



2022 OCA Youth Services RFP

Mandatory Information Session

Housekeeping Items

- **Please put your name, organization and email address into the chat.**
This will be used to verify attendance at today's mandatory information session. Applications will only be accepted from organizations that are listed in the chat.
- Due to the overwhelming response to the RFP, we are not able to answer questions during this session. **All questions must be submitted in BidNet by 5:00 p.m. Wednesday, December 15th. Answers will be posted in BidNet on Friday, December 17th.**
- Everyone except the presenters are muted while on this call.
- This session is being recorded and sent to today's participants.

Welcome & Introductions

Thank you for your interest in OCA's annual youth programs RFP!

Today's Presenters:

Maxine Quintana, Director of OST Initiatives

Melissa Janiszewski, Senior Strategy and Policy Advisor

Welcoming Ritual

Let's learn who is on the call.

Please change your view to “gallery” so that you can see everyone.

We will be using our camera during this exercise.

Who We Are

The Office of Children's Affairs (OCA) supports Denver agencies, the community and its service providers in ensuring all children and youth have their basic needs met, are ready for kindergarten, and have the opportunity to succeed academically and professionally.

Funding Philosophy:

The Office of Children's Affairs funding philosophy focuses on five key areas for creating lasting change: youth development, education, innovation, public health, and digital inclusion.

Our Approach:

We make our funding decisions based on the following: community-informed, evidence-based practice, data-driven, partnerships, equitable & inclusive.

Background and Purpose

Purpose of Funding:

The Office of Children's Affairs (OCA) is committed to supporting organizations that serve youth and young adults through a variety of initiatives that provide:

- Support for innovative programs that engage youth
- Increase connection to community and caring adults
- Support the develop of social and emotional skills
- Increase involvement in pro-social activities

To streamline our funding process, we are combining three evidenced-based strategies for supporting youth into a single application.

Organizations can choose one or more category, as long as they meet the criteria for each one.

Funding Details

Funding Origination:

- Funds for these 3 categories come from the general fund, taxpayer-approved initiative, etc.

Available Funding:

- Total available funds for OST/Category 1: **\$600K**
- Total available funds for YVP/Category 2: **\$700K**
- Total available funds for Pop-Ups/Category 3: **\$178K**

Competitive Process:

- There were more than 200 individuals representing more than 125 organizations who RSVP'd for this mandatory info session

Funding Categories

Category 1: Out-of-School Time (OST) Programs – Up to \$50,000 can be requested

Focus is on organizations with less than a \$1 million budget that provide a variety of typical OST activities (social, emotional, academic, and enrichment programs) for youth K-12 in group settings during non-school hours (i.e. before school, afterschool, weekends, during the summer and school breaks).

Category 2: Youth Violence Prevention Programs (YVP) – Up to \$50,000 can be requested

Focus is on programs serving youth ages 13 to 24. Applicants must clearly show how their programs will reduce risk and/or increase proactive factors for youth violence prevention as recommended by the CDC. Funds can be used at any-time during the day, including school hours, and can be used for a variety of purposes, including, but not limited to, community/peer violence, domestic/relationship violence, suicide prevention, anti-stigma, substance misuse prevention, culturally responsive mental health and trauma.

Category 3: Youth Pop-up Events – Up to \$10,000 can be requested

The primary target of the events are youth ages 13 and up. Events are recommended to be held during the hours that youth are more likely to be impacted by youth violence. Pop-Up Events are meant to be stand-alone events, although they can be repeated up to 4 times over the course of 2022. Pop-Up Events are not regularly occurring programs, which should be applied for through Category 1.

Funding Categories, Cont'd

Category 1 – Out-of-School Time (OST) Programs: Up to \$50,000/org can be requested*

Category 2 – Youth Violence Prevention Programs (YVP): Up to \$50,000/org can be requested

Category 3 – Youth Pop-Up Events: Up to \$10,000/org can be requested

An organization can apply for any combination of the funding streams.

This means that your organization could apply for all three categories; a single category; or a combination of two categories (1 & 3, 1 & 2, etc.).

Partial funding may be awarded, but it is OCA's intent to fully fund applications.

*Comp programs cannot apply for category 1, a separate process will be held

RFP Details

Who Can Apply:

- Any not-for-profit community-based organizations
- Small LLCs or sole proprietors
- Only one request per organization
- Comprehensive OST organizations (*those that provide 5 days/wk programming to same group of youth*) are not eligible for this competition; these orgs will have a 2022 RFP opportunity.

