



STATE OF ARKANSAS

Department of Human Services

Office of Procurement

700 Main Street

Little Rock, Arkansas 72201

Division of Children and Family Services

REQUEST FOR APPLICATION

for

**Qualified Residential Treatment Program
Trauma-Informed Treatment Model Grant**

710-21-0005

Application Deadline

September 4, 2020

Qualified Residential Treatment Program Trauma-Informed Treatment Model Grant Overview

PURPOSE

The Department of Human Services, Division of Children and Family Services (DCFS) seeks grant applications from Qualified Residential Treatment Program (QRTP) entities seeking assistance for their trauma-informed treatment.

APPLICANT REQUIREMENTS

Applicants **must** formally apply through DCFS and follow all administrative procedures of DCFS.

The applicant **shall**:

- Be an operating, contracted QRTP program in the state of Arkansas.
- State that trauma-informed treatment model funds are required in order to meet the requirements of the Family First Prevention Services Act (FFPSA) as it relates to QRTP programs.
- Demonstrate that trauma-informed treatment model funds are needed to enhance the current trauma-informed treatment model within their program or will assist in transitioning to one (1) of four (4) trauma-informed treatment models:
 - Risking Connections;
 - Sanctuary;
 - Trust-Based Relational Intervention (TBRI); or
 - The Teaching Family Model.
- Use grant funds to assist with the transition to one of the trauma-informed treatment models above or enhance their QRTP program. If the applicant has implemented one (1) of the four (4) trauma-informed treatment programs, the applicant may use the funds to enhance their approved trauma-informed treatment model by incorporating initiatives that will support and strengthen their QRTP program that will result in better outcomes.
- Complete their trauma-informed care implementations within the timeframe identified by DCFS.
- Sustain the identified trauma-informed treatment model while they are a contracted QRTP program. DCFS will work in conjunction with the program to ensure sustainability.

- Demonstrate efforts/provisions for use of the grant funds that will enhance their trauma-informed treatment model as required by the FFPSA. Approved grantees **shall** be responsible for detailing how the awarded funds will be spent, the goals and objectives of the program, and expected outcomes. Applicants **must** also present how the outcomes will be monitored.
- Indicate the methodology for implementing or enhancing one (1) of the four (4) approved trauma-informed care models.
- Fulfill the following conditions to submit QRTP trauma-informed model application.
 - a. The proposal **must** be recommended as a viable project by DCFS.
 - b. The entity **must** be an eligible QRTP program that is not under any sanction prohibiting the receipt of federal funds.
 - c. If a grant is awarded by DCFS for the enhancement of a trauma-informed care model, the grantee **must** expend the funds in a timely manner as established by the DCFS or grant funds may be de-obligated.
 - d. The grant will be awarded to QRTP programs.
- Operate three hundred sixty-five (365) or three hundred sixty-six (366) if a leap year, days per calendar year, and twenty-four (24) hours a day, seven (7) days a week.
- Provide DCFS detailed monthly updates on progress of proposed enhancements in a format approved by DCFS.

AWARD INFORMATION

These will be one (1) year subgrant agreements with the option to renew for an additional six (6) years.

An applicant may request up to a maximum of fifty thousand dollars (\$50,000). This maximum grant includes any training, materials, implementation, or other eligible client-focused costs for enhancements to one of the trauma-informed treatment models specified above. Contracts will be awarded at the discretion of DCFS. Award amounts will be contingent on DCFS final project and budget approval.

CLARIFICATION OF REQUEST FOR APPLICATION

- A. Contractor may submit written questions requesting clarification of information contained in this *Request for Applications*. Written questions using the attached template (*Attachment A*) should be submitted via email by 4:00 p.m. Central Time on August 26, 2020 to Margurite.AI-Uqdah@dhs.arkansas.gov . Include all the information specified. Written questions submitted in a different format may not be answered by DHS.

- B. Contractor's written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OP website by the close of business on August 31, 2020.
- C. All questions must be directed to the DHS Office of Procurement contact in this RFA. No questions will be accepted or answered by DCFS staff outside of the process specified here (see Attachment A).

REVIEW AND SELECTION PROCESS

The applications will be reviewed and scored by an impartial group selected by DCFS. DCFS **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.

DISBURSEMENT OF FUNDS

Funds will be disbursed after final application approval by DCFS. In the event training must be delayed (e.g., due to scheduling difficulty under Covid-19 restrictions), DCFS may hold the funds and disburse prior to scheduled training.

GRANT AWARD PERIOD

The sub-grant period runs from October 1, 2020 through September 30, 2021. Grant funding may be renewed yearly for up to six (6) additional years at the discretion of DCFS.

