**INDIANA DEPARTMENT OF CHILD SERVICES**

**Request for Proposal to Provide:**

**Education and Training Voucher Program**

**AND**

**Administration of College Dorm Placement Program**

**Response Due Date:**

**March 20, 2015**

Services and Outcomes

Indiana Department of Child Services

302 W. Washington St., Room E306

Indianapolis, Indiana 46204

**SECTION ONE**

1. **GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES**

**1.1 INTRODUCTION**

The Department of Child Services (DCS), in accordance with its State Plan requires an Education and Training Voucher program and the administration of the College Dorm Placement Program. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the DCS website <http://www.in.gov/dcs/3151.htm> for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

**1.2 PURPOSE OF THE RFP**

The purpose of this RFP is to select no more than one vendor that can satisfy the State’s need for the provision of the Education and Training Voucher program and administration of College Dorm Placement Program across Indiana. The federally funded ETV program provides financial aid assistance to youth who are in foster care or were formerly in foster care. It is the intent of the Department of Child Services (DCS) to contract with a vendor that is competent in the area of child welfare, post-secondary education student support and can provide quality service coordination and provision for former foster youth seeking financial assistance with post-secondary education or training. The College Dorm Placement Program supports current foster youth in college dorm placements. It is the intent of DCS to contract with a vendor that has the ability to administer payments directly to youth across the state.

**1.3 SUMMARY SCOPE OF WORK**

The purpose of this RFP is to invite all qualified and interested parties to propose for management of the Education and Training Voucher Program and the College Dorm Placement Program for foster youth and former foster youth in the State of Indiana as described under Scope of Work section. It is expected that the vendor will build upon what is currently available to the state and to address service delivery system gaps by enhancing the current system.

The Respondent must collaborate with community resources (i.e. local offices of DCS, foster parents, post-secondary schools, etc.) in an effort to increase the effectiveness and appropriateness of service without duplicating services.

The Respondent chosen to provide these services will be expected to collaborate and coordinate services for a seamless provision of services across the state. Respondents may collaborate with other providers in bidding on this project, but one proposal shall be submitted.

Proposals should specifically indicate how each of the following service areas will be addressed and how the respondent’s approach will meet the Department’s goals.

The selected Respondent will be expected to:

Education and Training Voucher Program

1. Develop and maintain a database that is accessible on the Internet through a secure website according to DCS guidelines. The database tracks eligibility, disbursement of funding and academic progress of students receiving Education and Training Voucher funding.
2. Maintain a means of contact between the youth and the ETV program that is of no cost to the youth such as a toll free phone number and email.
3. Verify the initial and continuing eligibility of students according to DCS guidelines to participate in the ETV program. Verify initial and continuing eligibility of schools to participate in the ETV Program.
4. Implement and use an electronic based transfer mechanism to disburse ETV funds directly to eligible students.
5. Process referrals of, applications by, and payment to or on behalf of, eligible students, in a timely manner and in accordance with the processing procedures, functions, and timelines of the State and approved by the State’s Designee.
6. Issue vouchers and disburse available funds to or on behalf of the eligible student, in accordance with the applicable terms and provisions of federal law (42 U.S.C. 677(i)); program instructions issued by the Administration of Child, Youth, and Families of the U.S. Department of Health and Human Services; and the student’s approved individual plan for use of the ETV funds.
7. Monitor and support progress of the eligible student in meeting the student's educational goals and completing his or her course of study and provide academic supportive resources at the school.
8. Monitor the progress of student academic success plans for those students who fall below a semester/term GPA of a 2.0 or lower.
9. Monitor the disbursement of ETV funds to assure compliance with the conditions and limitations stated in federal law or program instructions.
10. Submit the program and financial reports to the state in a timely manner.
11. Work closely with individual post-secondary educational institutions regarding student’s financial aid award and ETV distributions.
12. Maintain a physical office in the State of Indiana.

The number of students accessing the IN ETV program varies. There are more students in the Fall and Spring semesters compared to the Summer semester.

The selected Respondent will be expected to:

Administration of College Dorm Placement Program

1. Serve as the fiscal agent to pass per diem payments through to eligible youth for college dormitory living
2. Create, implement and use a mechanism to pay foster care per diem payments directly to older youth in foster care who reside in College Dorms.
3. Ensure no payments are made to educational institutions.
4. Payments shall be made available to youth upon a payment schedule agreed upon between the Contractor and DCS' Deputy Director of Services & Outcomes or designee.
5. DCS will determine the payment amount and inform the Contractor.
6. DCS and Contractor will maintain regular communication regarding the number of active youth and payments.
7. Contractor will provide DCS with list of youth and individual amounts paid with each monthly billing/ request for reimbursement.
8. Contractor will also provide an annual accounting of per diem payments with accompanying dates of payment.
9. During school vacations when the youth is unable to stay at the dorm DCS may request Contractor to continue to provide payments to the youth for an alternative room and board setting.
10. DCS' Collaborative Care Case Managers will monitor college dorm placement / attendance and to ensure eligibility of the youth to continue to receive payments.

