

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF YOUTH SERVICES

RFP # HMS-502-07-01
“Non-School Hour Programs for Youth”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session conducted on January 25, 2007 or received in writing by February 2, 2007, as specified in Section 1 of the RFP.

- Q1. Are travel, furniture, and auto costs allowable?
- A. Applicants should refer to the *Cost Principles on Purchases of Health and Human Services* (Chapter 103F, Hawaii Revised Statutes) for allowable and unallowable expenses. Although travel, furniture, and auto costs are allowable expenses, applicants should be aware that proposed budgets are reviewed within the context of how the expenditures support the implementation of the proposed services for youth during non school hours and the length of the contract period.**
- Q2. On page 3-5, the RFP asks for the “latest single audit report of financial audit.” Does that mean only the single audit report or should we also attach the audited financial statement?
- A. A copy of the audit report is required. The audited Financial Statement may also be submitted if the applicant believes it will enhance the proposal.**
- Q3. If the applicant is proposing a program in multiple locations is a separate proposal required for each location and does the probable funding range of \$25,000-\$100,000 apply to each proposal?
- A. An applicant may submit a single proposal to conduct program services in multiple locations. However, the applicant should document how the proposed program will address the unique needs and issues of youth in communities in multiple locations. The applicant may submit a cost proposal for whatever amount it believes is adequate to provide the proposed services. If multiple sites are proposed and awards are made for fewer sites than the total proposed, award amounts for the proposed sites may be adjusted accordingly.**
- Q4. Can more than one clubhouse from the same agency apply for the same amount of dollars for the grant?
- A. Yes. See answer to question 3 above.**
- Q5. Does the applicant need to propose a new program or can the funding be for continuing, enhancing, or expanding an existing program?
- A. The applicant may propose a new or existing program.**

- Q6. Have you predetermined what level of academic achievement is required for program delivery under this RFP, i.e., degree?
- A. See RFP Section 2. Service Specifications, III. B.1.c. (page 2-9). Program staff shall have appropriate qualifications and training to deliver proposed services. There is no predetermined level of academic qualifications for proposed services.**
- Q7. Is there a required/preferred format for the work plan?
- A. No. The work plan should include activities and tasks to be completed, person/s responsible for assignments, and a timeline and schedule of implementing the services and activities.**
- Q8. Section 2-4 indicates multiple proposals are not allowed. Does this mean that only one proposal is allowed for multiple sites? Or can separate proposals be submitted for each site we would like to serve?
- A. It is permissible to submit one proposal for multiple sites. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q9. Is a City and County Parks and Recreation program able to apply for the RFP? If so, can separate program sites apply for funding?
- A. Yes. Units of government, including schools, are eligible to apply for the RFP. See answer for question 8 regarding applications for multiple sites.**
- Q10. How many awards will be given and will there be more funds allocated to certain areas or are all areas eligible for funds geographically?
- A. There has been no pre-determination of the number of awards that will be made. All geographic areas are eligible for funding.**
- Q11. Please clarify whether agencies who currently receive state funding are eligible for funding from this RFP?
- A. Refer to RFP Section 2-Service Specifications, I. Introduction, F. Probable funding amounts, source, and period of availability. Applicants who currently receive state resources to provide similar non-school hour services are eligible to submit proposals for funding, however, preference will be given to those not currently receiving state resources to avoid duplication of services.**
- Q12. Can agencies apply jointly? Are agencies in cooperation viewed separately by proposals?
- A. Each proposal received will be evaluated separately on its own merit. Applicants may submit a joint proposal. If applying jointly, applicants will be evaluated on the basis of the one proposal. The proposal application should identify one agency**

as the lead or fiscal agent that is qualified to enter into a contract with the State should funds be awarded.

- Q13. Can an organization that is designated as a private foundation apply for the RFP?
- A. Yes, a private foundation may apply for the RFP.**
- Q14. As a project under another organization's 501c(3), do we use the organization's address or the project's address?
- A. An applicant must use the legal name and address of the 501c(3) organization that is eligible to enter into a contract with the State. If an award is made, the project may request that the contract and/other pertinent correspondence be mailed to a different contact person and address other than what is listed on the application and a resulting contract.**
- Q15. Is it acceptable to include a visual aid in explaining the facility, as part of a description or an attachment?
- A. Yes, a visual aid may be included as part of the description or attachment to the proposal.**
- Q16. Can attachments include DVD/pictures/music to demonstrate aspects of the youth involvement in program?
- A. Attachments include materials that support, justify, clarify, and enhance the narrative content of the proposal. An attachment generally is not a stand alone document that sufficiently substitutes for the narrative or the application as a whole. Attachments should be referenced in the narrative of the proposal but are not included within the page limits for each section.**
- Q17. If target population is not identified as disabled, is the facility still required to be handicap accessible?
- A. Yes, contracted services must abide by federal and state regulations. Facilities must meet the requirements of the Americans with Disabilities Act. The applicant should ensure that programs and services are available to all youth articulated as a target population in the RFP. No youth shall be denied services based on a disability. Applicants must provide reasonable accommodations to ensure equal access to services by all youth**
- Q18. Is the online "compliance certification" which certifies compliance from state tax collectors, IRS, DCCA, DOL sufficient for the tax clearance requirement?
- A. Yes, the compliance certification meets the tax clearance requirement.**

