *letter of decision* are final, but application scores will be made available to those who request them according to the requirements in the *letter of decision*.

1. **Does the Administrative Partner get to work hands-on with the client?**

Yes, the Administrative Partner still has opportunity to work directly with the youth through the Achievement Center and special events throughout the year. Even though the Achievement Center programs are facilitated by Service Coalition members, there are special events, summer programming, trips, and family engagement activities that will require Administrative Partner facilitation and allow for direct contact with youth and families.

1. **What is the likelihood that the Administrative Partner will be able to upload information from FamCare to our own system?**

The likelihood is very low. Data security and confidentiality of youth records is a priority for DYRS. There are certain partnership requirements that require the Administrative Partner to have access to data, and for those specific requirements, the Agency will allow the Administrative Partner to access information within our data management systems. In addition, data and information reports will be provided to the Administrative Partner to complete partnership duties that require data that is not easily accessible. However, strict confidentiality and security rules and requirements will be applied to any information about the youth and families served by DYRS.

1. **What is going to be the different of the care coordination pathway?**

The Care Coordination Pathway allows for more empowerment of the Case Managers and more interaction for the Achievement Centers with youth committed to the Agency. In terms of the role of the Administrative Partner, it will mainly effect the referral and enrollment process in the sense that we are requiring co-located staff at each Achievement Center in order to assist with management of referrals and enrollments (Referral Specialists), as well as facilitation of special events and programs that occur at the centers. The work is similar to what the Lead Agencies do in the current DC Youthlink structure through the role of care coordinators, but the location and duties vary a little from the current structure. In addition, Lead Agency staff members were required to attend youth Team Decision Making meetings (see page 3 of the RFA for details). However, the role of the Administrative Partner staff charged with referral and enrollment duties will not be attending meetings like the current Leads do now.

1. **The new title, Referral Specialist, is not listed in the RFA. How are the applying organizations supposed to refer to them if it is not listed in the RFA?**

We do not expect the applicant to address the role of *Referral Specialist.* This is a term the agency is using to clarify the changes in function and expectation that have been made in transition from the Lead Agencies (current structure) to the Administrative Partner (FY 17 structure). The applicants are not expected to have any specific names or titles in their application. Rather, DYRS expects that they propose a staffing plan that will allow for the organization to fulfill the requested duties and functions outlined in the RFA. Any specific titles or duties can be addressed post-award.

1. **Can we talk about a Care Coordinator in our application?**

Yes. You can use whatever names and titles for a position that you currently have or wish to propose in order to fulfill the requested duties and functions of the Administrative Partner, as described in the RFA.

1. **Do you have a current Administrative Partner?**

We currently have two partners, called Lead Agencies.

1. **How does this initiative connect with the Credible Messenger?**

It does not. Currently, the Community Programming Initiative is separate from the Credible Messenger Iniative.

1. **Will Credible Messenger fall under DCYouthLink?**

For this solicitation it does not, and it will not fall under the Community Programming Initiative during FY 17.

1. **Can we submit our own budget as an attachment?**

The *Budget Template* is preferred in order for standard scoring. In addition, there are certain categories that have already determined amounts that the applicant must comply with and include in their budget.

1. **Does the Budget Narrative go in the same document, placed above the budget template?**

The Budget Template is a separate attachment. The Budget Narrative is a separate document that outlines the proposed costs, calculations used to determine amounts and justification for how the cost falls within the allowable scope of the grant.

1. **Can organizations submit the application on the front and back of paper (save some paper)?**

It can be front and back or one-sided, as long as each page is numbered and does not go above the 25 page limit requirement (not including requested attachments).

1. **How many current sub-contractors are there? And should the Administrative Partner be expected to work with those current organizations?**

There are currently approximately 16 subcontractors. DYRS has another RFA to solicit for FY 17 Service Coalition members. All current Service Coalition members and any other interested organization will have to apply and participate in the competitive grant process to be considered for next year. Once all parties (awardees) have been identified and accepted the award package, the grantee for the Administrative Partner will have an opportunity to develop an addendum to the grant agreements for Service Coalition grantees in order to establish a legal contract between all entities for services.