Contract Term: January 1 – December 31, 2022

Mandatory Contract Terms:

All awards will be done through a **reimbursement contract** with the City. Organizations must meet all terms, including minimum safety, insurance, and other requirements.

**Complete applications must be submitted in BidNet by
Thursday, December 29, 2021 at 5 p.m. (NO EXCEPTIONS!).**

Contracting Requirements

- **Minimum Insurance** (*You can include these costs in your budget, if needed.*)
 - Commercial general liability, with NO exclusion for claims against sexual abuse and molestation
 - Automobile Liability
 - Workers Comp
 - Cyber liability (**this is a new coverage – be sure to shop around!**)
- **Minimum Safety Requirements**, including staff (background checks, CPR/first-aid, policies & procedures); transportation/field trips; environment/safe place; food

Your organization only needs to show proof of insurance if it is awarded funds.

Contracting Requirements, Cont'd

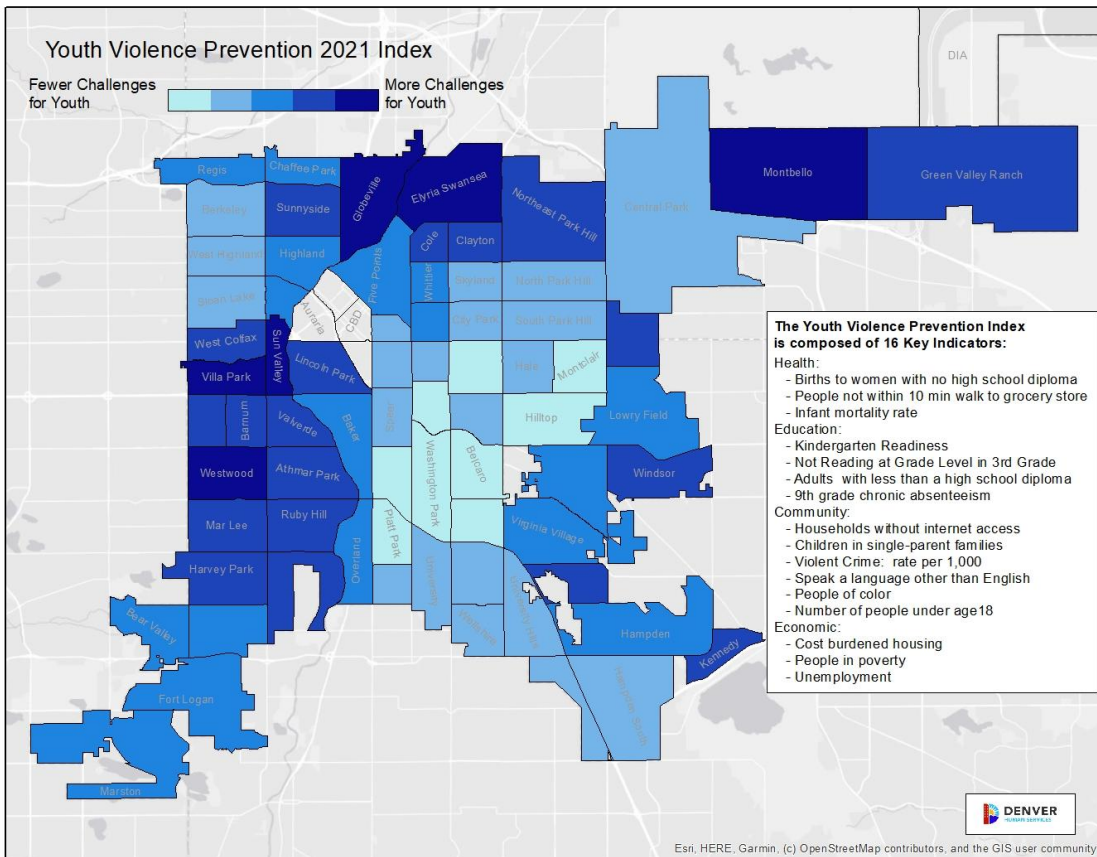
- **Programs must take place in the City & County of Denver.**
 - While youth participants should be Denver residents, we understand that some programs occur near the borders of other cities and may draw participants from those cities.
- **Funding is intended to support in-person programs at little or no cost to families.**

Contracting Requirements, Cont'd

- **Attendance Tracking:** Organizations must track attendance and other metrics and provide reports in DAAconnect. Proof of an organization account and profile in DAAconnect is required as part of the application.
- **Surveying:** Organizations may be asked to conduct youth and/or parent surveys
- **Cohort Participation:** Funded organizations will be asked to participate in cohort meetings and events throughout the contract term.

