



North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Director
Carmen Hooker Odom, Secretary

Pheon E. Beal,
(919) 733-3055

July 25, 2003

**To: Community Non Profit or Governmental Agency
Community Child Protection Team Chairperson
Family Resource Centers
County Directors of Social Services**

Subject: 2003-2004 Children & Youth After School Opportunity Grant (CYASO Grant)

During the 2001 session, the North Carolina General Assembly authorized the Department of Health and Human Services (DHHS), Division of Social Services (DSS) to award grants to organizations that provide after-school programs for children and youth at risk of teen pregnancy and school dropout. The Division is pleased to announce the availability of the third **CYASO Grant** (formally the program for children and youth at risk of teen pregnancy and school dropout). The grants will be awarded to community-based programs that demonstrate the ability to develop linkages with local departments of social services, area mental health programs, schools, and other human service programs. It is also the intention of the General Assembly to focus current resources and activities to strengthen and enhance prevention and intervention programs directed at the reduction of HIV/AIDS. Therefore, agencies are expected to include HIV/AIDS awareness and prevention initiatives in their projects.

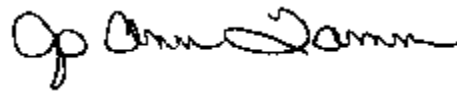
Any non-profit or government agency that has an interest in changing the outcome for children at risk of school drop out, and or teen pregnancy is invited to apply. Non-profit agencies or organizations must include their federal identification number and a letter from the Federal Internal Revenue Service confirming their 501c3 status. Applicants must collaborate with County Department of Social Services to insure that children in the foster care system have opportunities to benefit from this program.

During March 2001, North Carolina's child welfare system was reviewed by the Administration for Children and Families of the United States Department of Health and Human Services. Review findings indicate that North Carolina needs to improve educational services to families as one means of addressing child well being. This grant provides North Carolina with an opportunity to enhance educational services to families and address the well being of children.

Instructions for submitting the proposal are attached. All proposals must be received by **August 27, 2003**. Applications will not be accepted by fax. **The selection of approved projects will be finalized by September 5, 2003. Notifications of grant awards will be mailed by September 8, 2003.**

Please direct questions or comments about the **CYASO Grant** to Phyllis B. Fulton at **Family Support and Child Welfare Services Section, Division of Social Services, 2410 MAIL SERVICE CENTER, RALEIGH NC 27699-2410** or telephone number 919-733-2279. Please note that the address for Phyllis Fulton is not the address in the Division's letterhead.

Sincerely,



JoAnn Lamm, Program Administrator
Family Support and Child Welfare Services

JAL/pf

Attachment

cc: Pheon E. Beal
Sherry Bradsher
Children's Services Program Representatives
Family Support & Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

FSCWS-08/03

**NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF SOCIAL SERVICES (DSS)**

**FY 2003-2004
CHILD & YOUTH AFTER SCHOOL OPPORTUNITY GRANT
(CYASO GRANT)**

Discretionary Funds Program; Availability of Funds and Request for Applications

Agency: Division of Social Services

Action: Announcement of the availability of funds and request for applications under the Child and Youth After School Opportunity Grant Program

Summary: The Division of Social Services (DSS) announces its Child and Youth After School Opportunity Grant discretionary fund program for fiscal year 2003-2004. Funding for grants under this announcement is authorized by the North Carolina General Assembly, The Temporary Assistance for Needy Families (TANF) program as administered by the Department of Health and Human Services. Applicants should note that the award of grants under this program announcement is subject to the availability of funds. This announcement contains all forms and instructions for submitting an application.

Closing Date: The closing date for submission of applications is August 27th, 2003. Applications postmarked after the closing date will be classified as late and not considered for funding. Applicants are cautioned to request a legibly dated U. S. Postal Services postmark or to obtain a legibly dated receipt from a commercial carrier or U. S. Postal Service. Detailed application submission instructions, including the address where applications must be received is contained below and on page 10 of this announcement. No faxes will be accepted.

