

FFY 2012 Statement of Need (SoN) Technical Assistance
Q & A

Updated 8/19/11

1. Section E, Page 20

Question: On Form A- Application, there is a check box for “currently funded” programs. Does this refer to FY 2010-2011, or since current funding ends on September 30, 2011 and this new SoN, is it correct to check the box on the left indication “not currently funded”? In other words, if a program received funding during the 2010-2011 fiscal year ending September 30, 2011 does the program check “not currently funded” or “currently funded”?

Response: On Form A, the term “Currently Funded Programs” represents programs who are receiving funding from the DHS Afterschool Care Program from October 1, 2010 – September 30, 2011. If a program received funds from the DHS Afterschool Care Program from October 1, 2010 – September 30, 2011, they should check “This application and proposal is for an agency/organization currently funded by the DHS Afterschool Care Program” and provide the additional requested information.

2. Section A, Page 6

Question: For the Certification of Matching Funds, is there a specific form or is a letter from the agency providing the service or space adequate?

Response: Once an organization/agency is awarded funds, they will be provided with the forms to use when providing certified match source information. Please also refer to Section D for a listing of information that should only be provided if an organization/agency is awarded funding and Appendix D for additional information regarding matching funds.

3. Section A, Page 8

Question: Will there be an applicants’ workshop or a bidder’s conference?

Response: At this time, there will not be an applicants’ workshop or a bidder’s conference. If there are any updates, they will be posted on the Afterschool Services web-page where the SoN information is provided. Please check the web-page daily for updates.

4. Section A, Page 6

Question: I have attempted to download the files to the application, and am unable to do so. How can I obtain the application to apply for the after school program?

Response: The DHS Afterschool Care Program SON is located at www.dhr.ga.gov. To access the SoN information, **GO TO www.dhr.ga.gov, CLICK ON Family and Children Services, Division of (in the center of web-page), CLICK ON Services, CLICK ON Afterschool Services**). The link to the DHS Afterschool webpage on the DHS website can also be accessed via the DHS Afterschool Care Program website: www.georgiaafterschoolservices.org. Please ensure you have Microsoft Office Word downloaded on your computer before attempting to download the SON master document and forms.

5. Section B, Page 9

Question: Do the participants have to all be referred by DFCS? What does vendor referred mean?

Response: All participants in DHS Afterschool Care funded programs do not have to be referred by DFCS. The term “DFCS referred youth” refers to youth who were recruited through the partnership of the funded organization/agency and their local county DFCS office. The term “Vendor referred youth” refers to youth who may currently be participating in the program who are eligible to benefit from the DHS funding based on the eligibility guidelines in Section B, Page 9. Vendor referred youth may also be youth who are recruited to participate in the DHS Afterschool Care funded through other recruitment efforts, i.e. flyers, announcements, etc.

6. Section A, Page 6

Question: Does the program have to serve all counties within a region?

Response: No, the program does not have to serve all counties within a DFCS region, however, DFCS seeks to develop a vast network of funded service providers among a diverse group that will cover the 17 DFCS regions of the state. Geographic location and programmatic need to serve particular areas within the state of Georgia will determine the number of service providers that will be awarded contracts.

7. Section C, Page 11

Question: Under the Financial Stability sub-heading, it states, "If a non-profit entity, the agency/organization will provide its most recent audited financial report (2010 or later)." Our most recent financial audit was completed using U.S. generally accepted accounting principles but not the same standards required under the Single Audit Act, and OMB Circular A-133 as mentioned under audit requirements in Appendix D on page 34. It seems like the audit requirements as mentioned on page 34 are for agencies after they are awarded a contract and not a requirement for the audit submitted with the statement of need application. Is this correct? Will an audit that uses U.S. generally accepted accounting principles, but not the OMB Circular A-133, be fine to submit with the statement of need application?

Response: Each agency/organization should submit its most recent financial audit (2010 or later). Any audit information provided on page 34 refers to an audit conducted by the state of Georgia.

8. Section A, Page 5

Question: I work with programs that use Experiential Learning/Education and as a result we implement Service Learning Projects. How different is Project-Based Learning from Service Learning Projects? If there is no significant difference will we be eligible for funding?

Response: Programs who are awarded funding from the DHS Afterschool Care Program must implement Project-based Learning and/or Apprenticeship activities for participants served. Project-based learning is a hands-on and creative approach to teaching, which provides academic support to students in a way that is fun and engaging. Projects are interdisciplinary in nature and they should build on student interest and provide students with an opportunity to demonstrate what they have learned through the actual completion of the project. Projects last longer than a typical "activity" and can be spread over several days or weeks. Project-based learning activities will include an opportunity for students to participate in a relevant service opportunity. Interested agencies/organizations should determine if the programming they would like to implement will fall into the Project-based Learning or Apprenticeship category.

9. Section A, Page 5

Question: We have open enrollment and all are welcome, but do we have to specifically target those who are in DFCS programs? What happens if we are unable to recruit such students or we recruit them but are unable to maintain them?

Response: All contracting agencies/organizations must recruit youth who are in DFCS programs such as the foster care system, Grandparents Raising Grandchildren, the Independent Living Program (ILP), etc. Each contractor will be required to meet with their local county DFCS office to identify youth who fall into these categories who may need out-of-school time services. For contractors who are not able to identify youth when contacting their local DFCS county office, they can continue to recruit and enroll youth based on their current methods of recruitment and enrollment. For programs who are able to recruit youth, but cannot maintain enrollment, DHS will work closely with the program to ensure youth are receiving the services they need and the program has the resources to provide the services to their target population. Please be advised, ALL youth who participate in DHS Afterschool Care funded programs must meet the eligibility guidelines as stated in Section A, Page 5 (Youth Served), regardless of DFCS program status.

10. Section B, Page 9

Question: I noticed that on the old use of acceptable funds (in-kind) it said that we can use DHS funds to purchase snacks/meals for youth. However, on the new information sent with the SON, it didn't have that on there. Has this changed?

