

**Department of Health and Social Services, Division of Public Health  
Office of Substance Misuse and Addiction and Prevention**

**Positive Youth Development Afterschool Program  
Pre Proposal Teleconference Questions & Answers  
March 26, 2019**

**Q:** How many awards does the program intend to issue?

**A:** The program does not have a specific number of awards in mind and will issue awards to fully use the \$1,250,000 anticipated to be available for award. The program hopes to award project proposals in all regions of the state.

**Q:** The target population is youth entering or enrolled in grades five through eight, which might reasonably include elementary students and middle school students, a factor that can exponentially increase the number of project sites. In order to serve the target population, do ASPs need to be offered at all sites?

Can a project serve a single age or single age group rather than a grade range?

**A:** A project does not need to provide services to the full range of the identified target population, though must provide services to the target population identified at Section 1.05. This does include youth outside the target population if needed to ensure the target population attends, i.e., students taking care of younger family members. There is a degree of flexibility in order to ensure the target population is attending.

**Q:** Is the program looking only for ASPs that meet regularly on a weekly basis or is it open to summer ASPs that meet, perhaps, for two weeks? Does that frequency also apply to summer projects that are one or two weeks long?

**A:** The program is absolutely open to summer ASPs that meet best practices with regards to sequence, meeting frequently throughout the week for an average of two to three hours per day, 3 to 5 days per week. Ideally, projects will deliver program services for longer than four weeks.

**Q:** Please speak about ‘statewide’ as it is used in Section 1.06 in describing the highest of the funding level. Is the highest level of funding available only for an agency offering services statewide, or does it also consider an applicant’s very large service area and five or six widely separated sites such as found in a large school district?

**A:** The program would like to see ASPs in communities throughout the state. The highest level award amount in the tiered funding is \$350,000 for ASPs serving five or six sites with a statewide *or regional* reach.

Evaluation of proposed project budgets will consider numbers of ASP sites, size of the service area proposed and substantiating narrative for proposed project costs.

**Q:** Under Services/Activities at the Positive and Healthy Environment section, the RFP notes projects should meet the nutritional and dietary needs of youth during program hours, such as by participating in United State Department of Agriculture’s afterschool snack or meal program. Is it requirement for project funding that food be provided to participating youth?

**A:** It is not a requirement. It is recommended that ASPs provide meals and/or snacks particularly if the youth will be engaged for more than two or three hours. This is an opportunity to provide healthy meals and/or snacks.

**Q:** Is food an allowed budget item or would grantees need to use USDA resources?

**A:** Food costs are allowed at the discretion of the program. Like any budget item, food costs in a budget proposal will need substantiating narrative with specific details about types, quantities, numbers served, venue, project necessity, etc. USDA resources can certainly be leveraged in support of an ASP’s available resources.

**Q:** How fine grained will the ASP data plan and collection requirements be?

**A:** Because this is a new program, year one is anticipated to be an exploratory area for data needs and data gathering strategies. The project Work Plan collects data at two tabs, performance measures as wells as recruitment and enrollment data. This is primarily participant data.

The Work Plan template gathers the basics, though outcomes based curricula will be another source of data. Outcomes data will be gathered in order to evaluate individual ASPs and the overall program. Proposed outcomes based curricula will be evaluated through the assessment process to be implemented with grantees through the State’s technical assistance with the Alaska Afterschool Network. Curricula and measures will be tailored, and it is also anticipated the data collection strategies and measures will be further adjusted and enhanced through the duration of the three year grant cycle in order to best gather effectiveness data for and the overall effectiveness of the Positive Youth Development program.

**Q:** Does a proposed ASP need to focus on marijuana use or does a healthy choices/alternatives project meet the State program’s need?

**A:** Depending on the population served, an outcome-based healthy choices curricula may effectively address marijuana and other substance use. The choice of outcomes based curricula for a proposed ASP will ideally be supported by community characteristics as shown in local measures and local data identifying areas that can be impacted by the proposed curricula.

**Q:** Is the optimal frequency of 3 - 5 days per week at a single site, or can the 3 - 5 days per week be shared among more than one site? The consideration is two days at each of two sites and an additional day for a family component. This allows for the youths' other activities.