Mailing Address: Applications should be mailed to Phyllis B. Fulton, Program Coordinator Family Support and Child Welfare Services Section, 2410 Mail Service Center, NC Division of Social Services, 325 N. Salisbury Street, Raleigh, NC 27699-2410

Number of Copies Required: One Signed original application and four copies are required at the time of initial submission.

Acknowledgement of Receipt: An acknowledgement will be mailed to all applicants with an identification number that will be noted on the acknowledgement. This number must be referenced in all subsequent communications with the Division concerning the application. If an acknowledgement is not received within three weeks after the application deadline, applicants must notify the CYASO Grant office by telephone at 919-733-2279.

**North Carolina Division of Social Services
Request for Applications (RFA)
Children & Youth After School Opportunity Grant (CYASO Grant)**

Proposal Deadline: August 27, 2003

1. Background

The Temporary Assistance for Needy Families (TANF) Block Grant has provided funds to states to support working families and to address the needs of clients with barriers to self-sufficiency. The flexibility available under TANF presents new opportunities for funding a greater variety of activities, services, and benefits and for fostering new collaborative partnerships.

Previous grants have stimulated a number of very effective programs and activities at the local level. They have assisted community organizations in focusing on and emphasizing prevention services. Based on the positive response to prior year grant requests the North Carolina General Assembly has allocated TANF funds to the Department of Health and Human Services, Division of Social Services to make these grants available in FY 2003-2004.

The Division is pleased to announce the availability of the third **CYASO Grant** (formerly the program for children and youth at risk of teen pregnancy and school dropout). Federal TANF funds may be used to prevent and reduce the incidence of teen pregnancy and school dropout. The grants will be awarded to programs that demonstrate the ability to develop linkages with local departments of social services, area mental health programs, schools, and other human service programs. It is also the intent of the General Assembly to focus current resources and activities to strengthen and enhance prevention and intervention programs directed at the reduction of HIV/AIDS. Therefore, agencies are expected to include HIV/AIDS awareness and prevention initiatives in their projects.

2. Anticipated Number of Projects to be Funded

The number of projects that will be funded will depend upon the number of request received and the funding requested. For more information regarding the children and youth with great potential projects, visit the website at <http://ssw.unc.edu/workfirst/atrisk>.

3. Activity Plan Implementation Requirement

Communities with the highest incidence of need as evidenced by the submission of a current needs assessment and supporting data. **Proposals must include as critical components of the plan, a set of achievable objectives along with a description of the population groups, relevant geographical area and the indicators to be used to measure progress and the overall effectiveness of the program.**

Each application will be reviewed to determine the quality of the program design and plan of operation, including the extent to which the program is comprehensive. The program

design should be easily understood, with clear descriptions of the proposed project. The program plan should be family centered.

Awardees are expected to implement and satisfy all requirements of the detailed activity plan. The awardee shall perform those requirement assigned to the awardee and shall manage all other requirements of the activity plan to ensure that all requirements of the plan as approved by the Division are performed or accomplished.

4. Duration of the Program

Proposed contract period will be from October 1, 2003 through June 30, 2004.

5. Who May Submit Proposals

Any nonprofit, tax-exempt organization (including faith-based) or local government agency may apply.

6. Population Served

Funds for these grants come from the state's Temporary Assistance for Needy Families (TANF) block grant. Under federal TANF regulations, teenage pregnancy prevention services—such as counseling-- may be provided to children regardless of their family's income. In order for programs to experience the full benefit of program expectations, proposals must include components of pregnancy prevention, school dropout prevention and HIV/AIDS prevention.

Consideration will be given to proposals that include programs for children K-12. While school dropout and pregnancy usually don't occur in the younger child, prevention is appropriate at any age for the targeted population. Pregnancy prevention programs as well as school drop out programs should target both male and female children.

Project proposals must demonstrate how children and youth in the foster care system, will be included in the project. To achieve this expectation applicants must collaborate with county departments of social services to determine how the children in foster care could benefit from this program. Additionally, outreach and services should also include students who are Hispanic/Latino.

