

Department
of **Families,**
Children, Youth
and Recreation



City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



PROVIDER MEETING

CITY OF HARTFORD – DFCYR
THURSDAY, MAY 11TH, 2023



Welcome!

Please introduce yourself in the chat.

Include the following information:

- Name / Organization
 - Email

This information will be added to our distribution list.
Please be aware that this meeting is being recorded.

The meeting will begin shortly.



Department
of **Families,**
Children, Youth
and Recreation



Welcoming Remarks

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr

Amanda Herzog, Project Leader, Youth
Engagement, Division of Youth Services



Meeting Agenda

2:00 - 3:00 PM

- Welcome / Introductions
- Health & Human Services (HHS)
- Trainings
 - DCF Mandated Reporter
 - CPR, First Aid & AED Trainings
- Program Compliance & Requirements
- Revised Scope of Services (Greg)
 - Budget Workbook (Greg)
 - Results Framework (Chris)
- Contacting Process / Compliance
 - Insurance Compliance/GV (Risk Mgmt)
- Hartford Data Collaborative [HDC]
- UNITY Marketing/Logo Usage
- Reporting Requirements
- Website – HartfordUNITY.com

**Please note that the schedule is subject to change due to the availability of presenters.*





YOUTH ENGAGEMENT

TEAM MEMBERS

Chris Lamperelli, Senior Administrative Assistant,
Division of Youth Services

Greg Bauer, Administrative Analyst, Division of Youth
Services



Department
of **Families,**
Children, Youth
and Recreation



Health & Human Services

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Speaker: Dr. Michael Mascari, PhD, Epidemiologist
Disease Prevention and Health Promotion Division

Website: <https://www.hartfordct.gov/Government/Departments/HHS>

Grantees Corner

Welcome to the Grantees Corner!

Here you will find documents needed for 2022 awarded grantees and for 2023 grantees to be announced.

You can also find a list of Summer and Year-Round programs if you wish to participate or partner with them.



2022 - 2023 Hartford UNITY Awarded Grant Programs

Contract Requirements

Contracting Documents



To Be Completed Prior To Program Start



Payments



Reporting



Reference



City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr





Contracting Documents

- **Action Items**

- [Revised Scope](#)
- [Results Framework](#)
- [Budget Workbook](#)
- Send Certificate of Insurance to COHRisk@hartford.gov. Instructions below.
- [EEO](#)
- Unique Entity ID:

As a recipient of federal ARPA funds through the City of Hartford, per the **Office of Recovery Programs** of the **U.S. Department of the Treasury** there are additional requirements that need to be completed. The federal government is now requiring that all subrecipients and contractors are required to have a Unique Entity ID (UEI). The UEI is the replacement for the previously used DUNS numbers, and they are issued by **SAM.gov**.

All vendors are required to comply with this request and provide us with their UEI.

Please follow the directions below to complete this requirement:

1. For step by step directions on how to get a **Unique Entity ID**, please watch the following YouTube video: [Get a Unique Entity ID in SAM.gov - YouTube](#)
2. Please consult SAM.gov [here](#) if you have questions about obtaining a **UEI**.
3. Please refer to the following documents for additional information and guidance.

1. [Entity ID](#) (DOCX, 26KB)
2. [Entity Validation Documentation Requirements](#) (PDF, 55KB)

For further questions or issues regarding reporting requirements, please see the [Recipient Compliance and Reporting Responsibilities](#) page for useful information and updates on the reporting process. To access reporting materials and learn more about the SLFRF program, please visit Treasury's [State and Local Fiscal Recovery Funds website](#).

- **Informational Items**

- [Results Framework Instructions](#)
- [Minimum Insurance Requirements](#)
- [Sample Certificate of Liability](#)
- *Waivers: If you feel that you are eligible for a liability waiver for either Auto Liability or Worker's Compensation, please contact Sara Lowenthal. Sara.lowenthal@hartford.gov

Trainings & More

[DCF Mandated Reporter Training](#)

[Community Providers]

[Follow this link](#) to access the on-line Mandated Reporter Training for Community Providers.

