



Department of
Youth & Community
Development

NYC Department of Youth and Community Development
Pre-Proposal Conference
October 18, 2016

Agenda

- Welcome and Timeline
 - Pre-Qualifying and Proposal Submission
 - Program Expectations
 - Post Award Requirements
 - Question and Answer Session
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About DYCD



- **Mission:** The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.
 - **Vision:** DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow and thrive.
 - *Empowering individuals, Strengthening Families, Investing in Communities*
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RFP Timeline

- Proposal Due Date: November 14, 2016 at 2:00 pm
 - Anticipated start date: July 1, 2017
 - Contract term will be for three years with an option to renew for up to three additional years.
 - Questions: RFPquestions@dycd.nyc.gov
Must be received by November 4, 2016
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Service Options/Competitions

Service Option 1: Fathers ages 18 and over

- Service Option 1: Fathers aged 18 and over – Bronx
 - Service Option 1: Fathers aged 18 and over – Brooklyn
 - Service Option 1: Fathers aged 18 and over – Manhattan
 - Service Option 1: Fathers aged 18 and over – Queens
 - Service Option 1: Fathers aged 18 and over – Staten Island
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Service Option 2:

- Fathers with prior involvement in the criminal justice system – Citywide

Proposers may propose under one or more of the service options. However, a separate and complete proposal must be submitted for each program proposed

Available Funding and Contracts



The anticipated total maximum available annual funding: \$2,786,987

Anticipated number of contracts: 8

- Service Option 1 – It is anticipated that seven contracts will be awarded, at least one in each borough
- Service Option 2 – It is anticipated that one award will be made

Each program would **serve at least 180 and at most 200 fathers.**
The anticipated price per participant is **\$1,909.**



Mayor's Office of Operations



HHS ACCELERATOR

Pre-Proposal Conference

2016

The HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.



- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposal(s) after RFPs are released.
- **Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2 pm).**

Need Help?

Contact info@hhsaccelerator.nyc.gov



Staffing

- One Part-Time Program Director
 - The Program Director would spend 30-50% of his/her time to the Fatherhood Program
- Three Full-Time Case managers
- Two Full-Time Outreach/Retention Specialists

At least one of the key staff would have an *LMSW* credential and would be skilled at providing counseling on serious issues such as anger management, conflict resolution, and domestic violence.

Program Services

- Serve noncustodial New York City resident fathers aged 18 and over
 - Serve a minimum of 180 and a maximum of 200 fathers
 - Three cycles of 60-70 participants each
 - Fathers would receive three months of program services and three months of follow-up services
 - Program staff with each participant would develop an Individual Service Plan (ISP) that would address six *required* core areas:
 - Parenting skills development
 - Effective co-parenting with the child's guardian
 - Employment and education
 - Child support
 - Child's education and well-being
 - Visitation and placement
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Program Outcomes

Required Outcomes (*Participants would accomplish at least two of the target outcomes listed below.*)

1. Father would increase engagement, availability, and responsibility in relationship with his child/children.
2. Father would increase material and financial support to his child/children.
3. Father would attain needed benefits and services.

(Outcome 3 above would be measured by attainment of one of the following, which would be validated by appropriate documentation).

- Fathers complete and file applications or follow through on referrals and receive identified services.
 - Fathers enroll in educational or vocational programs.
 - Fathers secure adequate and safe housing.
 - Fathers secure employment.
 - Fathers secure needed health care.
 - Fathers secure health insurance.
 - Fathers enroll children in out-of-school time programs.
 - Fathers obtain care for their children or other dependents.
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Program Approach

Case Management :

- Screen for history of domestic violence, using a screening tool identified by the contractor
 - Each caseworker would have an active caseload of 20-24 fathers for each three-month cycle, not including fathers receiving follow-up services
 - Caseworkers would contact with each father at least once every two weeks
 - Review each father's child support order and visitation/placement arrangements and determine whether either/both need to be modified
 - Work with each father on achieving goals indicated in ISP and meet at least two of the three required program outcomes
 - Caseworkers would also connect fathers to services that address immediate needs (e.g. housing, substance abuse, physical and mental wellbeing, violent or risky behavior) and other areas that threaten full participation and ability to achieve personal and program goals.
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Program Approach

Follow –up Services

- Upon completion of the three-month program, including completion of all parenting classes, fathers would be offered three months of follow-up services. Follow-up would be related to goals identified in the ISP and would focus on those fathers who have not achieved their goals. Follow-up services would also be available to other fathers who may request certain supports. Fathers may also choose to stay connected to the program through alumni activities or volunteer peer mentoring.



Support group sessions/ Peer mentoring

- Contractors would hold biweekly support group sessions, open to current and past program participants, to address common issues, encourage peer support, and develop relationships with alumni of the program
 - Programs would recruit volunteer custodial and noncustodial fathers from the community as “credible messengers” to support the participant fathers as they strive to build their relationships with their children.
 - DYCD would require that at least 50 percent of enrolled fathers be engaged in mentoring relationships
 - The contractor would track the number of hours volunteered by each alumnus and peer mentor and report volunteer hours to DYCD on a monthly basis.
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Volunteers / Peer Mentors

Community Connections/Peer Mentoring:

- Alumni
- Volunteer Hours must be tracked and reported on a monthly basis

The contractor would connect with community groups that have relationships and credibility with noncustodial fathers. These connections would facilitate the recruitment of volunteer fathers to participate in monthly meetings with program participants in the role of peer mentors. Programs may elect to incorporate a mentoring component that is formal or informal, group or one-on-one.