Programs that only provide services designed to reduce the likelihood of school dropout **and do not** provide teenage pregnancy prevention services will need to determine the income of the families of children. For these programs, TANF regulations require that grant funds can only be used to provide services to children whose family income is at or below 200% of the federal poverty level. To receive guidance on this component of the proposal you may consult with the local Department of Social Services.

Under TANF regulation, teenage pregnancy prevention service as well as school dropout prevention services may be provided only to children that meet certain citizenship requirements. Generally, these regulations require the child to be a U.S. Citizen. Additional information on citizenship requirements can be found in the NC Division of

Social Services Work First program manual that is available on-line at:
<http://info.dhhs.state.nc.us/olm/manuals/dss/ei/wf/man/WF111>

7. Selection Criteria

Each of the following selection factors will be weighted equally in evaluating applications.

Factor 1: Soundness of Approach

This factor examines the overall quality and feasibility of the proposed program. It also addresses the need for proposals to be comprehensive in their approach. In addition, the proposal must address the grantee's ability to implement the program quickly, should an award be made. In addressing the application requirements, applicants should insure that their applications:

- Clearly identifies the goals, objectives and outcomes of the program.
- Identifies the services to be provided and the linkages between those services and program outcomes.
- Indicate measurable criteria that will demonstrate program success
- Demonstrate that the program is likely to be underway by October 1, 2003.

Applicants will be reviewed to determine the quality of the plan of operation for the project, including the extent to which the program will serve the target population. The applicant at a minimum should consider the following:

- Evaluation of instructional practices and activities that are utilized at no cost to the child/family.
- Provision of regular and systematic evaluation in qualitative and quantitative terms addressing the success of the program in achieving its goals and objectives. This section should describe how the attainment or degree of attainment of each objective is to be measured.

The applicant will be evaluated on the description of the management information system(s) that the applicant will utilize to report participant outcomes in order to monitor program performance. Applicants must indicate how the program will utilize data to improve/enhance program performance.

Each application will be reviewed to determine the extent to which the applicant proposes to accomplish and document participant progress. Each applicant must provide a program outcome statement that incorporates measurable objectives and/or benchmarks, which relate directly to the stated need and include the expected overall results of the program.

Factor 2: Creativeness

This factor reflects the creativeness of the proposal. Positive consideration will be given to proposals that demonstrate new and innovative approaches, strategies, etc. which provide activities for youth and children that will enhance their development of

introspectiveness, uncovering hidden talents, develop self-esteem, and improve their academic performance. A collaborative partnership with school systems will also be a positive factor.

Factor 3: Capacity and Organizational Experience of the Applicants and its Partners

This factor examines the administrative capacity of the applicant to implement the proposed project. Applicants should consider the extent to which they can demonstrate prior experience relevant to the proposed program and success in meeting the goals in similar projects. Applicants must demonstrate their ability to reach the targeted population of children and youth. Applicants must be able to include program activities directed at the reduction of HIV/AIDS.

Factor 4: Ability to Evaluate

Applicants must describe a data collection method or system that will be used to evaluate the progress of the program in meeting its goals, objectives and overall outcomes for children. The application must include:

- Criteria for selecting participants
- Design for progress measurements for each participant

At a minimum, each program should collect information on the children served, including name, age, address, and family income level. Information also should be collected on the services provided to each individual (e.g., hours spent in programs). In addition, information should be collected on outcomes of the program at the individual level (e.g., still enrolled in school). This information must be available for review at all times and available upon request.

Factor 5: Sustainability of Program

Applicants should address the potential for continuing the project beyond the initial grant period, as the funding available from this source are from TANF Block Grant funds, which may not be on a reoccurring basis.

Factor 6: Local Coordination and Collaboration

Each proposal must show evidence of collaboration among other agencies, organizations, and entities. Applicants must include a letter of support from the Director of the local Department of Social Services, the area mental health program administrator, and local school system superintendent. Other human service programs endorsements are welcomed. Applicants must describe how the entire community will be informed about the program and how participants will be selected.