The number of students accessing College Dorm Placement Program payments varies. There are typically more students in the fall and spring semesters compared to the summer semester.

**1.4 QUESTION/INQUIRY PROCESS**

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **10 a.m. Eastern Time** on February 27, 2015. Questions/Inquiries may be submitted via email (OlderYouthQuestions@dcs.in.gov) and must be received by the Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website according to the RFP timetable established in Section 1.14. Only answers posted on the Department of Child Services website <http://www.in.gov/dcs/3151.htm> will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS. Such action may disqualify the respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

**1.5 DUE DATE FOR PROPOSALS**

**To be considered, proposals must be mailed to the address below, with a postmark no later than March 20, 2015. Bidders must submit one (1) hardcopy of the proposal in addition to an electronic submission via USB drive.**

Anisa L. Evans

Department of Child Services

ATTN: Education and Training Voucher Program Proposal

302 West Washington Street

Room E306-MS 47

Indianapolis, IN 46204-2739

Any proposal not submitted postmarked on or before the above date will not be considered. The proposal must include a signed (in blue ink) hard copy and an electronic copy on USB drive. Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.

**1.6 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS**

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

**1.7 REFERENCE SITE VISITS**

Following an award, The State may require site visit(s) to a Respondent’s working support center to aid in the evaluation of the Respondent’s provision of service.

**1.8 TYPE AND TERM OF CONTRACT**

The State intends to sign a contract with one Respondent to fulfill the requirements in this RFP. (See Attachment F for contract and Attachment G for Exhibit 1)

The term of the contract shall be for a period of 24 months, beginning **July 1, 2015, and ending June 30, 2017**. The state may exercise the option to extend contracts for two years.

**1.9 CONFIDENTIAL INFORMATION**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

**1.10 SECRETARY OF STATE REGISTRATION**

If awarded a contract, the Respondent will be required to register with your legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana

Corporation Division

402 West Washington Street, E018

Indianapolis, IN 46204

(317) 232-6576

www.in.gov/sos

**Note:** When you complete the application, your agency’s legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

Before contracts are moved through the signature process they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

**1.11 COMPLIANCE CERTIFICATION**

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

**1.12 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

**1.14 SUMMARY OF MILESTONES**

|  |  |
| --- | --- |
| Key RFP Dates: Activity  | Date  |
| Issue of RFP  | 2/13/15  |
| Deadline to Submit Written Questions  | 2/27/15 by 10 am  |
| Answers to Vendor questions posted on DCS website | 3/6/15 |
| Submission of Proposals  | Postmarked on or before 3/20/15  |
| The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.  |
| Notification of Award | 5/15/15 |
| Contract Start Date | 7/1/2015 |
| Contract End Date | 6/30/17  |

**SECTION TWO**

**Education and Training Voucher Program**

**AND**

**Administration of College Dorm Placement Program**

**2.0 PROPOSAL PREPARATION INSTRUCTIONS**

**2.l GENERAL**

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section.

Each Program Proposal must include:

1. Application Signature Page (Attachment A)
2. Service Narrative: The Service Narrative template must be used (Attachment B). One Service Narrative should be completed which clearly defines the service delivery plan for both programs. This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
3. Budget Narrative: The budget narrative should clearly outline the costs associated with the service delivery and administrative costs of each program. You must submit a budget narrative for each program (ETV and College Dorm Placement Program).
4. Budget Template: The Budget template must be used (Attachment C). You must submit a budget template for each program (ETV and College Dorm Placement Program).

Note: Respondents will submit only one proposal for the entire state.

The RFP submissions must include the following:

|  |  |
| --- | --- |
|  | Submitted Signed Hard Copy postmarked on or before 3/20/15 |
| Attachment A—Application Signature Page | [ ]  |
| Attachment B – Service Narrative | [ ]  |
| Attachment C – Budget Templates (2) | [ ]  |
| Budget Narratives (2) | [ ]  |
| Electronic copy of all of the above on a USB drive | [ ]  |

Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

**2.2SERVICE NARRATIVE**

The Service Narrative (Attachment B) must utilize the provided template. The Service Narrative will outline the specific services to be delivered.

Proposals must identify and meet service components in the Scope of Work (See Section 1.3). Proposals must demonstrate the organizational and procedural structure that are necessary to deliver the services proposed. Each Respondent will describe their capacity to provide the service statewide and payments to students. Respondents will describe how they intend to distribute funds while taking the cost of attendance of each student into consideration. Respondents will describe their ability to disburse funding to students across the state for both ETV and College Dorm Placement Program.