1. **Can an organization apply to both RFA’s?**

Yes, but if a grantee accepts the Administrative Partner award, they will not be eligible to also accept a Service Coalition award.

**Administrative Partner RFA - Emailed Question Submissions**

**Deadline for Submission May 25, 2016**

1. **If another RFA comes out in the near future, will proposers who respond to this one also be eligible to propose under that one, as well?**
   1. **ANSWER:** Competition for grants shall be open and unrestricted. At this time, however, DYRS has determined that a grantee that is offered and accepts the award for Capacity Building and Administrative Partner will not be eligible to accept and award for another grant with DYRS during FY 17. This includes the upcoming Credible Messenger Initiative.
2. **Is there an error in the calculations for summer programming for the Administrative and Capacity Building Partner budget template? It appears to calculate summer programming funds twice.** 
   1. **ANSWER:** Yes. An updated budget template has been posted to the website to correct this issue. Please use the updated template for your application packet.
3. **Is the DC Office of Tax and and Revenue's Certificate of Good Standing the same as their Certificate of Clean Hands?**
   1. **ANSWER:** Yes. The Clean Hands Certificate is the Certificate of Good Standing that establishes that a business or organization is current with the Office of Tax and Revenue in the District.
4. **Under the Capacity Building and Administrative Partner RFA, page 13 Section D. Administrative Work Plan,” roman numeral “i” states, describe “A plan to meet the stated goals and objectives of the Community Programming Initiative”.  The subsequent sections ask questions that appear to address the nuances of that plan. What exactly is letter “i” asking us for?  Are we supposed to include an actual plan or is this a heading referencing the questions that follow?**
   1. **ANSWER:** “Under Section D, question i. of the RFA, DYRS is requesting an overview of how your organization plans to accomplish the goals and objectives of the initiative in-line with the partnership and grant requirements. The questions below roman numeral i. may refer to more specific areas within that plan that we are seeking for your organization to expand in detail with action plans or capacity related information.”
5. **Under the Capacity Building and Administrative Partner RFA, do we have to show the actual documentation for the 3% match or provide a statement of what will constitute as our match such as matching funds (cash), contribution statements from others, etc.? What needs to be submitted for the application vs. provided as of October 1, 2016? Can you please advise?**
   1. **ANSWER:** For the RFA, you must list the sources of your matching funds in the budget template and budget narrative sections of your application. The budget narrative requires that you provide details regarding how you will prove those funds are available. Awardees will be asked to provide the actual proof and documentation of the matching funds requirement at the time an award is granted, which will be due to DYRS on or before the October 1 start date of programming.
6. **Will you please outline the current staff positions/job titles supported by the incumbent lead agency providers and the salaries for each position?**
   1. **ANSWER:** DYRS intentionally changed the role and structure of the partnership relationship and requirements for the Administrative Partner, which is different from what the current Lead agencies roles and functions are. Therefore, the current RFA was written to specifically outline the requirements for which specific staff must be identified. This includes a co-located staff member at each Achievement Center. Otherwise, it is up to the applicant to establish how and with what staffing plan they will accomplish the requested roles and duties required of the Administrative Partner under the RFA.
7. **The budget forms included on**[**http://dyrs.dc.gov/page/doing-business-dyrs**](http://dyrs.dc.gov/page/doing-business-dyrs) **indicate the funding allocation for programming is $7,248,077 while page 7 of the RFA indicates $6,812,077. Which funding amount is accurate?**
   1. **ANSWER:** Under the Award Period Section on Page 7 of the RFA, the document references that there is $6,912,077 that the Administrative Partner will be required to manage for the Service Coalition (DC Youthlink and Achievement Center providers). In addition, there is up to $1,811,070 allocated for the awarded Administrative Partner to carry out its own required functions and duties. **These two numbers together add to the total grant award of $8,624,147.