Response: Each contracting agency/organization is required to provide a nutritional snack and/or meal to DHS Afterschool Care Program participants that adhere to USDA nutritional snack/meal guidelines during programming. Food is not an allowable expense for the DHS Afterschool Care Program. Contracting agencies/organizations must develop partnerships with other local

agencies and organizations to ensure nutritional snacks and/or meals are provided. Please continue to check the Afterschool web-page daily for any updates.

11. Section E, Page 20

Question: On *Form A - Application, Proposed Service Areas*, we have multiple organizations with multiple sites that are collectively applying for this grant, and the grant administrator is not located in a service site. What do we put for the “primary site where services will be provided”?

Response: Interested agencies/organizations who have more than one site should complete Form B. For agencies/organizations who do not have a primary site where services will be provided, please leave the *Proposed Service Area* section at the bottom of Form A blank (with the exception of *Total number of sites under this contract where services will be provided*).

12. Section C, Page 11

Question: What types of services are you referring to (service sites, programs)?

Response: The term “service sites” refers to the sites where service provision will occur. The term “program” refers to the overall activities and curricula that will be implemented at the service sites.

13. Section A, Page 5

Question: We would like to conduct an 8 week Summer Employment Camp for ages 14-17 during the summer months. It would follow the Apprenticeship format; however the jobs would be in other professional fields with paid stipends. Would this be a good fit for this contract?

Response: Programs who are awarded funding from the DHS Afterschool Care Program must implement Project-based Learning and/or Apprenticeship activities for participants served. Interested agencies/organizations should create a project-based learning and/or apprenticeship program that follows the criteria outlined in the SoN and can include all activities and incentives they feel will benefit the youth served.

14. Timeline, Page 4

Question: I was told that the deadline for submission was August 15th, however, the SON states submission date is August 26th? Are there separate deadlines?

Response: The application and proposal narrative deadline for the DHS Afterschool Care Program SoN is Friday, August 26th, 1:00 PM. No, there are not separate deadlines.

15. Section C, Page 16-17

Question: Enrichment Activities states that we must provide field trips outside of the county. Can international trips be included as a means for exposing youth to new ideas, places and people?

Response: Field trips to any locations outside the participants’ county of residence are ways in which youth can be exposed to new ideas, places and people. Due to the current safety concerns of many international countries, and the Department’s commitment to keeping children safe, we mandate that any international field trips are approved by the contracting agency/organization, youth’s parents, any governing bodies of the agency/organization and the Georgia Department of Human Services. We also require that all legal documentation and liability forms have been completed by all parties.

16. Section A, Page 5

Question: Since the DHS grant will be allocated to both after school programs and summer programs, will an entity, interested in offering both an after school and summer program, have to submit a proposal for each (even if the summer program is an extension of the after school program)?

Response: (Updated Response) The submitted Application (Form A), Proposal Narrative, and Forms must reflect all locations, dates, activities and staff that will be funded by the DHS Afterschool Care Program. The agency/organization can determine the number of applications and proposals it would like to submit based on the guidelines presented within the SoN. **PLEASE NOTE:**

If separate proposals and applications are submitted for the same organization/agency, each submission packet will be evaluated separately.

17. Section A, Page 6

Question: Is it allowable for all cash match to be in-kind gifts? Such as location for project, supplies, and staff being donated/volunteer. If not, is there a percentage that must be actual dollars?

Response: The DHS Afterschool Services requires that funded programs provide a non-Federal cash and/or in-kind match to awarded DHS funds. Cash match cannot be in-kind services or goods. Cash match is match that are actual dollars and have been obtained or obligated by the agency/organization for the purpose of matching the contract award. Unless otherwise noted, there is not a specific percentage that must be cash or in-kind match.

18. Section C, Page 16

Question: Under the staffing plan, there is a requirement for the Program Director to have a Certificate, Bachelors or Masters Degree in one or more of the listed areas along with 2 years of experience. Our current Program Director has a BA in Mass Communications with 7 years of experience working with children in the non profit industry and is supported by a Director of Operations with a BA in Journalism-Communications who is also pursuing an MBA in Public Administration with an anticipated graduation in December of 2011. She has 2 years of experience working with children. Additionally, the Executive Director has an MBA. Would the current staff suffice within the organizational chart or would there be a need to identify a new program director with stated requirements? The current staff has managed and operated afterschool services for several years and are versed with all DHS afterschool requirements for academic and enrichment activities.

Response: From the credentials outlined, the staff would meet the requirements.

19. Section B, Page 9

Question: Food is not an allowable expense for the DHS afterschool Care Program. If an organization is a USDA Summer Food Provider and uses the USDA Summer Food Program to feed the summer participants, can the food and/or value be counted as a match?

Response: No, the food and/or or value of food obtained through the USDA Summer Food Program and any other USDA programs cannot be used as match as the USDA Programs are federally funded programs. Any match provided for the DHS Afterschool Care Program cannot be federally funded or have a federal funding source.

20. Section A, Page 5

Question: Can an applicant specify the grade level of proposed participants, rather than numerical age, since students in one grade may be up to 2 years apart in age?

Response: Interested agencies/organizations may elect to indicate a range of ages that may be served during the contract year when answering questions that require a numerical age to be entered. For example, for programs who will serve middle school youth, the agency/organization may enter ages "12 – 14" or ages that reflect the range of middle school youth in their program.

21. Section A, Page 5

Question: The SoN states that continued funding is not guaranteed. Will agencies awarded funding in FFY 2012 be able to apply for continuation and/or expansion funding? Is there any information available on the likelihood of continued funding after the first contract year?

Response: Agencies and organizations awarded funding for FFY 2012 will have the option to renew up to four years based on departmental funding availability and departmental election to renew the contracts. Contracting agencies and organizations will receive a notice before the end of their FFY 2012 contract regarding continued funding.

22. Section A, Page 7

Question: Will the contract period allow for a planning/set-up period for a new program (of 1-3 months, perhaps), or will new contractors be expected to begin providing services to youth on October 1, 2011?