Contracting Requirements, Cont'd

- **Professional Learning:** Organizations are required to participate in at least two [DAAlearn](#) professional learning events or other advocacy related opportunities.
- **Site Visits:** As part of the DAAadvocate line of service, Organizations must host at least one site visit.
- **OCA Acknowledgement:** Award recipients will be asked to display signage and/or online banners noting that the program receives funding from the Office of Children's Affairs.



Bonus Points will be attributed to the physical location of the program.

If located in a darker blue area, the more points awarded.

For the OST portion, additional bonus points will be awarded for:

- Programs that serve middle school youth
- Programs located in far Northeast Denver

Use of Funds

CANNOT be used to...

- Make large capital purchase like a bus or van
- Support program slots or scholarships
- Support religious practices
- Supplant other funding

Can be used to...

- Support direct program services (staffing, supplies, etc.)
- Pay for insurance related to award requirements
- Field trip and other transportation costs
- No more than 5% for food
- No more than 10% for indirect/administrative costs (background checks, evaluation support, professional learning)

Application Process

1. **Complete the four prerequisites.**
2. **Complete the narrative. ([template](#))**
 - a. Choose one or more categories (OST, YVP, Pop-Up Events).
 - b. Answer questions for each category.
3. **Complete the budget. ([template](#))**
 - a. Overall Organization
 - b. Program Budget
4. **Include all attachments**
 - a. DAAconnect profile confirmation email
 - b. Diversity and inclusiveness receipt
 - c. Mandatory reporter certificates
 - d. Comments on sample contract
 - e. Completed IRS W9 Form
 - f. Certificate of Good Standing

**SUBMIT IN BIDNET BY 5PM MST
12/29/21**

Important Prerequisites

1. Organizations must complete a profile in the DAAconnect information management system when applying. If you haven't already done this, we can help. DO NOT WAIT.
2. Organizations must complete a Diversity and Inclusiveness Form.
3. Mandatory Reporter Training for Direct Staff
4. Completion of Summary Information - <https://www.surveymonkey.com/r/GRVHV8H>

Youth Program Locator

- Your organization must maintain an up-to-date DAAconnect profile so programs show on the City's Youth Program Locator throughout the term.
- If you already have a DAAconnect account, please verify that your information is up to date and email daaconnect@denvergov.org. You will receive a confirmation to attach to your proposal.
- If you need to create a DAAconnect account, complete this [form](#). Once you receive access, follow these [steps](#) to set up your profile. **Training is available.**
- Once your profile is complete, email daaconnect@denvergov.org and you will receive a [confirmation email](#) to include with your proposal.
- **Whether you are new to DAAconnect or are already using it, each of these steps must be successfully completed for your application to be eligible!**

Reports

- Reports will be completed in DAAconnect.
 - Reports include a narrative section and attendance data
- Attendance tracking requires your organization to collect:
 - Name, DOB, Student ID, # of days attended
 - Attendance should be tracked in an Excel file to be uploaded.
- DAAconnect has other benefits, including real time attendance tracking, surveys, and a registration system. **It is free to use.**
- Contact: daaconnect@denvergov.org

Diversity and Inclusiveness Form

- To complete the form, visit: <https://fs7.formsite.com/CCDenver/form161/index.html>.
- You will need the following information:
 - City agency facilitating the solicitation: Office of Children's Affairs
 - Email address of City agency: childrensaffairs@denvergov.org
 - Project Name: 2022 Youth Services RFP
- After you complete the form, print the receipt to submit with your proposal.

Mandatory Reporter Training

- State training for anyone that directly works with youth. OCA is requesting that organizations that we fund ensure staff are trained.
- Seasoned staff can take a refresher when needed.
- Training is free and can be done on-line by visiting:
https://coloradocwts.com/wbt/mandatory_reporter_guest/
- Print and submit completion certificates with your proposal.