Factor 7: Current Level of Risk and Geographic Representation

Consideration will be given to the rate of teenage pregnancy, school dropout and HIV/AIDS infections in the county or counties to be served by the proposed programs. Additional consideration will be given to the geographic representation of grantees and to the amount of resources available to support at risk programs in their area. Programs may cross county lines.

Factor 8: Parent Component

Proposals must clearly state how family connections will be strengthened by the project. Parent involvement will increase the sustainability of the project. Including a child's father, mother or guardian in the project design will strengthen the application.

Factor 9: Proposal Format

Applicants must submit their applications with a transmittal letter on the organization's letterhead. An authorized official of the organization must sign the application. The application should be limited to a cover page (format for the cover page is included with this packet), one page for the project abstract, up to 5 single-spaced pages that provide a detailed project description including the design of the selection tool and the design of the student evaluation form and non-profit applicant's verification of the organization's 501c3 status. In addition, each proposal must include a one-page line-item budget. A sample budget is included with the packet.

The proposal should have left-hand and right hand margin of no less than one inch, should use fonts no smaller than 12-point, and should be on paper that will photocopy. Applicants should submit the original plus four (4) copies. The proposals should be stapled and not bound. The first paragraph of the body of the proposal should state the specific amount being requested and the purpose of the request.

Factor 10: Previous Year Recipients

Programs that are requesting funding for a second year must include with the application a two-page critique of the 2002-2003 project year. The critique should include the title of the project, objectives, targeted population, and outcome. The outcome should include the number of children that received services, how well each child succeeded in meeting the desired outcome and the plan for sustaining the outcome not including participation in the program for which funds are being requested.

Factor 11: Content of Proposals

All proposals should include the following elements:

11-1. Cover Page (Included with the packet)

- a. Title of Project:** You should show the title of the project to be funded as a result of this proposal
- b. Federal Identification Number**
- c. Name and Contact Information for the Primary Applicant Organization:** Include the name of the primary applicant organization, and the name, address, telephone number, fax number, and email address of the individual who will act as the primary point of contact for this application.
- d. Names of Partnership Organizations:** Include the name(s) of any agencies and organizations that will act as partners in funding or carrying out any aspect of the application. Additional background can be provided in the body of the application.
- e. Project Budget and Resources:** List the total amount of funds requested by this application and the total amount of in-kind resources committed to the project. A sample budget is included with this packet.
- f. Project Abstract:** In approximately 300 words or less, provide a clear and concise description of the project summarizing the major points from the body of the application.

11-2 Body of Application (5 Page Limit)

a Needs Assessment – Grant programs must reflect the needs of the community. You may find some of your county’s statistical information on the web at <http://quickfacts.census.gov/qfd/states/37000.html>, under the United States Census report or at <http://www.ncpublicschools.org/fbs/stats/StatProfile02.pdf>, the North Carolina Public School Statistical Profile.

b. Target Population: Describe the target population for this program, how potential participants will be identified, how the participants will be recruited, and how many individuals the program will serve.

c. Program Description: Provide a full description of the project to be funded that addresses the need for the project, the specific goals and objectives of the project.

d. Problem Addressed: Description of the problem. (Statistics, research, reports, community concern, etc.) Describe how this program will address the problems of teen pregnancy and school dropout.

e. Program Design: Describe a typical week for children participating in the program including days and hours of program operation.

f. Collaboration and Partners: Describe the collaborations with local agencies and organizations. Identify any organizations that will act as partners in funding, managing, or providing services for this program and the specific roles that each will play in executing the program of work. Clarify which organizations and individuals will act as the primary administrators and coordinators of the program. Include the name(s) and contact persons for these entities, organizations, and agencies that will act as partners, along with their address, telephone number, fax number, and email address.

g. Capacity and Organizational Experience: Describe the administrative structure for the project. Also, describe other related projects or similar programs that the organization has undertaken. In addition, describe the qualifications for the project director and staff.

h. Data Collection Plan: Organizations that are awarded grants will be required to collect information on program participants and report it to the contractor. The application should describe the information that will be collected and the method or system that will be used for organizing and storing it.