Response: Agencies/organizations who are awarded funding cannot commence service provision until the contract has been fully executed. Once the contract has been fully executed, programs can begin based on the timeline they proposed and negotiated in the contract.

23. Section A, Page 7

Question: Must all funds be expended by the contract end date of September 30, 2011 or is there a carry-over period?

Response: All funds awarded must be expended by September 30, 2012.

24. Section B, Page 9

Question: Does this mean that an 18-year-old senior who has no documentation that he/she will attend school during the upcoming academic year (after graduation) is not eligible to participate in the program?

Response: All youth who benefit from the DHS Afterschool Care Program awarded funding must meet the following criteria:

- a. Be a U.S. citizen or legal immigrant ; **AND**
- b. Be a Georgia resident; **AND**
- c. Currently receive Food Stamps, TANF, Medicaid or SSI **or** have a household income 300% or less of the Federal Poverty Level (FPL); **AND**
- d. Be 5 - 17 years old; **OR**
- e. Be 18 years old and currently enrolled in school (*high school, GED program or equivalent, or post secondary institution*) and will be enrolled in **AND** attend school during the upcoming academic year (*Verification of school enrollment includes a letter from the school on official school letterhead*): **OR**
- f. Be 18 - 19 years old and have a dependent child **AND** be the custodial parent.

Youth who do not meet the above criteria are not eligible to benefit from DHS Afterschool Care Program funding. If a youth is 18 years old and is not currently enrolled in school and will not be enrolled and attending school in the upcoming school year, they are not eligible to participate in the DHS Afterschool Care funded program.

25. Section B, Page 9

Question: What are the required certifications and credentials for program staff?

Response: Agencies and organizations must have pre-determined certifications and credentials for staff who work with youth who are enrolled within their programs. The agency/organization can determine the certifications and credentials based on their programmatic needs and any legal requirements within their organization, province, city and state. All contractors will be required to conduct criminal record background checks for all staff, volunteers and/or subcontractors having direct services, care, and custodial responsibilities for children served with DHS funds.

26. Section B, Page 10

Question: As a nonprofit service provider, what information would we be expected to use to track participating youths' academic progress? Assessment results obtained as part of the afterschool program? Would the contractor need to obtain access to each participant's school records?

Response: Each contractor will be required to develop a report that tracks all participants within the DHS funded programs academic progress. The contractor will have to determine the best method of information and recordkeeping for academic information for their participants. The DHS Afterschool Care Program requires the contracting agency/organization to receive permission from all participants' schools, parents and guardians to obtain and maintain any academic information. The DHS Afterschool Care Program will work closely with all contracting agencies and organizations with regards to this requirement.

27. Section B, Page 10

Question: The SoN states that if a contractor subcontracts with another agency, the contractor must ensure that the subcontractor carries required liability coverage. Would this requirement apply to individual or small business enrichment providers, such as dance or music instructors?

Response: Yes.

28. Section C, Page 11

Question: The SoN specifies that a contracting agency will disclose any services terminated by the organization and the reason for termination. Does this requirement apply to any services provided by the organization, even if they are unrelated to Afterschool Care Program services?

Response: Yes.

29. Section C, Page 15

Question: Do stipends offered to participants have to be equal for all participants, or can stipends be offered for specific purposes, such as to provide transportation for students who need it or as incentives for high attendance rates?

Response: The contracting agency/organization can determine how to distribute stipends to youth.

30. Section C, Page 16

Question: Does having a full-time Program Director equate to that individual working 40 hours per week on this contract, or does this just mean that there should only be one person serving as Program Director, regardless of the number of hours it takes to administer the program?

Response: The agency/organization may determine the definition of “full-time” based on the funding they are awarded through the contract with the DHS Afterschool Care Program.

31. Section C, Page 16

Question: Would a Master’s Degree in Business Administration fulfill the degree requirement for the Program Director position?

Response: Yes, as long as the Program Director has the required amount of experience providing direct youth development services.

32. Section C, Page 16

Question: Do the references for the proposed Program Director need to be in a specific format, or should this be just a list of references, titles, and contact information?

Response: No, the references do not have to be in a particular format.

33. Section C, Page 16

Question: What does the health screening for staff entail? Is this a basic physical or more specific testing/assessments?

Response: Health screening requirements include all agency/organization requirements that have been implemented for staff who work with youth in their programs. Please contact your managing agency/organization or city/state licensing entity for those requirements.

34. Section C, Page 17

Question: Define safe transportation. Must the contractor provide transportation, or does this definition include parent drop-off/pick-up, students walking to and from the program with parental permission, etc.?

Response: Safe transportation includes program provided transportation, transportation provided by a parent/guardian/caregiver and/or transportation provided by identified individuals that have been confirmed by the youth's parent/guardian/caregiver. For students who travel on public transportation or on their own, the program must ensure the youth are accounted for once they arrive to the program and after they have left each session.

35. Appendix C (Sections 3 and 4), Pages 28 & 29

Question: What type of income verification (back-up documentation) is needed for families claiming eligibility by income? Pay stubs? Tax returns?

Response: Families will have the opportunity to submit various forms of verification of eligibility that includes pay stubs, tax returns etc. The entire list will be attached to the official Income Eligibility Form that will be provided at the time of contracting for awarded programs.

36. Appendix D, Page 30

Question: In the chart that shows the required match ratios, are the amounts listed in the far right column the requested federal funds or the total contract value (match + request amount)?

Response: The amounts listed in the "Financial Award Threshold" column are the maximum amounts an agency/organization can request from the DHS Afterschool Care Program based on the amount of match they are proposing to provide to the Dept (see column "Required Dollar for Dollar Match"). The amounts in the "Financial Award Threshold" column do not include the match amount.

37. Appendix D, Page 30

Question: Can match contributions include state and/or local funding that ultimately has federal origins? For example, we receive funding through Bright from the Start's Georgia Child and Adult Care Food Program, which is administered by the Georgia Department of Early Care and Learning. Although we receive the funding from the state level, this money ultimately comes from a United States Department of Agriculture Food and Nutrition Services program.