EVALUATION

Applications will be evaluated on a ten (10) point scale. All documents, including but not limited to proposals, budgets, and justifications, will be evaluated by DCFS. Points will be awarded at the sole discretion of DCFS to applications according to adherence to the requirements of the RFA, clarity and completeness of the project proposal detailed in application, and the conformity of the proposed project to the goals of the grant funding.

- A. Any application receiving a score of seven (7) or above will be awarded at funding levels approved by DCFS. For any application receiving less than seven (7) points:
 - 1. DCFS may request further information or modification to project or budget to better align the vendor's application with the goals of this grant funding; or
 - 2. DCFS may reject any application it determines to not substantively support the goals of the grant funding.

AWARD NOTIFICATION

Anticipation to Award notice will be posted to the DHS website. .

<http://humanservices.arkansas.gov/about-dhs/op/procurement-announcements>

A. **Anticipation to Award**

1. Once an anticipated successful applicant, or applicants, has been determined, the anticipated award will be posted on the website listed above.
2. DHS **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
3. It is the vendor's responsibility to check the website for the posting of an anticipated award.

B. **Issuance of a Contract**

A State Procurement Official will be responsible for award and administration of any resulting contract.

APPLICATION

A. **Formatting Requirements**

- Information provided **must** be sufficient for review.
- Text **must** be typed. Times New Roman 12, is preferred.
- Top, bottom, right, and left sides should have at least one-inch margin.
- Text size cannot exceed six (6) lines per vertical inch.
- Paper **must** be white paper and 8.5" by 11" in size.
- Number pages consecutively from beginning to end.
- Pages should be typed single-spaced with one (1) column per page.
- Pages should not have typing on both sides.
- Documentation of the Application Components **must** follow in exact order as listed below. Any other order or failure to respond to any item may disqualify the application.

B. **Application Components**

The applicant **shall** describe in ten (10) pages or less the proposed trauma-informed model that will be implemented or enhanced. The abstract **must** address the overall project, proposed model, enhancements to QRTP services, and include, at a minimum, the following information:

1. **Statement of Need** – a description of the population to be served.
 - Define the need for funding for the client-focused QRTP program.
 - Justify the need for the project.
2. **Overall objectives and goals of the project.**
3. **Description of the proposed trauma model or enhancement of the current program model.**
 - Provide a detailed written plan on how awarded funds will be utilized to either implement one of the four trauma informed programs (i.e., Risking Connections, Sanctuary, TBRI, The Teaching Family Model) or provide a detailed written plan on how awarded funds will be used to enhance the program’s trauma-informed model.
 - Provide information about how the models or other projects specific to the trauma programs will be implemented.
4. **Description of how the QRTP program will evaluate or monitor the outcomes of the project.**
5. **Plan for sustaining the chosen trauma-informed model or the project selected to enhance the chosen model.**
6. **A detailed budget outlining how the grant funds will be used to enhance client-focused QRTP program.**

Programs **shall** be required to provide documentation as to how the allotted grant funds were utilized in the format and by request of DCFS.

C. Submission Requirements

1. Application **must** be received in the Office of Procurement no later than 4:00 pm on September 4, 2020. Late submissions will not be accepted.
2. Applicant **must** use the cover page (template attached) and submit the following:
 - One (1) original copy of the application and four (4) hard copies (marked “COPY”). Original copy **must** be marked with “original”.
 - One (1) electronic copy on a disk in PDF format.
3. Outside package **must** be marked with grant number.
4. Submit the required information listed under “Application Components”.

5. Applications may be:

Hand delivered to:

Department of Human Services
Office of Procurement
700 Main Street
Little Rock, AR 72203
(hand deliveries may be left at the front desk)

OR

Mailed by United State Post Office:

Department of Human Services
Attn: Office of Procurement
P.O. Box 1437, Slot 345
Little Rock, AR 72203

OR

Mailed by commercial mail to:

Arkansas Department of Human Services
Office of Procurement
112 West 8th Street, Slot W345
Little Rock, AR 72201



STATE OF ARKANSAS
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COVER PAGE

Completed application **must** be received by 4:00 pm, September 4, 2020

Must be an operating, contracted QRTP program in the state of Arkansas to apply for the grant.

Name of Organization _____

Name and Title of Person completing application:

Name:		Date:	
Authorized Signature: (blue ink)		Title:	
Print/Type Name:			
Address:			
Phone:		Email:	

Type of organization:

- _____ Private Foundation
- _____ Business
- _____ Community based organization
- _____ Other (please specify _____
