TALBOT FAMILY NETWORK
Fiscal Year 2023
Community Partnership Agreement

Request for Proposals Summary Page

Title of RFP: Request for Proposals (RFP) for Community Partnership Agreement
- Afterschool Programming

RFP Issue Date: May 16, 2022

Description: Funding is available for new and/or expanded afterschool programming in Talbot County for students attending Title 1 schools, Targeted Assistance Title 1 schools, and/or schools with Free and Reduce Meal (FARM) rates greater than 50%.

Result Area: Families are Economically Stable **Indicator:** Childhood Poverty

Budget Amount: $38,110

Contract Term: July 1, 2022 – June 30, 2023

Issuing Entity: Talbot Family Network - The Local Management Board

Issuing Entity Point of Contact: Nancy Andrew, Executive Director
Talbot Family Network
c/o County Manager's Office
South Wing – Courthouse
11 N. Washington St. Easton, MD 21601
410-200-5532 director@talbotfamilynetwork.org

Information: For additional information, contact Nancy Andrew by phone or email.

Deadline for Intent to Apply: Monday, May 23, 2022 by 11:59pm
REQUIRED. Submit by email to director@talbotfamilynetwork.org.

Pre-Application Meeting: Tuesday, May 24, 2022 at 11am on Zoom
Applicants are encouraged but not required to attend.
Register here: https://tinyurl.com/TalbotASRFPFY23

Deadline for Receipt of Proposals: Tuesday, June 7, 2022 by 11:59pm
Submit by email to director@talbotfamilynetwork.org.
Incomplete or late proposals will not be considered.

Notification of Award: On or by Friday, June 30, 2022

REQUEST FOR PROPOSALS

Purpose
An afterschool program provider(s) is needed to help TFN address this identified Result and Indicator from the Governor's Results for Child Well-Being: Families are Economically Stable and Childhood Poverty. Visit TFN's webpage to learn more about the LMB, and to view its most recent community assessment and annual data presentations.

This RFP seeks a vendor(s) to provide the following specific program: Afterschool Programming FY23
(See Scope of Work for a summary of the program needs, target population, and performance measures.)

Eligibility and Funding Availability
Any agency or organization, public or private, which is located or provides services in Talbot County and can demonstrate the ability to successfully carry out the project in Talbot County, is eligible to apply. Funding will not be awarded to an individual. Individuals are encouraged to contact an organization with which they have an affiliation (such as a church, non-profit agency, etc.) to collaborate on a project for a funding application.

Applicants must provide evidence of experience, credibility, accountability, and if appropriate, license(s) within the grant application.

Talbot Family Network may revise these instructions at any time and will communicate changes to the applicants and/or awardees. Talbot Family Network may negotiate all or part of any proposal prior to or subsequent to the award in the event that funding or program requirements so dictate. **This funding may be renewable for FY24, based upon performance and dependent upon continued funding from the State. ALL proposals must address sustainability of program services.**

INTENT TO APPLY
All parties interested in responding to this RFP are **required** to submit a one-page letter of intent. The letter must be on organization/agency letterhead, signed by the organization's/agency's authorized official, and include the program the applicant will provide, and the approximate amount of funding to be requested. Submit letters of intent electronically. A hard copy is not required.

RFP SUBMISSION
The Talbot Family Network reserves the right to accept or reject proposals or parts of proposals received in response to this RFP and to conduct discussions with applicants in order to serve the best interests of the LMB. TFN funding decisions are final and are not eligible for appeal.

RFP responses must contain the sections described below and must address the questions/ topics noted. Failure to do so could result in rejection of a proposal.

PROPOSAL INSTRUCTIONS AND CONTENT
A proposal must include the following components in the stated order. Number the pages and label each section clearly. Proposals should not exceed eight (8) pages (excluding cover page, budget, and appendixes, if any) with 12 pt font single or double-spaced. Submit as one (1) Word document or PDF. Proposals that are incomplete or arrive after the deadline will not be considered.