Response: Any match provided for the DHS Afterschool Care Program cannot be federally funded or have a federal funding source. The food and/or or value of food obtained through the USDA Summer Food Program and any other USDA programs cannot be used as match as the USDA Programs are federally funded programs.

38. Appendix D, Page 32

Question: The SoN requires that documentation of the value of supplies and/or equipment used, as match must include an estimate of the current fair-market value of the item. How do we determine the fair market value of an item? Does this information come from donor or from some standardized source?

Response: The contractor will have to research or contact the distributor of the item to obtain the fair-market value. If an item is donated, the contractor can obtain the fair-market value information from the donator; however, please be sure to contact the Secretary of State's office to identify the appropriate methods of documentation for donated goods and services for non-profit organizations.

40. Section C, page 16

Question: Are there any acceptable exceptions to the qualification requirements of the Program Director? For instance, I do not have a degree, however I have 15 years of experience as the Executive Director of an After School Program.

Response: The Program Director must have a Certificate OR Bachelor's OR Master's degree in one or more of the following areas: Social Work, Child Development, Early Childhood Education, Elementary Education, Middle/High School Education, Organizational and Human Development, Public Administration **AND/OR** any related field, and have a minimum of two years experience providing direct youth development services (*i.e. classroom/afterschool/summer instruction*).

41. Section C, Page 11

Question: What is the chart of the organization structure? Is it a chain of command chart? We are unsure of what this means.

Response: The organization chart is a diagram or visual display that shows the lines of responsibility between staff of an organization. Interested agencies/organizations can research on the internet using a search engine (i.e. Google) to view what components are included within a typical organization chart.

42. Section C, Page 14

Question: Do we fill out Form C for each activity/program type, each activity/program category, or each individual activity we plan to do with students? Is this form included in the page count?

Response: Form C must be completed for each Project-based Learning activity and/or Apprenticeship activity described in the proposal narrative that will be provided for participants.

43. Section C, Page 16

Question: Can a program have a part time director?

Response: (Updated Response) No, the agency/organization must provide a full-time Program Director to supervise implementation of all programs and activities for the duration of the contract. The agency/organization may determine the definition of “full-time” based on the funding they are awarded through the contract with the DHS Afterschool Care Program and the need of supervision of the program(s).

44. Section C, Page 16

Question: Can the Director also be a teacher for the program, meaning director perform prior to class session / and perform dual roles once classes are in session?

Response: Yes.

45. Section C, Page 12

Question: Is it permissible to buy a classroom set of computer tablets to pilot a project based learning program - math, science, technology - that will positively impact student achievement inside and outside of the classroom as well as the students' motivation to learn?

Response: Agencies/organizations cannot purchase computers or computer tablets with the DHS awarded funding. All computers and computer tablets may be leased.

46. Section C, Page 13

Question: Is it permissible for high school students who work as teacher apprentices under the project based learning category – career exploration - be paid a stipend such as minimum wage during the afterschool and summer program if the budget allows?

Response: Programs may select to offer a stipend to youth participants. The stipend amounts must be included in the interested agency/organization's financial proposal (Form D). There will not be any separate funding provided for stipends or employment experiences.

47. Section C, Page 11

Question: Do the audits have to be done by a CPA?

Response: Unless otherwise noted, the 2010 or later audit report submitted to DHS within the SoN proposal must be from a reputable financial institution, representative, agency or organization. DHS reserves the right to verify and validate all financial information submitted.

48. Section E, page 21

Question: Should single space or double space be used?

Response: Unless otherwise noted, there are no paragraph space requirements for the SoN proposal.

49. Section E, Pages 20 - 22

Question: I just received the SoN from a colleague and would like to inquire about the process. Is there a pre-registration process in order to submit the proposal on August 26 at 1:00pm? Do I complete both Forms A & B and submit them prior to the completion of the proposal? I look forward to your response.

Response: There is not a pre-registration process for submitting the proposal and all Forms are to be submitted in the final submission packet. Be sure to review thoroughly and complete the proposal narrative for the SoN as instructed on pages 20 – 22. Please also remember to submit all requested documentation and Forms A – E.

50. Section A, Page 5

Question: If awarded funding, will the contract be a reimbursement contract? Will we be able to receive an advance of funds?

Response: Yes, if awarded funding, the organization/agency's contract will be a reimbursement contract. A reimbursement contract is a contract in which the organization/agency will be reimbursed according to the funds expended for the respective reporting month. The DHS Afterschool Care Program WILL NOT be providing funding advances for contractors. **PLEASE NOTE:** the organization/agency must be able to demonstrate adequate liquidity to fund services for at least 60 days (Section C, Page 11 – Financial Stability) without DHS funding.

51. Section A, Page 5

Question: Will there be any start-up money available? Are registration fees allowed?

Response: No, there will not be any start-up money available. The DHS Afterschool Care Program WILL NOT be providing funding advances for contractors. The contract will be a reimbursement contract. A reimbursement contract is a contract in which the organization/agency will be reimbursed according to the funds expended for the respective reporting month. **PLEASE NOTE:** The organization/agency must be able to demonstrate adequate liquidity to fund services for at least 60 days (Section C, Page 11 – *Financial Stability*) without DHS funding. Nominal registration fees are allowed, however, the fees cannot be used as match for the DHS Afterschool Care Program contract. Additionally, contractors will allow for participation of any student in the **DHS funded** program, regardless of his/her ability to pay a fee as long as all program requirements and guidelines are fulfilled.

52. Appendix D, Page 35

Question: Can we pay tutors under the category of per diem fees/contracts?

Response: Interested organizations/agencies may elect to pay tutors/sub-contractors etc. Please remember to include all fees to sub-contractors in your agency/organization's financial proposal (Form D).

53. Section A, Page 5

Question: Can we accept youth throughout the program period as long they meet the eligibility criteria?

Response: Yes.

54. Section E, Page 20

Question: If an organization is proposing to serve two or more DFCS service regions, should we submit separate proposals for each region or one consolidated proposal?