**2.3Budget Narrative and cost proposal**

A Budget and corresponding worksheets (Attachment C) are required for both Education and Training Voucher Program and College Dorm Placement Program. Federal Selected Disallowed Expenses (Attachment H) list all expenses that cannot be included in the budgets.

In the Budget Template (Attachment C), the Respondent will be instructed to estimate a 1 year budget for the program. As part of completing the template the Respondent will calculate a total for Administrative Costs, Service Costs, and Costs to Students. Service Costs will include the cost of providing academic support services to students utilizing Education and Training Voucher Funds. There are no Service Costs associated with the College Dorm Placement Program. Other costs to administer these programs should be included under the Administrative Costs. Only those funds intended to be paid to students should be included in the Costs to Students amount.

The majority of this funding will be direct payments to youth via electronic based transfers.  DCS will evaluate costs related to the proportion of this funding that is budgeted to go to Service Costs and Costs to Students. A higher percentage of points going to proposals with a high percentage of funding allocated to that purpose.  (See Section 3 for a full description of proposal scoring.)

Education and Training Voucher Program

DCS has allocated an estimated total amount of $1,500,000.00 for the fiscal year. Funds are to be paid to the students or on the behalf of the student for the following cost listed below. The administration cost and service costs should be clearly defined in the budget.

* Tuition and Fees
* Tutoring
* Room & Board
* Living Expenses
* School Supplies
* Equipment
* Transportation
* Loans
* Medical Expenses
* Child Care
* Emergency
* Service Costs
* Administration Costs

College Dorm Placement Program:

DCS has allocated an estimated total amount of $500,000.00 annually to be at a per diem rate of $25.27 per day for current foster youth who attend and reside in a college dorm placement. The budget should clearly outline the administrative costs associated with this program.

* College Dorm per diem
* Administration Costs

**SECTION THREE**

**PROPOSAL EVALUATION**

**3.1 PROPOSAL EVALUATION PROCEDURE**

The State will select a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated for adherence to requirements (including scope of work requirements) and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.

2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.

3. If technical proposals are close to equal, greater weight may be given to price.

4. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services.

**3.2 EVALUATION CRITERIA**

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 45). If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region and local office.

|  |
| --- |
| **DCS Logo with motto1.jpg****PROPOSAL SCORING TOOL** |
| **Proposal ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Region: \_\_\_\_\_** | **Date:\_\_/\_\_/\_\_\_\_** |
| **Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Instructions:** 1. Adherence to mandatory requirements is Pass/Fail. The Regional Child Welfare Services Coordinator will supply information of Pass/Fail for this question.
2. Please complete one score sheet for each Service Standard being proposed.
3. Remember to rate each statement listed on the score sheet. A rating should be selected for each numbered item.

The leader will collect the evaluations and the confidentiality forms and return them to the Regional Child Welfare Services Coordinator. |
| Adherence to Mandatory Requirements (followed instructions and standard format and inclusion of a budget if applicable) | (circle one)**PASS FAIL** |
| **Justification for Fail:** |
| 1. **HISTORY OF QUALITY SERVICES**

This section of the narrative should describe the agency’s ability to deliver services outlined in the Scope of Work section of this RFP. This section should document the agency’s history of collaboration and work with DCS, Probation, Schools or other community agencies. Information should be specific to county/agency/region served. |
| **Fail (0 Points)** | **Does Not Meet Criteria (1-2 Points)** | **Meets Criteria (3- 4 Points)** | **Exceeds Criteria (5 Points)** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| Proposal fails to address this section. | Proposal does not clearly state service provision history. They fail to deliver an effective plan for serving at risk children and families. The agency does not clearly define history of working relationships with DCS, Probation, schools, or other community agencies within proposed county or region. | The proposal provides a detailed history of past services rendered. The plan for delivering community based services to at risk families and children is clear and concise and takes into account demographic information for the areas served and provides documentation of experience in serving that demographic. | The proposal provides a concise, detailed outline specific to the services rendered to at risk children and their families. The agency provides documentation of an exemplary long standing partnership with DCS, Probation, schools, or other community agencies within the specific counties or regions served. |
| 1. **SERVICE DELIVERY PLAN**