CPR, First Aid & AED Trainings

- [American Red Cross](#)
- [American Heart Association](#)

[Hartford Data Collaborative](#)

website: <https://www.ctdata.org/about-hdc>

Grantees may be required to attend additional trainings as deemed necessary by DFCYR.

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Program Provider Compliance

All providers must comply with these:

- Participation in Hartford UNITY Campaign including approved use of Hartford UNITY logo on website, Facebook and other promotions.
- Program/Service will align with Hartford American Rescue Plan Act (ARPA) mission and intended uses.
- Services provided under this funding must be for Hartford residents.
- Services are provided at no cost to participants.
- Completion and ability to provide evidence of staff background checks for staff/volunteers working directly with youth.
- Completion of CPR and First Aid Certified training, or ability to provide evidence of such training.
- CPR First Aid trained, and background-checked staff/volunteers will be available onsite during youth activities and/or events.
- Staff completion or ability to provide evidence of Department of Children and Families (DCF) Mandated Reporter Training.
- Attendance at mandatory Health and Safety Info Session.
- Obtaining informed consent for participant photo and media promotions, as well as data and information sharing.
- Requires entering into a professional services contract with the City of Hartford.



Additional Eligibility & Other Requirements

- Funding is for Hartford residents **ONLY**
- Services must be provided at **no** cost to participants
- Must agree to provide data, with informed parental consent
- Meet the Reporting Requirements outlined in the RFP (pg. 8)
- Submit a revised [Scope of Services](#)
- Intent (2-4 sentences)
 - Scope of Services (program description)
 - Unique Entity ID (UEI)
 - Results Framework
 - Budget Workbook (includes budget worksheet & budget narrative)



Department
of **Families,**
Children, Youth
and Recreation



Revised Scope of Services

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr

Greg Bauer, Administrative Analyst, Youth
Engagement, Division of Youth Services



Revised Scope of Services

- ❖ Must be completed before contract is sent for signature
 - ❖ Available on Hartford UNITY website
 - ❖ Including UEI, Results Framework & Budget Workbook
- ❖ Any other adjustments to your program should be included
- ❖ Revised Scope of Services can be accessed here: [Hartford UNITY Revised Scope of Services \(DFCYR\) \(openforms.com\)](#)

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Department
of **Families,**
Children, Youth
and Recreation



Budget Workbook

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr

Greg Bauer, Administrative Analyst, Youth
Engagement, Division of Youth Services



Budget Workbook

- ❖ Budget Workbook includes Worksheet and Narrative (2 different Excel tabs)
- ❖ Budget has to match the UNITY grant amount you were awarded
- ❖ Download spreadsheet, complete it and upload it when completing the Revised Scope of Services
- ❖ Once the revised budget workbook is submitted and approved, any changes to the budget/spending once the program has started must be pre-approved by DFCYR staff.

❖ Budget Workbook can be downloaded here: <https://www.hartfordct.gov/files/assets/public/dfcyr/dfcyr-documents/hartfordunity/hu-2023/budget-workbook-v2.xlsx>

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Results Framework

Results Framework

“Do all the pieces fit together? How will we know if it works?”