1. **Cover Page**
   Complete the Cover Page Form GP3 included herein. This is not counted in the total page limit.

2. **Executive Summary**
   Give a brief narrative summary (one page or less), providing an overview of the program and program's goals. Explain how your program/service will meet a critical need of children and families in our community and support the identified Result and Indicator: Families are Economically Stable and Childhood Poverty. Summary should include the specific service(s), number of clients to be served, the amount requested and the anticipated results.

3. **Capacity of the Organization**
   Describe the organization's ability to use resources effectively in conducting the program/service. How does this program fit into the mission of your organization? Give an organization description including experience in the field. Note the position or person that would be responsible for the implementation of this program/service. Review prior funding from TFN, if any, and the funded programs' outcomes. Describe how the organization uses and/or will incorporate with this program the priority themes from Maryland's Children's Cabinet (MCC):
   - Racial and Ethnic Disparities - All programs/strategies must incorporate intentional efforts to address racial and ethnic disparities.
   - Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs) – All programs/strategies must include intentional efforts to reduce ACEs and increase TIPs.

4. **Target Population**
   Include the estimated number of individuals to be served/reached, age/grade levels, any eligibility criteria, and supports/incentives if they will be used for recruitment.

   Describe how your program/service already interfaces with the target population or describe in detail how you will reach and engage this new target population. Note if there is a specific segment of the target population your program intends to prioritize and provide detail of your rationale. Provide current data, if applicable. Discuss how your program will outreach to people of color, under resourced families, and/or English language learners.

5. **Program/Service Implementation and Delivery Plan**
   Provide a detailed project description and implementation timeline including items key to the successful launch and delivery of the program, such as engaging staff, student recruitment, and/or schedule for events. Staffing should reflect the racial demographics of the target population. Also, discuss:
   - **A research-based practice** for the program/strategy. The Children's Cabinet prioritizes research-based practices for LMB funded programs (including promising, best, and evidence-based). This refers to the use of research and scientific studies as a base for determining effective practices in a field. Explain the rational for using the chosen framework or model. **Programs at a minimum will implement Maryland Out-of-School-Time Programs' Quality Standards Framework** and follow MCC's Out of School Time recommendations (Appendix A).

   Other resources on Research-Based Practices include:
   - SAMHSA's National Registry of Evidence-based Programs and Practices http://nrepp.samhsa.gov/viewall.aspx
   - Blueprints for Healthy Youth Development maintained by the University of Colorado Boulder http://blueprintsprograms.com.

6. **Program Evaluation Plan and Experience**
   Talbot Family Network utilizes Results Based Accountability (RBA) for evaluating all funded programs. The vendor must track and maintain data on established program measures. Seven proposed performance measures are reviewed in the Scope of Work.
   - Describe your organization's experience with RBA or other evaluation model. Provide detail regarding any RBA trainings attended. After reviewing the Performance Measures for the program, suggest additional or alternate measures you would recommend if any.

7. **Strength of Linkages with other Agencies**
   Identify partnerships formed to support the proposed program/service; describe each partner's role. Explain how you will collaborate with organizations already serving the target population. Include any agreements made with other agencies to accomplish the program/service goal(s).

8. **Program Budget Narrative and Sustainability Plan:**
   These grants funds are time limited. Each proposal must include a discussion on sustainability. Describe the plan for post-FY23 continuation in the event that this funding is no longer available.

   Submit a line item budget using Form GP4, as well as, a budget narrative detailing and justifying the expenditures by line item. Describe any existing or in-kind sources of funds. Projected costs should be reasonable. (Form attached) *No overall indirect cost or organizational overhead cost may be included.*

   Applicants requesting funds for an existing program must clarify that this proposal is for service expansion. *These funds cannot supplant other funds for an existing program*. TFN will only consider funding an existing program if the agency demonstrates that the program has lost its prior funding and that it has exhausted other funding options.