**A:** Thinking about the end user, targeted youth, a project's ASP ideally will be delivered consistently to one cohort of youth, 3-5 days per week.

**Q:** Will start up projects be considered or is it necessary to have an ASP in place?

**A:** Proposals for start-up projects are certainly welcome though must meet the required program components. Start-up projects will be afforded start up time as well as additional technical assistance.

**Q:** Can a coalition propose to coordinate several ASPs in an area, essentially serving as an award administrator for a more integrated, coordinated effort by numerous agencies operating numerous existing and start-up ASPs? The proposing coalition would provide fiduciary responsibility, staff support, leadership and oversight for coalition members.

**A:** Eligibility to apply is addressed at RFP Section 3.01.

From RFP Section 1.06: In general, budget proposals should strongly support wages and benefits for administrative and direct services staff, contracts with partner organizations, student transportation from the project's service delivery site or sites, travel for attending the required Alaska Afterschool Conference, and supplies such as curriculum, technology tools, project materials, and office supplies.

Criteria j in Section 4.04.6, notes an emphasis on direct services over administrative costs with an evaluation value of 200 points.

**Q:** Are there formatting requirements for the submitted proposal?

**A:** Formatting requirements are specific to GEMS and the system's text field and upload capacities. Please refer to Grantee User Manual Part I for information on responding to Questions by providing narrative, document uploads, and entry of the budget proposal. Information specific to uploading documents can be found in Chapter 10 of Grantee User Manual Part II.

**Q:** The RFP identifies the initial period of award as July 01, 2019 through June 30, 2020. Our in-place ASPs typically begin staff training in May and are in full service delivery from early June through the second week of August. Will the program consider a project proposal in which the period of direct service delivery for an in-place ASP bridges periods of award?

**A:** The program will consider such proposals and would encourage exploration of service delivery including school year offerings. As with every proposed project, the detailed project proposal is important.

**Q:** Is there a minimum or maximum budget proposal amount for assessment?

**A:** Funds need not be budgeted for the first year resources and needs assessment. DHSS and its consultant, Alaska Children's Trust/Alaska Afterschool Program, will be working with individual grantees to conduct the assessments. Project staff time through the assessment will be minimal.

**Q:** Can proposers expect notifications of award in mid-May or is the timing dependent on the legislature passing a budget?

**A:** Notifications will not be sent in mid-May. The timing is dependent on the governor signing an FY2020 Operating Budget, though the Department makes every effort to issue notifications ahead of the period of award. Notifications may not be issued by the first of July, 2019.

**Q:** Is the Positive Youth Development Afterschool Program funded in the Governor's budget proposal?

**A:** Yes, \$1.25 million for FY2020 in support of the program.

**Q:** The budget proposal requires travel for approximately three persons to the 2019 Alaska Afterschool Conference. Is the travel fully supported by the grant or is there a matching funds requirement?

**A:** The required travel is fully grant-supported.

**Q:** What are the minimum individual or agency representational requirements for the composition of a subcommittee?

**A:** The solicitation does not speak to subcommittees or subcommittee requirements. Section 1.03 does note the need in the assessment process for representative members of the community, youth, staff and parents. Support and Coordination of Services, Section 2.04, notes partnerships and collaborations.

**Q:** In a community with more than one potential proposer, is there a program preference for each to submit a project proposal or for them to work together in proposing a more integrated project? Can two proposals come from one community?

**A:** There is not a program preference, though the collaborative process may afford each ASP reduced administrative needs, shared responsibility, and increased effectiveness.

**Q:** Can potential applicants anticipate another competitive Positive Youth Development Afterschool Program services solicitation during this three year grant cycle, or perhaps a competitive solicitation for a similar program?

**A:** Positive Youth Development Afterschool program services will not be solicited again for state fiscal years 2020-22. Continuation awards may be offered to awarded FY20 grantees in FY21 and FY22, based on the conditions noted in Section 1.05. Other services may be solicited though not in this program during this cycle.

### **As a final note:**

The program's contracted consultant is Alaska Children's Network/Alaska Afterschool Programs. Section 3.01, Eligibility, notes: Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

By extension, proposals from applicants developed with the assistance of the Alaska Children's Trust/Alaska Afterschool Network are not eligible to apply and any submitted proposal will not be considered.