How much did we do? (Our Effort)	How well did we do? (Our Effort)	Who is better off? (Difference Made)
<p>Please respond to the following, as appropriate for your programming:</p> <p>Youth Engagement: # of youth enrolled</p> <p>Early Prevention: # of youth enrolled</p> <p>Intervention: # of youth enrolled</p> <p>Re-Entry: # of youth enrolled</p> <p>Other:</p> <p>Other:</p>	<p>Note: Common types of measures include “TASCS:”</p> <p>Timeliness of activities (%):</p> <p>Attendance levels (%):</p> <p>Satisfaction of participants (%):</p> <p>Cost per unit (\$):</p> <p>Standards (%):</p>	<p>Note: This includes “BACKS:”</p> <p>Behaviors change (#/%):</p> <p>Attitudes shift (#/%):</p> <p>Circumstances change (#/%):</p> <p>Knowledge increases (#/%)</p> <p>Skills improve (#/%):</p> <p>Youth Engagement: % of youth successful engaged:</p> <p>Early Prevention: % of participants demonstrating reduced engagement in risky behaviors:</p> <p>Intervention: % of participants demonstrating reduced engagement in violent crime:</p> <p>Re-Entry: % of participants demonstrating reduced engagement in violent crime and risky behaviors:</p> <p>Other:</p> <p>Other:</p>

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Results Framework

How much did we do? (Our Effort)

This includes:

- People served (# and characteristics) and activities to be conducted (#)

How well did we do? (Our Effort)

Common types of measures include “TASCS:”

- Timeliness of activities (%)
- Attendance levels (%)
- Satisfaction of participants (%)
- Cost per unit (\$)
- Standards (%)

Who is better off? (Difference Made)

This includes “BACKS:”

- Behaviors change (#/%)
- Attitudes shift (#/%)
- Circumstances change (#/%)
- Knowledge increases (#/%)
- Skills improve (#/%)



Results Framework

How should you approach this?

You know your program better than anyone else; how do you know you are succeeding in what you aim to do?

- How do you measure success in your program? What conditions need to be met to consider the program a success?
- How much programming did you provide and to how many kids?
- How did it go based on the criteria you established?
- How would you know if the kids are better off for having participated?



Results Framework

Example:

Initial Ask: \$100,000

Award Amount: \$75,000

How does this affect how much we can do?

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Results Framework for XYZ Jazz Guitar Program
“Do all the pieces fit together? How will we know if it works?”

How much did we do? (Our Effort)	How well did we do? (Our Effort)	Who is better off? (Difference Made)
<p>Please respond to the following, as appropriate for your programming:</p> <p>Youth Engagement: # of youth enrolled 100 youth → 75 youth</p> <p>Early Prevention: # of youth enrolled</p> <p>Intervention: # of youth enrolled</p> <p>Re-Entry: # of youth enrolled</p> <p>Other: # of Workshops Held: 40 → 35</p>	<p>Note: Common types of measures include “TASCS:”</p> <p>Timeliness of activities (%): N/A</p> <p>Attendance levels (%): 80% → 80%</p> <p>Satisfaction of participants (%): 100% → 100%</p> <p>Cost per unit (\$): N/A</p> <p>Standards (%): N/A</p> <p>% of Workshops with >80% attendance: 90% → 90%</p>	<p>Behaviors change (#/%):</p> <p>Attitudes shift (#/%):</p> <p>% of Participants interested in pursuing music further: 50% → 50%</p> <p>Circumstances change (#/%): N/A</p> <p>Knowledge increases (#/%):</p> <p>Participants able to identify and construct common jazz chords: 70% → 65%</p> <p>Skills improve (#/%):</p> <p>Participants able to identify the parts of and solo over a 12-Bar-Blues by end of program: 50% → 50%</p> <p>Youth Engagement: % of youth successful engaged: 90% → 90%</p> <p>Early Prevention: % of participants demonstrating reduced engagement in risky behaviors: N/A</p> <p>Intervention: % of participants demonstrating reduced engagement in violent crime: N/A</p> <p>Re-Entry: % of participants demonstrating reduced engagement in violent crime and risky behaviors: N/A</p>

Department
of **Families,**
Children, Youth
and Recreation



Contracting Process

Amanda Herzog, Project Leader, Youth Engagement,
Division of Youth Services

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Compliance Requirements – Other Required Forms