This section should describe the agency’s ability to determine the ETV funding matrix, taking cost of attendance of each student into consideration. The section should describe the proposed services to be provided as academic support. The section should also describe the agency’s ability to disburse funding to students across the state for both ETV funding and College Dorm Placement funding.  |
| **0** | **13** | **25** |
| Proposal fails to identify process to determine funding per student, taking costs of attendance and each students total financial aid package into consideration. Fails to adequately describe mechanism to disburse funds directly to students across the state for both ETV and College Dorm Placement Program.  | Agency minimally identifies how services will be administered across the state. Provider does not outline a clear mechanism for working with post-secondary educational and training institutions. Provider is limited in their capacity for statewide service provision and flexibility to alter service provision as students needs change. Agency has limited knowledge of how to disburse funding for both populations.  | Agency clearly identifies how services will be administered across the state. Provides outlines of working with post-secondary educational and training institutions. Identifies Stakeholders and communication plan with DCS. Provides concrete and detailed information confirming the capacity for statewide service provision and the flexibility to alter service provision as students needs change. Agency provides a detailed description of ability to determine and disburse funding for both populations. Agency provides clear understanding of the role of ETV and College Dorm funding.  |
| 1. **EVALUATION**

The Service Narrative should describe the agency’s prior years’ outcome related to serving the proposed target population.  If outcomes are not available, describe the agency’s plan to capture clients’ outcomes.  Description should also include specific quality improvement/ assurance plans that the agency has implemented to ensure quality service delivery.  Provide an example of when your agency has used data to make decisions about the program. |
| **Fail (0 Points)** | **Does Not Meet Criteria (1-2 Points)** | **Meets Criteria (3- 4 Points)** | **Exceeds Criteria (5 Points)** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| Proposal fails to address this section. | Proposal fails to describe any prior years’ outcome data related to the target population and/or does not describe the agency’s plan to capture quality outcomes. No mention of quality improvement or quality assurance is included. | The agency’s prior years’ outcomes are discussed and/or the proposal described the agency’s plan to capture service outcomes. A detailed quality improvement/quality assurance plan is referenced. | The agency clearly demonstrates collection of outcome data and implementing their quality improvement/quality assurance plan. An effective use of outcome data is provided and includes the use of outside stakeholder input in planning improvements. |
| 1. **BUDGET COST 10**

Budget narrative and template are completed for both ETV and College Dorm Placement Program. These documents should describe the agency’s ability to provide ETV Service Costs, Administrative Costs, and Costs to Students within the total estimated baseline cost of $1,500,000.00 and the College Dorm Placement Program including the Administrative Costs and Costs to Students (Per Diem Costs) within the estimated baseline cost of $500,000.00. Costs will be evaluated related to the proportion of this funding that is budgeted to go to Service Costs and Costs to Students. The provider who has the highest percentage of the funds going directly to youth or to services for youth would receive 10 points. Providers who are within 10 percentage points of the highest would receive 7 points. Those with lower percentages would receive 0 points. |
| **TOTAL POINTS** | **/45** |
| **Comments:** |
| **Evaluator Signature:**  | **Print Name:** | **Date:** |
| **Evaluator Signature:**  | **Print Name:** | **Date:** |
| **Evaluator Signature:**  | **Print Name:** | **Date:** |

**SECTION FOUR**

**OTHER INFORMATION**

**4.1 REPORTS**

All client data and service data must be entered monthly into the DCS approved database system provided by DCS.

Education and Training Voucher Program:

For the duration of the contract an annual year-end report is due to DCS by August and will be provided to the state from the Respondent. Annual report shall include outcomes from the previous academic year, including, but not limited to:

* Number of students applied for funding per year.
* Number of students receiving funding per year (total and by educational institution and county).
* Number of students denied funding and reasoning for denial.
* Breakdown associated funding paid to students.
	+ e.g., tuition, room and board, childcare, etc
* Breakdown of costs by educational institution.
* Retention rates and academic progress of students.
* Results of student satisfaction with customer service surveys (surveys to be created by vendor, administered by the vendor and returned to DCS for data analysis).
* Results of outreach events/efforts to students and/or educational institutions.
* A description of the services provided to students. (Provider must track the actual time spent providing services to students including start and stop times and type of service provided.)
* Number of new ETV’s awarded per year.

College Dorm Placement Program:

For the duration of the contract an annual year-end report is due to DCS by August and will be provided to the State from the Respondent. Annual report shall include outcomes from the previous academic year, including, but not limited to:

* Accounting of per diem payments paid with accompanying dates of payment.

Data will be collected in a prescribed format to be determined by DCS.

**SECTION FIVE**

**ATTACHMENTS**

|  |  |  |
| --- | --- | --- |
| **A** | **Application Signature Page** |  |
| **B** | **Service Narrative** |  |
| **C** | **Budget Template** | **Complete one for each program (ETV and College Dorm Placement Program)** |
| **D** | **Principles of Child Welfare Services** | **For your information. A signed Application certifies agreement to adhere to the Principles of Child Welfare Services.**  |
| **E** | **Assurances**  | **For your information. A signed Application certifies the Assurances** |
| **F** | **Sample Contract** | **Sample Contract** |
| **G** | **Exhibit 1** | **Certification of Completion of Required Criminal and Background Checks** |
| **H** | **Federal Selected Disallowed Expenses** | **For your information. Expenses that are not allowed.**  |