Narrative

- Choose one or more category:
 - OST
 - YVP
 - Pop-Up Events
- Answer all questions thoroughly yet succinctly for each category of funds you are applying for (OST, YVP, Pop-Up Events).
- Write like no one knows about your organization or program.
- Use a SMART goal format.
- Be specific about who you serve.
- Do not use jargon.
- Be honest.
- Stay within text limits.
- Use Spell Check!

Organization Budget

PART 1 -- Overall Organization Budget/Revenue				
Please provide the overall organizational budget and funding sources for the organization. This helps tell the overall picture of your organization's funding streams				
Source	Funds Requested	Committed	Pending	Total
Total funds requested for this RFP	(total)			\$0.00
Government Awards (please list all, including other City funds, state funds (21CCLC), etc.) (add rows as needed)		(total)	(total)	\$0.00
Government Award 1 -				
Government Award 2 -				
Foundations (please list - add rows as needed)		(total)	(total)	\$0.00
Foundation 1 -				
Fees/Earned Income		(total)	(total)	\$0.00
Donations/Corporate/Individual Support		(total)	(total)	\$0.00
Other (please list)		(total)	(total)	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

- Provide a picture of your organization's stability.
- Be sure to list your key funding sources.
- Add rows as necessary.
- Check your math

Program Budget

- Be specific about what you are requesting funding for and provide details.
- Only ask for what you need, while we could do partial awards, we would rather give full awards.
- Be sure to complete the column(s) for the category(ies) you included in the narrative section.
- Add rows as necessary.
- Check your math.

PART 2 - Program Budget/Narrative - Please complete the section(s) for the categories you are applying for				
Please complete the section(s) for the categories you are applying for in the narrative section -- all funds must be spent between January 1 - December 31, 2022 (add rows as necessary)				
Budget Request	Out-of-School Time Initiatives (OST)	Youth Violence Prevention (YVP)	Pop-Up Events	Total
1.) Personnel/Salaries (detail each position)	\$0.00	\$0.00	\$0.00	\$0.00
Position 1 --	\$0.00	\$0.00	\$0.00	\$0.00
Position 2 --	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
2.) Fringe Benefits (detail each position)	\$0.00	\$0.00	\$0.00	\$0.00
Position 1 --	\$0.00	\$0.00	\$0.00	\$0.00
Position 2 --	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
3.) Local Travel	\$0.00	\$0.00	\$0.00	\$0.00
mileage	\$0.00	\$0.00	\$0.00	\$0.00
field trips	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
4.) Program Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00
Narrative --	\$0.00	\$0.00	\$0.00	\$0.00
Food (limited to 5% of total request)	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
5.) Sub-Contract(s)	\$0.00	\$0.00	\$0.00	\$0.00
consultants	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
6.) Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
7.) Indirect costs (limited to 10%)	\$0.00	\$0.00	\$0.00	\$0.00
insurance	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Review Process

Each proposal will undergo a technical review to ensure the application meets the minimum requirements.

Community-informed process with a diverse review team.

Proposals will be rated on based on:

Organizational stability

Strength of program

Measurable impact

Ability to leverage resources

Quick Recap

- Any additional questions are due in BidNet by 5:00 PM MST December 15.
- Questions will be answered through BidNet by December 17.
- Applications are due by 5:00 PM MST on Thursday, December 29.
- Complete the four prerequisites.
- All documents (Narrative, Budget, Required Attachments) must be submitted electronically in the BidNet system:
<https://www.bidnetdirect.com/colorado/cityandcountyofdenver>
- Awards will be announced the last week of January.

Shifting Gears: 2022 Opportunities

OCA is planning on two funding opportunities for 2022:

- RFP for comprehensive OST providers that operate programs 5 days/week for the same group of youth throughout the majority of the year.
- RFP for organizations to partner with DPR to provide engaging outreach and programming to teens on weekend nights at select Denver recreation centers.

More details to come!

Stay Connected

To learn about funding opportunities, professional learning and other exciting opportunities, subscribe to:

- DAA's e-newsletter (*Everyone on this call has been added. If you would like to include others from your organization, email info@daalearn with their information.*)
- YVP e-newsletter

Thank you for joining us!

Staff Contacts:

- Out-of-School Time: Maxine.quintana@denvergov.org
- YVP and Pop-Up Events: Melissa.Janiszewski@denvergov.org
- Contracts: Terra.hasermanswazer@denvergov.org