

Federal Fiscal Year (FFY) 2022 Afterschool Care Program

FFY 2022 Statement of Need For Positive Youth Development Programs

Technical Assistance Q & A

Last Updated 4-30-2021

Technical Assistance in the form of Questions and Answers (Q&A) will be available from Monday, April 19, 2021 – Friday, April 30, 2021. Questions must be submitted to dhs.afterschool@dhs.ga.gov. Please review the current FFY 2022 Afterschool Care Program Statement of Need Proposal Guidelines document housed the DFCS Afterschool Care Program website, <https://dfcs.georgia.gov/afterschool-services>, for guidance on the proper format for question submission. As a note, questions received before April 19, 2021 or after April 30, 2021 will not be answered.

Question:

Section – Overview. Page 2.

We currently have a for profit as well as a non profit agency. Our for profit agency definitely meets all of the criteria for us to apply, but our non profit does not. Can we apply using our for profit agency? and if the answer is no, is there a way for us to use our non profit as a DBA?

Answer:

This Statement of Need (SoN) has been issued by the Georgia Division of Family and Children Services Afterschool Care Program to seek proposals from **non-profit organizations** and **public agencies** that provide quality out-of-school time positive youth development programs and services to youth between the ages of 5 and 17. Organizations **must** be one of these two types of organizations to be eligible to submit a proposal.

Question:

Section 3. Page 18.

In regards to the contractor and subcontractor forms security and immigration compliance affidavits, do all programs complete these? Who is considered the contractor and / or subcontractor that these forms would be referring to?

Answer:

All organizations wishing to submit a proposal must submit a fully completed Security and Immigration Compliance Affidavit. For the purposes of this funding opportunity, organizations should complete the Sub-Contractor Affidavit.

Question:

Section – Overview. Page 2.

I am inquiring to find out if the program has to be a non-profit to apply for this program, we are a S-Corporation. I would like to apply if possible.

Answer:

This Statement of Need (SoN) has been issued by the Georgia Division of Family and Children Services Afterschool Care Program to seek proposals from non-profit organizations and public agencies that provide quality out-of-school time positive youth development programs and services to youth between the ages of 5 and 17. Organizations must be one of these two types of organizations to be eligible to submit a proposal.

Question:

Section - Forms Criminal History Attestation Form

In reference to the criminal history investigations attestation form. It notes that we are required to have all staff background checked by November 1st 2021. We require all staff to be background check and comprehensive fingerprinted through cogent upon hire. Will we be able to use these background checks or will we need all staff to obtain another background check specifically for DHS?

Answer:

Staff will have to undergo DHS Specific criminal history testing to ensure the correct agency code is selected per contractual guidelines.

Question:

Section 2. Page 12.

In reference to the minimum youth served being 30. Is that 30 who should qualify as an awarded participant? I have a capacity of 34 children total. Do all 30 need to be qualified as a funded participant?

Answer:

Contractor must maintain a minimum enrollment of 30 youth, each month, throughout the contract period. These youth must be income eligible based on the Statement of Need guidelines.

Question:

Section – Forms DUNS Number Form

Do we need a DUNS and FEIN # before applying? I would be applying as an agency/myself.

Answer:

All agencies must submit a completed DUNS Number Form with an active DUNS number as a part of a completed Statement of Need proposal packet.

Question:

Section 1. Page 9

I understand applications are due May 28, 2021, but when would the contract start? Oct 1, 2021- Sept 30, 2022?

Answer:

FFY 2022 Contract Dates are from October 1, 2021 – September 30, 2022 or the date the contract is fully executed (if after October 1, 2021) through September 30, 2022.

Question:

I am fluent in Spanish and Sign Language, can I list this on the application in case there is a need?

Answer:

Please provide any information regarding your services and programmatic offerings in your Proposal Narrative. Be sure to adhere to the page limits and font guidelines identified in the Statement of Need proposal guidelines.

Question:

Is this opportunity for new potential providers as well or just for agencies who already provide contracted services?

Answer:

All non-profit organizations, state and local government agencies, schools/school systems and other public entities may apply to this Statement of Need. Agencies that are listed on the DHS delinquent audit list and/or not identified on the State of Georgia Secretary of State website as "Active/Compliance" are considered ineligible for funding. This includes those organizations who are not a current contractor for the Afterschool Care Program.

Question:

Section 4. Page 21

Is it mandatory to provide transportation home? Our after school care would be at the school the kids attend. They come to the program directly after school ends so transportation is not needed and the parents would pick up after the program ends.

Answer:

The decision to provide transportation to students who will participate in your activities is at the sole discretion of your program leadership.