Parenting skills development

Contractors would be required to provide a parenting skills workshop series of 20 two-hour sessions, held twice weekly for ten weeks. There would be four concurrent class sections, each with a class roster limited to 18 participants. The classes would be offered during daytime, evening, and weekend hours to accommodate fathers' schedules.

Parenting curriculum

DYCD anticipates mandating the use of a specific parenting curriculum that would include, but may not be limited to, the following topics: understanding fathers' historic and current roles in families; values clarification and developing values in children; child physical, social, and emotional development; discipline; fathers' support of their children's education; effective co-parenting with the child's guardian; relationships/support networks; coping skills; effective communication; noncustodial fathers' rights and responsibilities; managing conflict and handling anger; job retention skills; race and racism; financial management; substance use and abuse; and nutrition. DYCD reserves the right to change the curriculum during the course of the contract period.

Co-parenting activities

- Programs would be required to incorporate activities that include the child's mother or guardian on a regular basis, at least monthly
 - Co-parenting activities would be voluntary and open to all fathers, provided no order of protection or other circumstance precludes such interaction. Another adult involved in the care of the child
 - DYCD anticipates that 30% of the enrolled fathers will take part in at least one co-parenting activity
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Program Services

Family literacy

- CBO staff and volunteer mentors will be trained in family literacy strategies that may be implemented at home. Staff and mentors will present the concepts to fathers and co-parents at one of the program's co-parenting activities, with the goal of encouraging parents to practice activities with their children that will support their literacy development.

Site visit training

- Through collaboration with ACS, CBO staff would be trained by ACS staff in site visit coaching and site visit monitoring. CBO staff would learn strategies for coaching fathers who have mandated supervised supervision through ACS before, during, and after visits with their children to support the fathers in improving interactions. Visits would take place at a safe space at the program or within the neighborhood.
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Review of child support status

- The program would verify current child support orders (including the obligation amount, the status of the account, and payment history) either when fathers present documentation to the provider; when fathers sign a waiver allowing the provider to obtain the information directly from HRA's Office of Child Support Enforcement (OCSE); or when referrals are made to the provider directly by OCSE.
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Linkages/Referrals/Partnerships

- Linkages with Beacons and Cornerstones:
 - **Service Option 1** programs would be required to form linkages with at least one Beacon and one Cornerstone Community Center in the proposed borough
 - **Service Option 2** program would be required to form linkages with at least three Beacons or Cornerstone Community Centers throughout the city to ensure that fathers citywide would be recruited
 - Fatherhood program staff would conduct onsite outreach and recruitment for the Fatherhood Program at the Beacon and Cornerstone locations
 - Linkages with Service Providers:
 - Programs would be required to also form at least seven additional distinct linkages with appropriate public, private, and community service providers, each of which would be for a distinctly different program service
 - These seven must include (Legal services, Mental Health Provider, Employment services, and Mediation Services)
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Linkages/Referrals/Partnerships

- Referrals to other DYCD-funded programs
 - Could include referrals to NDA Adult Literacy, NDA Housing, NDA Healthy Families, and NDA Immigrant Services programs; other Beacon and Cornerstone programs; for younger fathers or older children of enrolled fathers to Runaway and Homeless Youth programs; Young Adult Literacy Programs; and youth workforce development programs (Out-of-School Youth programs, Summer Youth Employment Programs, Work, Learn, and Grow programs, Young Adult Internship Programs; and NDA Opportunity Youth programs). Children of enrolled fathers could also be referred to COMPASS programs (elementary, middle school, and high school) and Adolescent Literacy Programs
 - The contractor would track referrals of participants.
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POST AWARD REQUIREMENTS



- Public Assistance Hiring Commitment Rider
 - Responsibility Determination
 - Notice for Proposer Subcontractor Compliance
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Use of Certified M/WBE Businesses

- The contractor is required to show good faith efforts to utilize MWBE businesses and individual proprietors for purchases of goods, supplies, services, and equipment under the contract funded through this RFP. Thirty percent of purchases of goods, supplies, services, and equipment that fall within the eligible MWBE expense categories (Consultants, Subcontractors, Vendors, Supplies, Equipment, Equipment Other, Other Costs, Fiscal Agent Services) are expected to be made from MWBEs listed on New York State's Empire State Development online directory of Certified MWBE Businesses, available at <http://esd.ny.gov/MWBE/Certification.html>.
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NYC Liability Insurance Requirement

- **Commercial General Liability**
 - \$1 million per occurrence and \$2 million aggregate;
- **Workers' Compensation**
- **Motor Vehicle Liability**
 - \$5 million per occurrence, if applicable
- An **original** certificate of insurance naming the City of New York, together with its officials and employees, as an additional insured.
- DYCD will not be able to proceed with processing an awarded contract until it has obtained proof of the necessary insurance coverage.

Additional Information

Transcript, presentation and attendance rosters will be posted to DYCD website for viewing

Questions?

RFPquestions@dycd.nyc.gov

Stay in touch.

www.nyc.gov/dycd 1.800.246.4646



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