- Organization Audit, or [Form 990](#) if an audit is not available (most recent tax year, 2022)
- [W-9](#)
- [Certificate of Insurance](#) (Sample) [COI]
 - [Requirements](#)
- [EEO Report](#)
- Youth Service Bureau – [Memorandum of Understanding](#) Concerning Certain De-Identified Data [MOU]
- Hartford Data Collaborative [HDC] [Data Sharing Agreement](#)



Department
of **Families,**
Children, Youth
and Recreation



Insurance Compliance

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Sara Lowenthal, Director of Safety & Risk
Jacquie Pesquira, Sr. Accountant, Office of
Management, Budget & Grants

Department
of **Families,**
Children, Youth
and Recreation



Hartford Data Collaborative [HDC]

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Speaker: **Kate Eikel**, Data Integration Strategist, HDC

2023 Grant Administration Timeline

Provider – Program Name

By agreement, July 1, 2023

The Department of Families, Children, Youth and Recreation is committed to partnering with community-based organizations to achieve increasingly positive, sustainable outcomes for Hartford's youth and families. This timeline supports the City's partnership with [Provider]'s – [program name] program, by showing grant *administration* deliverables. Nothing in this document overrides any contract provision in force. Please direct questions to the UNITY Youth Engagement Team, at youthengagementgrants@hartford.gov.

Date(s)	Activity**
July 1, 2023 (Upon execution)	Contract Effective Date: program period begins Invoice #1 (50% of total contract award)
Approximately thirty (30) days later	Disbursement 1 of 3
October 14, 2023	Quarterly Report Deadline <ul style="list-style-type: none"> • Narrative Report: July 1, 2023, to September 30, 2023 • Financial Report: July 1, 2023, to September 30, 2023
January 13, 2024	Quarterly Report Deadline <ul style="list-style-type: none"> • Narrative Report: July 1, 2023, to December 31, 2023 • Financial Report: Quarterly expenditures (October 1, 2023, to December 31, 2023) Calendar Year to Date (July 1, 2023, to December 31, 2023)
About January 31, 2024	Invoice #2 (25% of total contract award)
About February 28, 2024	Disbursement 2 of 3
February to March 2024	Site Visit – Scheduled*
April 14, 2024	Quarterly Report Deadline <ul style="list-style-type: none"> • Narrative Report: July 1, 2023, to March 31, 2024 • Financial Report: Quarterly expenditures (January 1, 2024, to March 31, 2024) Calendar Year to Date (June 1, 2023, to March 31, 2024)
About April 30, 2024	Invoice #3 (25% of total contract award)
About May 31, 2024	Disbursement 3 of 3
July 14, 2024	Quarterly Report Deadline <ul style="list-style-type: none"> • Narrative Report: June 1, 2023, to June 30, 2024 • Financial Report: Quarterly expenditures (April 1, 2024, to June 30, 2024) Calendar Year to Date (June 1, 2023, to June 30, 2024)
July to August 2024	City report review/follow-up/acceptance period

*An unscheduled Site Visit may also be conducted during the contract period.

**Program participants and/or staff shall be expected to participate in additional DFCYR trainings and opportunities during the grant period.

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr





Reporting Requirements

- [Grantee Financial Progress Report](#)
- [Grantee Performance Progress Report](#)
 - [YSB Final Report Form](#)
 - Youth Survey



Department
of **Families,**
Children, Youth
and Recreation



Thank you for your continued support
and dedication to providing high
quality programs to Hartford families,
youth and children!

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Department
of **Families,**
Children, Youth
and Recreation



CLOSING REMARKS

Amanda Herzog, Project Leader, Youth Engagement,
Division of Youth Services

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr



Department
of **Families,**
Children, Youth
and Recreation



THANK YOU!!

If you have any additional questions, please send an e-mail
to youthengagementgrants@Hartford.gov

Please visit www.HartfordUNITY.com for more
information.

City of Hartford
550 Main Street, Rm 305
Hartford, CT 06103

860.757.9595
www.hartford.gov/dfcyr