11-3. Budget

Provide a line-item budget outlining the proposed use of funds and a budget narrative. Applicants will be required to submit a budget on form DSS-6844S. The budget narrative should provide supporting information on salary levels, staff commitments, travel, supplies, and other items. **Please ensure that you maintain balance as it relates to salaries for staff vs. direct services for youth and children. While there is no cap on the money available for staffing; it should be noted that the primary emphasis of the grant is on the provision of direct services to children and youth. Direct services to children and youth includes but not limited to educational travel, guest speakers on relevant topics, tutoring, snacks, equipment, etc. Direct services to participants will help to ensure measurable outcomes.** The DSS-6844S can be downloaded from the at-risk website. (A sample budget is included in this packet)

11-4. Letters of Commitment and Support

Applicants must include a letter of support from the director of the county department of social services, the area mental health agency, and the local school system. Applicants are encouraged to include letters of support from other human service programs. The letters of support should be included in an appendix to the application.

12. Submitting Applications

Applicants should send the original plus four (4) copies of the complete application to:
Phyllis B. Fulton, Program Coordinator
N.C. Division of Social Services
Family Support & Child Welfare Section
325 North Salisbury Street, 2410 Mail Service Center
Raleigh, NC 27699-2410

Applications must be received no later than **August 27, 2003 at 5:00 p.m.** Electronic and fax submissions of applications will not be accepted. Questions concerning this announcement should be directed to Phyllis Fulton at (919) 733-2279.

**DIVISION OF SOCIAL SERVICES
CHILDREN & YOUTH OPPORTUNITY GRANT
COVER PAGE**

NAME OF APPLYING AGENCY OR ORGANIZATION: _____

ADDRESS: _____

COUNTY: _____ FEDERAL ID # _____

GRANT CONTACT PERSON: _____ TITLE: _____

TELEPHONE # ____/____/____ FAX #: ____/____/____ EMAIL
ADDRESS _____

ADDRESS: _____

TOTAL FUNDS REQUESTED: \$ _____

AUTHORIZATION

We, the undersigned, have read and understand the requirements contained in the grant and hereby make application for the funds. All expenditures shall be in compliance with grant requirements.

Authorized Official

Date

Department of Social Services Director

Date

Board of County Commissioner Member

Date

Signature of Authorized Official of Community Partners (any group, agency or organization that will be used as a resource for the purposes of this grant)

Please complete this page as presented. This will be page one of the application packet. Submit the original and (4) copies of the grant application packet using this format: I. Face Sheet, II Grant Body, III Statement of Need, IV. Program Description, V. Community Support Letters, VI. Plan of Action and VII. Program Budget.

SAMPLE BUDGET

PROGRAM NAME - AFTER SCHOOL CHALLENGE

Personnel				
Name employed	Position	Base Salary	% of time	# months
	Total Cost			
WR Head	Project Director	\$35,000	20%	6
	\$3,500			
Ima N. Charge	Site Coordinator	\$10,000	100%	6
	\$10,000			
George Right	Tutor	\$3,120	100%	6
	\$3,120			
Sue Happy	Tutor	\$3,120	100%	6
	\$3,120			

Total \$19,740

Fringe Benefits

Salary	% of time	FICA and Retirement	Health
	Ins.	Total Fringe Benefits	
WR Head \$35,000	20%	\$998	\$1,500
\$2,498			
I. N. Charge \$15,000	100%	\$2,850	\$2,000
\$4,850			
Tutors	100%	\$1,186	
\$1,186			

Total \$8,534

Travel for Staff

	No. of Miles	Reimbursement Rate	Total
3800	\$.31	\$1,178	

Equipment Purchase

Computers and software	\$3,000	Total	\$3,000
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Other Costs

		Project Supplies	\$1,500
Utilities	\$1,000		
Refreshments for breaks	\$1,000		
Total	\$3,500		

Total Project Costs
\$35,952

FICA and Retirement are calculated at 19% of salary
Insurance costs are \$2,000 per year per person

SAMPLE