Response: The submitted Application (Form A), Proposal Narrative, and Forms must reflect all locations, dates, activities and staff that will be funded by the DHS Afterschool Care Program. The agency/organization can determine the number of

applications and proposals it would like to submit based on the guidelines presented within the SoN. **PLEASE NOTE:** If separate proposals and applications are submitted for the same organization/agency, each submission packet will be evaluated separately.

55. Section A, Page 6

Question: If we propose to serve two or more DFCS regions, will the matching requirement be determined by the budget amount for each region or by the total amount requested by our organization for all regions?

Response: The number of DFCS regions served are independent of the match ability of the contractor. The requested and awarded funding is determined, in part, by the agency/organization's match ability (See Section A, Page 6 – *Cash/In-Kind Match*). DHS/DFCS will determine the final amount each selected contractor is awarded based on the agency's proposed services and cash/in-kind match level ability. Funding will also be based on the DHS/DFCS geographic areas of need, departmental funding availability and the SON evaluation criteria.

56. Appendix C, Page 27

Question: May we use a child's qualification for Free or Reduced Price School lunches to document family income eligibility?

Response: A youth's qualification for free and/or reduced lunch is an eligibility qualifier for participation in the DHS funded program (Please See Appendix C, Section 2). With regards to free and/or reduced lunch eligibility, an official letter on school letter head provided by the youth's school can be submitted for free and/or reduced lunch eligibility verification. Additionally, families will have the opportunity to submit various forms of verification of eligibility that includes pay stubs, tax returns etc. The entire list will be attached to the official Income Eligibility Form that will be provided at the time of contracting for awarded programs.

57. Section A, Page 5

Question: Is it permissible to serve only 6th graders in a middle school site?

Response: Each contracting organization may decide the youth population that will be served with the DHS funds. DHS/DFCS reserves the right to review and approve all proposed locations before contract execution.

58. Section C, Page 16

Question: Do we have to hire a new program director that is 100% dedicated to the afterschool program? Can we use existing staff? The current director spends 50% of time on the existing program.

Response: The agency/organization must provide a full-time Program Director to supervise implementation of all programs and activities for the duration of the contract. The agency/organization may determine the definition of "full-time" based on the funding they are awarded through the contract with the DHS Afterschool Care Program and the need of supervision of the program(s).

59. Section A, Page 7

Question: What does SON consider as special need - Does it have to be children who are enrolled in special education or children who have a special need in their life, i.e. African males who are below grade point in math, science, technology or social studies, teen parents who are in school, DJJ students or and parents with children of these students or others who have behavioral problems?

Response: There are not any specific DHS Afterschool Care guidelines for special needs. Each agency/organization may define its own recognition of special needs. Merriam-Webster defines the term special needs as "*the individual requirements (as for education) of a person with a disadvantaged background or a mental, emotional, or physical disability or a high risk of developing one*".

60. Section A, Page 6

Question: If an agency receives Medicaid payments for an unrelated business function (therapy services) are those funds considered federal funding that may not be used to fund the after school program? We do not receive any unearned federal funding such as grants or matching dollars.

Response: Yes, Medicaid payments are federally funded benefits. Any match provided for the DHS Afterschool Care Program cannot be federally funded or have a federal funding source.

61. Section A, Page 5

Question: We are a school system and we are non-profit. We do not have an agency/organization listed under the Georgia Secretary of State Brian Kemp website that we are instructed (in grant proposal) to go to.

Response: School systems within the Georgia Department of Education are considered public agency entities.

62. Section A, Page 5

Question: Will proposal for funding for two counties within the same non-profit organization require two separate budgets, or do you prefer one large budget for your funding. Also when the SON asks for staff, and program details, should we send in two separate packets for each site since they are in two places?

Response: The submitted Application (Form A), Proposal Narrative, and Forms must reflect all locations, dates, activities and staff that will be funded by the DHS Afterschool Care Program. The agency/organization can determine the number of applications and proposals it would like to submit based on the guidelines presented within the SoN. **PLEASE NOTE:** If separate proposals and applications are submitted for the same organization/agency, each submission packet will be evaluated separately.

63. Section C, Page 11

Question: The age group that we are targeting is 11-17. The public transportation system here is Metropolitan Atlanta Rapid Transit Authority (MARTA) has a bus stop in front of the location of our program. For field trips, we use a contractor with nontraditional school buses. Does this plan meet the requirement to ensure participating children and youth have safe transportation options in order to attend and participate in our program?

Response: Safe transportation includes program provided transportation, transportation provided by a parent/guardian/caregiver and/or transportation provided by identified individuals that have been confirmed by the youth's parent/guardian/caregiver. For students who travel on public transportation or on their own, the program must ensure the youth are accounted for once they arrive to the program and after they have left each session.

64. Section C, Page 13

Question: If we intend to offer more than twelve apprenticeship programs, but are constricted to only eight pages of narrative, how should we proceed? Would it be okay if we provide a brief description of each program under the specific programs that will be tentatively co-funded by the DHS (organization description) section and then identify the programs that fit within the page constriction as being apprentice programs and the remaining programs as enrichment activities?

Response: Interested agency/organizations must complete the proposal narrative based on the guidelines provided in Section E, Page 21. The proposal narrative must reflect all activities and services that will be supported with the DHS Afterschool Care Program funding. Sentence and paragraph structure/organization can be determined by the applying agency/organization.

65. Section C, Page 11

Question: Is my agency on the DHS delinquent audit listing?

Response: Unless your agency/organization has been OR is currently a contractor with the Georgia Department of Human Services (DHS), you may not be on the DHS delinquent audit listing. Each agency/organization on the DHS delinquent audit list has received a notice directly from the DHS Office of the Inspector General, Office of Audits.

66. Section C, Page 11

Question: Last year we had a CPA do a Statement of Financial Position, does that meet the financial requirement?

Response: The agency/organization will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm. The ONLY financial information that will be accepted is:

- If a non-profit entity, the agency/organization will provide its most recent audited financial report (2010 or later).
- If a public agency, no financial report is due at this time.