Question:

Section 4. Page 23

Is it a requirement for the employees who work in the program to have a degree in education? We were thinking about hiring certified teachers for the Steam education portion but the actual people who coordinate and run the program might not necessarily have a degree.

Answer:

The decision to identify the minimum credentialing requirements for employees and teachers in your afterschool care program is at the sole discretion of your program leadership.

Question:

Section 4. Page 22

Would TBRI be considered coverage for the well being portion?

Answer:

The selected program for the Well-Being portion of the programmatic offerings must follow the guidelines outlined in the SoN Proposal Guidelines. *The organization must select an evidence-based curriculum to implement that addresses **one of the following topics listed below**. A program may elect to select more than one topic area to implement however, each topic area and evidence-based curriculum selected must be accompanied by its own individual Form E.*

- *Self-Esteem*
- *Suicide Prevention*
- *Mental Health Illnesses*

Question:

Section 4. Page 21

With the addition of the #5 COVID-19 requirement under Section D: Environment and Climate, is there an increase in the page limit for that section?

Answer:

The posted page limits are in effect for all sections of the proposal document.

Question:

Section J. Page 24

Are the schools that we serve or implement programs to considered “Agency Partner”? Under this section it requires “All proposing agencies are required to submit a Letter of Commitment (LOC) for each agency they plan to partner with to implement the DFCS Afterschool Care Program funded programs and services. The LOC must be submitted on official letterhead and should articulate the nature of proposed collaboration and level of support. All letters of Commitment must be included within the FFY 2022 DFCS Afterschool Care Program Statement of Need 25 proposal submission package.” Does this mean that each school we serve, we would need a letter of commitment if you consider them our “Agency Partner?” or does “Agency Partner” mean if we were collaborating with another nonprofits or businesses to do this program?

Answer:

The agency partner portion refers to other organizations or partners that will aid in rendering the proposed program to the eligible youth. The schools served portion will identify the schools in the geographic area where your proposed participants attend.

Question:

Section 3. Page 16

In the Q&A portion of the mandatory training today Friday April 23, I believe I heard you say that an organization must have a license or exemption from Bright from the Start: Georgia Department of Early Care and Learning. However, I do not see anything in the SoN document on this requirement. Can you please clarify this response and what is needed?

Answer:

According to the rules in Georgia, any organization wishing to form an afterschool or summer program must visit the Department of Early Care and Learning (DECAL) to obtain either a license or an exemption before serving children. There may be exceptions for those who strictly serve teens however, one must connect with DECAL to learn of any requirements or exceptions. Please visit the following website for more information on how to legally operate a youth serving organization in Georgia. <http://www.dec.al.ga.gov/Default.aspx>.

If a program is funded by the DFCS Afterschool Care Program, they will have to be licensed or have a valid certificate of exemption before beginning any programming for the FFY 2022 fiscal year.

Question:

Section 1. Page 7

We currently receive CAPS Funding from Bright from the Start as a license exempt agency and the Georgia Special Needs School Voucher for K-12 Special Education Students. Can these scholarships count as matching funds for the DFACS Afterschool program?

Answer:

No, CAPS Funding and Georgia Special Needs School Vouchers are federally funded scholarships and cannot be used to meet the matching criteria for the DFCS Afterschool Care Program.

Question:

Section 1. Page 7

Define Public Agency. We are a Private Accredited School that serves the public with a STREAM Afterschool Program and is an approved exempt organization with Bright from the Start. We are an agency that provides quality out of school time programs for ages 5 to 22 to the public and is a license exempt agency with Bright from the Start. Based on the excerpts and statements made in the information session below, shouldn't we fall under the Public Agency Definition?

Answer:

A **public entity is defined** as follows: (A) any State or local **government**; (B) any department, agency, special purpose district, or other instrumentality of a State or States or local **government**. This would include local city or county governments, public school systems, community service boards, etc. A non-profit must have that exact designation from the IRS on their IRS Determination Letter. Please review page 37 of the Statement of Need Proposal Guidelines document for more information about non-profit organizations. The school founder will be able to share the entity type based on how the school was classified with the Georgia Secretary of State's office.

Question:

Section 1. Page 7

What are the eligibility requirements to serve as a subcontractor?

Answer:

All current and future contractors for the Afterschool Care Program are considered subcontractors. Please visit <https://dfcs.georgia.gov/services/afterschool-care-program> to view eligibility requirements for who may partner with the Afterschool Care Program.

Question:

Section 3. Page 16

Can the audit be by an accountant?

Answer:

The required audit must be completed by an entity qualified to review and audit financial statements.