** The number referred to in the body of this question, $7,248,077, includes the pre-set amount of funds that the applicant cannot adjust in the budget template, which consists of the $6,912,077 (the DC Youthlink Provider Budget and Achievement Center Provider Budget) and the programming budget categories that have pre-set budget amounts set by DYRS under the Administrative Partner budget allotment. The agency has set certain budget categories in advance, which means that applicants should not propose a number different than those amounts in the specified categories. Rather, applicants should just account for the dollar amounts allotted for each of the pre-set categories, so as to determine how they will affect your proposed budget in the other remaining categories and ensure your proposal does not exceed the maximum amount allowed - $8,624,147. Basically, the remaining categories the applicant must propose (direct costs, indirect costs and other direct costs) cannot exceed $1,376,070 (which is the difference between the total available $8,624,147 and the pre-set category amounts totaling $7,248,077). More details regarding the instructions and requirements are located on page 14 of the RFA under the Budget Narrative section.
8. **On page 7 of the RFA states “the Administrative Partner for FY17 may receive up to $1,811,070 to carry out the functions and responsibilities of the partnership project”.  How did they arrive at the figure? Per the narrative, total must not exceed amount if $8,624,147 – Total proposed expenses set for programming $7,248,077 = $1,376,070. Should we expect the Administrative Partners in FY17 to receive $1,376,070 to carry out the functions and responsibilities of the project?** 
   1. **Answer:** There are certain pre-set budget categories that are specifically managed by the Administrative Partner but are NOT part of the pre-set budget for the Service Coalition (DC Youthlink or the Achievement Center programs and providers- $6,912,077). These pre-set and required budget categories are related to specific function and management duties of the Administrative Partner. The pre-set fund categories include: Flex funds, Summer Programming, Service Coalition Training and Youth and Family Engagement. The set amounts for these funds come out of the $1,811,070 overall budget for the Administrative Partner to carry out the roles and functions of the partnership. Therefore, there are certain remaining categories of budget and funding that the applicant must propose (direct costs, indirect costs and other direct costs), and these remaining items cannot exceed $1,376,070.
9. **Page 13 of the RFP references “service delivery models” under Administrative Partner Work Plan item #iii. Does this refer to the DC Youthlink model and the DYRS Achievement Center model? Are any additional service delivery models included in the item referenced above?**
   1. **ANSWER:** Yes, this section refers to the DC Youthlink Service Delivery Model and Achievement Center Service Delivery Model. On page 3 of the RFA, there is a section entitled the DYRS Service Delivery Models, which defines and describes that: “DYRS provides the vision, youth care coordination, and oversight for two service delivery models. The DC YouthLink (DCYL) model consists of a network of providers and programs that deliver supportive services and programs to young people in the community. In addition, services and programs are provided to youth at the DYRS Achievement Centers. All programs, services, and providers selected to participate in both models will be managed in partnership with an administrative entity, the Capacity Building and Administrative Partner (hereinafter the “Administrative Partner”).”
10. **The narrative portion of the proposal must be double spaced, per RFP requirements. Is single spacing allowed within Tables and Charts?** 
    1. **ANSWER:** Tables and charts placed within the application for visual representation of data or to respond to any other specific request that requires a table or chart may be single-spaced. All other written content must follow the double-spacing requirement and other formatting and submission rules found on page 11 of the RFA.
11. **If the title or designation of a required attachment is slightly different than what is listed in the RFA, will they be considered sufficient?**
    1. **ANSWER:** Whatever equivalent document applies to your entity will be sufficient. Use DYRS’ checklist and the language in the RFA to show that you met/provided each required attachment. However, if the name of your document is different than what is listed in the attachment list, put the title of your equivalent document next to the DYRS language in parenthesis.
       1. For example:
12. List of Board of Directors (enclosed is the LLC equivalent – List of Board of Managers)
13. Articles of Incorporation (enclosed is the sole proprietor equivalent- Articles of Organization)

This way, the Agency can easily identify the documents and that you are in compliance with required attachments.

1. **How recent must the Certificate of Good Standing be?**
   1. **ANSWER:** It must be current. Please check to ensure that it is not expired. Expiration dates are located on the document.
2. **If your first tax year in the District was 2015 will we need to include an audited financial statement.**
   1. **ANSWER:** Please submit your 990 form.