Additionally, unless otherwise noted, the 2010 or later audit report submitted to DHS within the SoN proposal must be from a reputable financial institution, representative, agency or organization. DHS reserves the right to verify and validate all financial information submitted.

67. Section A, Page 6

Question: I am finalizing our grant application and had a question about the funding request. For a 1:1 match Form A indicates less than \$200,000. Does this include \$200,000 or do I take it literal as \$199,999 or less?

Response: \$200,000 or less.

68. Section A, Page 5

Question: We are a nonprofit organization but have not received my 501c3 Tax exemption status, may we apply for this grant?

Response: Each non-profit agency/organization submitting a proposal packet for funding must submit within the packet the Georgia Secretary of State screenshot verifying *Active Compliance* with the State of Georgia. The agency/organization name on application (Form A), proposal and additional Forms and information **MUST** match name on Georgia Secretary of State's website. The agency/organization must also be identified as a "non-profit" and the status **MUST** be "active/compliance" to apply.

69. Section A, Page 6

Question: Will DHS approve an in-kind Match for programs being operated out of a Subdivision Club House? If so, what documentation is needed from the HOA?

Response: Once an organization/agency is awarded funds, they will be provided with the forms to use when providing certified match source information. Please also refer to Section D for a listing of information that should only be provided if an organization/agency is awarded funding and Appendix D for additional information regarding matching funds. At the time of contracting, awarded contractors will receive a listing of forms/documentation that can be used as documentation.

70. Section B, Page 9

Question: We run youth programs and summer camps from a subdivision club house that is approximately 76,000 square feet. Once a grant is awarded, will DFCS and vendor refer the youth from the same community, or will the referrals come from outside of the community?

Response: If awarded funding from the DHS Afterschool Care Program, the vendor (*also known as the Contractor or Agency/Organization*) may use the funds to serve youth who are eligible based on the eligibility guidelines provided In Section A, Page 5 – *Youth Served*. All participants in DHS Afterschool Care funded programs do not have to be referred by DFCS. The term "DFCS referred youth" refers to youth who were recruited through the partnership of the funded organization/agency and their local county DFCS office. The term "Vendor referred youth" refers to youth who may currently be participating in the program who are eligible to benefit from the DHS funding based on the eligibility guidelines in Section B, Page 9. Vendor referred youth may also be youth who are recruited to participate in the DHS Afterschool Care funded through other recruitment efforts, i.e. flyers, announcements, etc. All DFCS referred youth may not be residents of the subdivision but may reside or attend school within the same area.

71. Section B, Page 9

Question: Will funds be available to the contractor prior to the youth being referred, or must the youth already be enrolled and participating in the programs prior to funding availability?

Response: The DHS Afterschool Care Program **WILL NOT** be providing funding advances for contractors. The contract will be a reimbursement contract. A reimbursement contract is a contract in which the organization/agency will be reimbursed according to the funds expended for the respective reporting month. **PLEASE NOTE:** The organization/agency must be able to demonstrate adequate liquidity to fund services for at least 60 days (Section C, Page 11 – *Financial Stability*) without DHS funding.

72. Form C

Question: Can an after school program be funded if it is operated 3 days out of the week or does it have to be operated for 5 days out of the week?

Response: Unless otherwise noted, there are not any service delivery requirements with regards to the number of days services can be provided. Please be advised, the DHS Afterschool Care Program reserves the right to review and approve proposed service delivery schedules based on awarded funding and identified youth to be served.

73. Section C, Page 16

Question: The Program Director I would like to use has a Bachelor's degree in Business Management and ten years' experience teaching and administrating an afterschool program. Would a Business Management degree be a "related field" as outlined in the staffing plan?

Response: Yes, as long as the Program Director has the required amount of experience providing direct youth development services.

74. Appendix D, Page 36 - 37

Question: Are indirect costs allowable expenses to our funding agent's fiscal agent if they do not receive federal funding?

Response: No, indirect costs are not allowable expenses under the DHS Afterschool Care Program.

75. Section C, Page 16-Staffing Plan

Question: Can we identify one of our existing staff persons whose time we will count 100% towards our in-kind match, as our Program Director?

Response: Yes.

76. Section E, Page 22

Question: Can proposals be hand-delivered on August 26th or must they be mailed in or sent overnight only?

Response (Updated Response): One (1) copy of the application and proposal response (*See Section B*) to this Statement of Need must be submitted via postal mail or by hand-delivery in one (1) envelope/package, to:

Georgia Department of Human Services
Division of Family and Children Services
Afterschool Care Program
Attention: Afterschool Care Program SON
Two Peachtree Street, NW
Suite 26-477
Atlanta, Georgia 30303

NOTICE FOR HAND-DELIVERY ONLY: If hand-delivering the proposal package, please **DO NOT** hand-deliver the proposal package to the 26th floor as indicated in the address. There will be a table in the 2 Peachtree building Lobby where proposal packages can be submitted. There will be a sign clearly identifying the table where the proposal package should be submitted.

77. Section C, Page 11

Question: There were conflicting statements concerning public/private organizations within the SON. Which is true? Does the private agency need to provide the documents?

Response: The DHS Afterschool Care Program Statement of Need (SoN) Master Document (Page 21 – Proposal Narrative, *Financial Stability*) has been updated.

Previously Read As:

- Financial Stability
 - If a non-profit entity, the agency/organization will provide its most recent audited financial report (2010 or later).
 - If a private company, the agency/organization will provide a copy of its most recent internal financial statement (2010 or later), and a letter from its financial institution, on the financial institution's letterhead, stating the agency/organization's financial stability.

Amended to Read As:

- Financial Stability
 - **If a non-profit entity, the agency/organization will provide its most recent audited financial report (2010 or later).**
 - **If a public agency, no financial report is due at this time.**

78. Section C, Page 11

Question: If an agency/organization does not have an internal financial statement, could they partner with another agency who has this information and would serve as the fiscal agent?