Question:

Section 3. Page 16

If Form 990 was not required under IRS for 2019 because less than >\$25,000 and have a 990 NR Post Card. How is an audit to be conducted?

Answer:

If the proposing agency did not submit Form 990 during the 2019 tax year based on the Department of the Treasury Internal Revenue Service's Instructions for Form 990 Return of Organization Exempt From Income Tax (<http://www.irs.gov/pub/irs-pdf/i990.pdf>), the proposing agency MUST provide a letter on its agency's letterhead stating why the agency did not file a 2019 Form 990 and include within the letter the corresponding provision that applies to the agency listed in General Instructions, Section B (Organizations Not Required to File Form 990 or 990-EZ). The Executive Director (or authorized signature) of the agency must provide his/her title and signature on the letter.

In order to partner with the Division of Family and Children Services and the Department of Human Services, a contractor must provide an audit for the tax years outlined in the Statement of Need Proposal Guidelines.

Question:

Section E. Page 17

We were wondering if a notary (or any other method of organization confirmation) would be accepted in lieu of a corporate seal for the Corporate Resolution document?

Answer:

Please refer to Appendix F of the Statement of Need Proposal Guidelines document to identify the required elements of a Corporate Resolution as outlined by the Georgia Department of Human Services. Only a Corporate Seal is identified as the acceptable seal for the document.

Question:

Forms. Form B

If our site location changes between the application submission and the start of the contract, how is that handled?

Answer:

If an organization is awarded a contract for the Afterschool Care Program for FFY 2022, the site of programming must be verified before a contract will be issued between the organization and DHS. The site location must be in the same geographic location as the original proposal request as priority is given to certain areas of the State. Changes in those priority areas may affect the final score of an organization's proposal and the subsequent awarding of a contract from the DFCS Afterschool Care Program.

Question:

Section D. Page 21.

Can a child choose to attend our out-of-school-time program virtually while others are attending on-site since we will have a virtual programming plan as a part of our COVID response plan?

Answer:

Organizations have the flexibility to identify their approach to programming in their COVID response plan. Having virtual or in person programming options are at the sole discretion of the program leadership.

Question:

Web Portal Submission

Can we begin to upload to portal/save and continue to upload until May 28, 2021?

Answer:

Yes. Organizations that have successfully obtained a username and password may access the submission portal and upload documents at any time until May 28, 2021 at 3:00 PM EST.

Question:

Section 2. Page 13.

Are contractors allowed to provide non-DGA snacks (if they are not included in the grant application for funding) IN ADDITION TO a funded, DGA compliant meal?

Answer:

Contractors are at liberty to provide additional food and beverages as their individual funding stream will allow. All snacks, food items and beverages that are reimbursable by the DFCS Afterschool Care Program must be compliant based on the Statement of Need Proposal guidelines.

Question:

Section 3. Page 16

Are we required to submit an audit report versus a review? Can we be considered for this grant without an audit, but with a financial review by a CPA?

Answer:

In order to contract with the Division of Family and Children Services and the Department of Human Services, a contractor must provide an audit for the tax years outlined in the Statement of Need Proposal Guidelines.

Question:

Section 1. Page 7

Can personnel use part of salary as matching, (a percentage they are willing to be paid minus match

Answer:

Please review the FFY 2022 DFCS Afterschool Care Program Statement of Need Proposal Guidelines document, Appendix E for in depth information on which expenses will be allowable for both reimbursement and match.

Question:

Section 1. Page 7

Is it required to have a location and an exemption from bright from the start prior to submission of proposal?

Answer:

Form B – Program Sites is a required form that must be completed to identify the location(s) where the proposed programming will take place.

Contractors who are selected to receive an award from the DFCS Afterschool Care Program will be given additional guidance on providing proof of a license or certificate of exemption from Bright from the Start: Georgia Department of Early Care and Learning for all funded sites.

Question:

Section 1. Page 9

Which counties are in need of services for extra points?

Answer:

Please review the FFY 2022 DFCS Afterschool Care Program Statement of Need Proposal Guidelines document section on State Priority to identify areas that can warrant additional points on proposals.

Question:

Section 1. Page 9

Can you please confirm that if we receive the grant we are unable to charge students/families for a portion of the service?

Answer:

Receiving a contract for DFCS Afterschool Care Program funded programs and services does not preclude an organization from charging a nominal fee for participation. Ideally, programs that are funded through the DFCS Afterschool Care Program should be no fee OR low fee. It is not expected that eligible youth and their families be charged the full cost of participation if the program is being funded, all or in part, by a DFCS Afterschool Care Program contract. The Department and/or Afterschool Care Program reserves the right to update this provision.