- Q19. Would you offer partial funding or completely reject proposal based on budget?
- A. Award amounts may be adjusted from the original proposal based on the availability of funds and configuration of services to address the request.**
- Q20. Can line items on the budget change? For example, if the proposal budget states \$50,000 is needed for staff and \$25,000 for equipment, can it be changed to \$55,000 for staff and \$20,000 for equipment?
- A. Yes, if an award is made, a budget will be submitted and approved by the OYS. Budget revisions are also allowed during a contract period, subject to approval by the OYS.**
- Q21. Can program planning time be allotted at beginning of funding period to allow for youth involvement in planning process?
- A. The intent of youth involvement is that youth should actively participate in all phases of program planning, implementation, and evaluation, including the development of the proposal. Time may be allotted for program planning for youth involvement during the beginning of the funding period.**
- Q22. Can students receive stipends for specific tasks related to grant activity, i.e., serving on planning team?
- A. Refer to Cost Principles on Purchases of Health and Human Services. Stipends for clients/volunteers are an allowable cost item under program activities.**
- Q23. Can family activities be part of proposed grant?
- A. The intent is to procure services for children and youth during non school hours. Program activities may include families of the target population; however, such activities should not constitute the majority of the service delivery time.**
- Q24. Do you favor established over start-up organizations?
- A. Refer to Section 2-Service Specifications, III. Scope of Work, B. Management Requirements, 5. Experience. Applicants shall have a minimum of three years experience designing, implementing, managing, and/or evaluating youth programs or conducting activities related to the RFP. Funds are not intended for start-up services.**
- Q25. What is the difference between the “Positive Youth Development RFP” versus this “Non-School Hour Programs For Youth RFP”? Can an agency apply for both?
- A. There are several differences between the RFP for Positive Youth Development (PYD) and the RFP for Non-School Hour Programs for Youth (NSHPY) such as the target population (PYD - youth at-risk, ages 7 to 21 years old; NSHPY - youth enrolled in school, kindergarten – twelfth grade); type, and level of intensity of services (PYD - includes community needs assessment, engaging youth and**

families, connecting youth to resources/services; NSHPY - focuses on providing safe, structured learning environments). The PYD services are part of the OYS' statutory mandate to provide a continuum of services for the at-risk youth in the community statewide. The NSHPY was the result of the Act 281 that was passed by the 2006 State Legislature. Any qualified applicant may apply for an RFP.

- Q26. Section 3-5 does not list SPOH 205A and SPOH 205B. These forms are listed as required on the application checklist. Which should be followed?
- A. The forms SPOH 205A and SPOH 205B shall be submitted in order to provide information about funding sources for the proposed program. This will assist the review process and avoid duplication of services.**
- Q27. Page 2-9, 2., g., states that the applicant may not charge more than a token amount for program services. How much is a token amount?
- A. The basic services and activities shall be provided at no cost for children and youth. A token amount is defined as those costs that may be beyond the normal level of services such as annual dues of a program in the range of \$1 -\$10.**
- Q28. Page 2-9, 2. b., states the applicant shall meet quarterly with community partners for purpose of program evaluation and improvement, is this only for joint/collaborative applications? Must single agency applicants meet with community partners quarterly as well?
- A. Applicants shall meet quarterly with community partners, regardless of how they applied for funding. Community partners may include, but are not limited to other providers funded by this RFP, schools, parks and recreation programs, faith-based organizations, OYS, stakeholders, and any groups or persons interested in supporting the services provide by the NSHPY.**
- Q29. Who reviews proposals?
- A. The proposals are reviewed by a review panel composed of State employees with knowledge and experience in the service area.**
- Q30. Currently, the non-profit organization that we will launch in Hawaii is set up as a non profit in Colorado. I'm in the process of getting recognized as a non-profit in the state of Hawaii. Will I be qualified to submit a proposal under the new non-profit? If not, can the program we are going to be implementing in Hawaii be submitted by one of the non-profits I'm associated with in Hawaii?
- A. All agencies, including for and non-profit agencies located in Hawaii and on the mainland are invited to review the RFP and determine if they are able to meet the basic requirements to do business with the State and capable of providing the requested programs or services. Refer to Section 1- Administrative Overview. Applicants shall meet the requirements of tax clearance and be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. For more information on how to meet the**

requirements of doing business in Hawaii, please see the DCCA website at <http://www.hawaii.gov/dcca>.

Q31. Can faith-based organizations apply for the RFP?

- A. All agencies, including faith-based organizations, are invited to review the RFP and determine if they are able to meet the basic requirements to do business with the State and capable of providing the requested programs or services. Funds should be expended for the type of programs and activities specified in the RFP. Organizations may not use the funds to support “inherently religious” activities, such as worship, instruction or proselytization.**