Response: Interested agencies/organizations' may elect to utilize an external fiscal agent. Please be advised, agencies/organizations' who utilize an external fiscal agent will be a sub-contractor of the fiscal agent they select. If awarded funding from the DHS Afterschool Care Program, the fiscal agent will serve as the Contractor with DHS. All funding, communication, reporting and accountability will be with the fiscal agent. Additionally, all submitted application(s), forms and proposal documentation must reflect the fiscal agent's financial stability and ability to manage the services provided.

79. Time-line, Page 4

Question: I would like to attend the information workshop on the 19th of August. Can you please forward me the address and the time?

Response: At this time, there will not be an applicants' workshop, information session or a bidder's conference. If there are any updates, they will be posted on the Afterschool Services web-page where the SoN information is provided. Please check the web-page daily for updates. August 19, 2011 is the Technical Assistance Q & A deadline. Please submit all questions you may have regarding the SoN by August 19, 2011.

80. Section C, Page 11

Question: Our agency is currently interested in submitting an application for the 2012 grant application as announced by DHS. We currently have our 2009 audits, with 2010 being available to us by early September 2011. Is it permissible to apply by the deadline using our 2009 audits and FY 2010 - Form 990?

Response: The agency/organization will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm. The financial information that will be accepted is:

- If a non-profit entity, the agency/organization will provide its most recent audited financial report (**2010 or later**).
- If a public agency, no financial report is due at this time.

The agency/organization's financial statement must reveal adequate liquidity to fund services for at least 60 days.

81. Form C

Question: Is there a minimum # days in the week regular afterschool?

Response: Unless otherwise noted, there are not any service delivery requirements with regards to the number of days services can be provided. Please be advised, the DHS Afterschool Care Program reserves the right to review and approve proposed service delivery schedules based on awarded funding and identified youth to be served.

82. Section C, Page 15 - 16

Question: Is there a minimum minutes of fitness weekly/daily?

Response: Unless otherwise noted, there are no minimum minutes of fitness that need to be provided to participants. Please be advised, DHS reserves the right to review and approve all service delivery activities.

83. Section C, Page 11

Question: Do we need DECAL licensing or exemption?

Response: The Georgia Department of Early Care and Learning (DECAL) licensing or exemption letter does not have to be submitted with the application and proposal packet. Awarded contractors will receive additional information regarding DECAL licensing and exemption at the time of contracting.

84. Form B

Question: Our agency is currently being renovated so we propose to operate our after school and summer program at 2 different sites throughout the year (one for after school and one for summer). Should we indicate our main site as our service site as the renovations should be done before the end of the contract period (September 2012) or should we list the 2 temporary sites on Form B?

Response: Please list ALL sites where youth will be served.

85. Section E, Page 21

Question: I have a non-profit afterschool program but do not have my 501 c 3 or internal financial statement – can I use a fiscal agent and if so what do I need to provide from the fiscal agent?

Response: Interested agencies/organizations' may elect to utilize an external fiscal agent. Please be advised, agencies/organizations' who utilize an external fiscal agent will be a sub-contractor of the fiscal agent they select. If awarded funding from the DHS Afterschool Care Program, the fiscal agent will serve as the Contractor with DHS. All funding, communication, reporting and accountability will be with the fiscal agent. Additionally, all submitted application(s), forms and proposal documentation must reflect the fiscal agent's financial stability and ability to manage the services provided.

86. Form D, Financial Proposal Page 2

Regarding the budget outline, do you want each staff separated out? Or can the salaries of several afterschool locations/sites be grouped together? For example, if you have 10 different afterschool locations which are listed on the form B, can you then say on the budget outline salaries for 10 Afterschool locations and list the total salaries? (of course of the total % of qualified participants).

Response: Yes. Please be advised, if awarded funding, DHS reserves the right to request and approve detailed budget outlines at the time of contracting.

87. Appendix D, Page 36 - 37

Can indirect costs can be used as a matching cost but not as DHS Cost? For example, Payroll clerk and those expenses such as payroll checks that pay salaries of the afterschool staff, we could use the % of the those costs as related to the afterschool care as part of the match.

Response: No, indirect costs (expenditures or match) are not allowable expenses under the DHS Afterschool Care Program.

88. Section C, Page 11

Question: If a governmental agency is going to become a second site, does this agencies information along with financial information need to be included in the subtopics notated in this section or are they just listed as a site on form C?

Response: If an interested agency/organization has more than one site, all information regarding the sites within the contract should be entered on Form B. All programming information (activities and services) should be provided within the proposal narrative, regardless of site location.

89. Form E

Question: Does a private nonprofit 501C3 after school provider that has a fiscal agent separate from the school system and whom has been given permission by the principal to do programming at the school, need the signature of the superintendent?

Response: For non-profit agencies/organizations who will be implementing programs at a school (or within a school system), you are not required to receive the signature of the Superintendent on Form E. However, as a business practice, the DHS Afterschool Care Program encourages the non-profit agency/organization to receive written permission from the Superintendent to conduct programming at a school within their school system.

90. Time-line, Page 4

Question: What time is the technical Assistance workshop and where is the location?

Response: At this time, there will not be an applicants' workshop, information session or a bidder's conference. If there are any updates, they will be posted on the Afterschool Services web-page where the SoN information is provided. Please check the web-page daily for updates. August 19, 2011 is the Technical Assistance Q & A deadline. Please submit all questions you may have regarding the SoN by August 19, 2011.

91. Section C, Page 12

Question: What does the grant mean by 'Business litigation' in reference to the question regarding litigation?

Response: Business litigation is the judicial process in which a case regarding a business practice, incident or event has been taken through court. Typically, in litigation, there is a plaintiff (one who brings the charge) and a defendant (one against whom the charge is brought).

92. Section C, Page 12

Question: In 2009, our organization was issued a civil penalty by Bright from the Start regarding an incident where one of the students accidentally hurt their finger in the door of the bathroom while she was existing the restroom, on a field trip. The fine was paid by the organization, we have also since then received 100% compliance with Bright from the Start licensing regulations, and no other civil penalties were added since then. Does this qualifies as business litigation, and should it be included in this section of the application?

Response: Yes, for the purpose of the DHS Afterschool Care Program this does qualify as business litigation.

93. Section A, Page 5

Question: Please indicate if the Summer Camp that would employ ages 14-17 in jobs that will be for the summer only. The jobs will provide on the job training, whereas the Apprenticeship opportunity would be community activities we were thinking. Can you inform us if this would be a good fit for this proposal?

Response: Programs who are awarded funding from the DHS Afterschool Care Program must implement Project-based Learning and/or Apprenticeship activities for participants served. Interested agencies/organizations should create a project-based learning and/or apprenticeship program that follows the criteria outlined in the SoN and can include all activities and incentives they feel will benefit the youth served.

94. Section, A, Page 5

Question: If we exhibit the capacity and effective structure to serve at least 30 youth between the ages of 5 and 17 years old with special needs who are TANF and/or Medicaid/SSI recipients, do we qualify for funding consideration?

Response: Yes.

95. Section B, Page 9

Question: Do all of our students have to be referred through DFCS? We ask this because many special needs families who are TANF recipients are referred to us through other sources, like Babies Can't Wait, hospitals, therapists, and school systems.

Response: All participants in DHS Afterschool Care funded programs do not have to be referred by DFCS. The term "DFCS referred youth" refers to youth who were recruited through the partnership of the funded organization/agency and their local county DFCS office. The term "Vendor referred youth" refers to youth who may currently be participating in the program who are eligible to benefit from the DHS funding based on the eligibility guidelines in Section B, Page 9. Vendor referred youth may also be youth who are recruited to participate in the DHS Afterschool Care funded through other recruitment efforts, i.e. flyers, announcements, through other programs etc.

96. Section A, Page 6

Question: Can an organization use the following funds as match: 1) GAPreK money, 2) Income from DFCS Subsidies Tuition, 3) Fulton County Arts Council and 4) Private pay tuition Money?

Response: The DHS Afterschool Services requires that funded programs provide a **non-Federal** cash and/or in-kind match to awarded DHS funds. Interested agencies/organizations must ensure that each funding allocation they have selected as a match for the DHS funding have a non-federal source. Please contact the funding entity of each match allocation to identify, confirm and verify the source of funds received. It is the responsibility of the agency/organization to identify, confirm and verify the funding sources they receive from other agencies. All awarded contractors will receive additional forms to document verification of match sources at the time of contracting.

97. Section C, Page 12-13

Question: Our Community Based Vocational Training Program serves high school aged students with special needs by introducing them to job skills. Our staff works with students to learn how to perform important functions at local businesses, like folding pizza boxes, stocking shelves, and squeezing lemonade as independently as possible. The SoN states that the model of the program for high school students needs to be in the Apprenticeship format, however, our students with special needs learn job skills they can actually perform, and do not shadow professionals. Does this program still qualify for consideration of Afterschool Care funding?

Response: All requirements for the Apprenticeship Program must be adhered to for consideration of funding. Interested agencies/organizations may have to expand and update the activities and services provided based on the listed SoN requirements. Please also be advised, the Department is interested in developing a vast network of funded service providers among a diverse group that will cover the 17 DFCS regions of the state. The entire SoN evaluation criteria (compliance and qualitative review), geographic location and programmatic need to serve particular areas within the state of Georgia will determine the service providers that will be awarded contracts.

98. Form B

Question: Should I list the hotel we have used every month for our mentorship workshops as a Proposed Service site?

Response: If an interested agency/organization has more than one site, regardless of location and purpose, all information regarding the multiple sites within the contract should be entered on Form B. DHS reserves the right to review, visit and approve all sites proposed.

99. Appendix D, Page 32

Question: We utilize graduate level interns in our behavioral health clinic to provide counseling services to our clients that would otherwise be provided by a salaried personnel. Can time worked by unpaid graduate level interns be counted as a "volunteer" for in-kind match?

Response: Yes. Please be sure to follow all of the instructions in the Guide to Valuing and Documenting Match Contributions to ensure proper identification and documentation of the value of the position.

100. Appendix D, Page 36

Question: Under Acceptable Use of funds, it states "Vehicle operating costs associated with the transportation of families/participants or leasing costs of a vehicle expressly for the purpose of transporting clients." We will need to rent 15 passenger vans for field trips. Does leasing equate to renting?

Response: Leasing is very similar to renting. For the DHS Afterschool Care Program, organizations cannot purchase transportation vehicles, however, they can lease/rent transportation vehicles for the youth participants served with the DHS funding.

101. Section C, Page 14

Question: Am I to write a narrative of all of the proposed projects for Project-based Learning and submit them on Form C, or am I to only answer questions A-F, and then submit all 11 projects on Form C. Does Form C count as a page in the number of pages as it relates to the page limit guideline?

Response: Each organization submitting an Application (Form A), proposal narrative and additional Forms (Forms B – E) must follow the instructions in Section E. A proposal narrative (see Section C) must be completed along with the completion of all Forms (Forms A – E). Form C **MUST** be completed for **EACH** activity/program described in the proposal narrative. There is no limit to the number of forms (Form C) that can be submitted as long as each Form C submitted represents an activity/program described in the proposal narrative. Please use Section E as a checklist to ensure the Application, Proposal Narrative, Forms and additional documents requested are submitted appropriately.

102. Section A, Page 6

Question: What is considered supplanting funds?

Response: For the DHS Afterschool Care Program, to supplant funds is the act of to using the DHS Afterschool Care funds to take the place of and serve as a substitute for previously received private or public funding. This also includes using the DHS Afterschool Care Program funds to support programming and activities that would normally occur within the agency/organization. DHS Afterschool Care Program funding should only be used to supplement current programming and activities. For example, an agency/organization cannot use DHS Afterschool Care funding to support an afterschool tennis activity that was already established and was in place prior to funding. The agency/organization can however use the DHS Afterschool Care Program funding to provide additional services and activities.