   NOTE: Applicants must submit the organization's most recent audit/ financial review or most recent IRS Form 990 and financial statement. Proposals without this may not be reviewed

Proposal Review: TFN's Service Review Committee will review the proposals. Members of the committee must be in compliance with the Representation of Absence of Conflict of Interest and Confidentiality Statement and complete Form GP1. The Committee (as a group or individually) will rate and comment on each proposal based on the 100-point scoring rubric below. Proposals will be scored based on the clarity and thoroughness of the proposal content and on demonstrated capacity to carry out the proposal.

Cover Page	5 points
Executive Summary	10 points
Capacity of the Organization	20 points
Target Population	15 points
Program/Service Implementation and Delivery Plan	15 points
Program Evaluation Plan and Experience	15 points
Strengths of Linkages with other Agencies	10 points
Program Budget Narrative and Sustainability Plan	10 points

The committee will recommend the vendor for funding through a structured discussion and scoring process. Their recommendation will go to the TFN Board of Directors for final approval. TFN will issue a Notice of Grant Award and contract to the leadership of the approved program(s). Unsuccessful applicants will be notified of the final decision.

SCOPE OF WORK

Afterschool Programming FY23	
Child Well-Being Result	Families are Economically Stable
Indicator	Childhood Poverty
Governor's Strategic Goal	Increasing Opportunities for Community-Based Programs and Services for Youth
Program Description	New or expanded out of school programming for Talbot County students in schools with higher percentage of students coming from under-resourced households

OVERVIEW

Afterschool programming is included in TFN's FY23 plan in order to aid in an equitable recovery from the COVID-19 pandemic. TFN will invest funding in new and/or expanded afterschool programming within Talbot County for students in Title 1 schools, Targeted Assistance Title 1 schools, and/or schools with Free and Reduce Meal (FARM) rates greater than 50%. Students, families, and school staff are feeling the impact of two years of physical, social and emotional disruption. Students need expanded support to emerge from this crisis strong, resilient, and hopeful.

Programming will operate in either school-based or community-based locations within Talbot County, providing a positive environment and offering enriching activities including a minimum of academic support, social emotional learning, service learning/ community involvement, and recreation. Participating students will have access to a healthy snack or meal, help on schoolwork and hands-on activities that complement school lessons and have an outlet for social and emotional expression, and exploration. Through this, parents, especially those who cannot afford and/or secure childcare, can have peace of mind that their children are constructively engaged between the end of the school day and when they return from work.

PROGRAM DELIVERABLES

Afterschool programming is an important time and place for building protective factors and increasing resiliency skills. Additional and/or expanded out of school time services in Talbot County will support families in a time of need to reduce family stress, engage students during a period in their lives of complex development, and provide a safe haven and nurturing environment for building protective factors.

Funded program(s) will assist and enhance the lives of children and youth, including those dealing with Adverse Childhood Experiences (ACEs) or at-risk of experiencing ACEs by providing support in the following areas:

- Social and emotional development—Programs that produce positive effects have at least one element of social and emotional-focused programming and/or have professional development for staff around social and emotional skills.
- Safe zones—Out of School Time (OST) programs provide a safe-haven, and supervised time, instruction, and promotion of new skills, as well as offer opportunities for positive adult interaction and peer interaction.
- Family engagement—OST programs nurture an interconnectedness of supports for the children served, including family, which is a recognition that engagement of the family unit is crucial to the success of the participants

- Academics—Participants receive academic support for remediation, enrichment, or enhancement purposes.

From the National Center on Afterschool and Summer Enrichment: Research Brief (2019).

REQUIREMENTS FOR AFTERSCHOOL AND NUTRITIONAL PROGRAMS:

The funded afterschool program(s) should participate in (State and/or) federal nutrition programs, as applicable, and will comply with the requirements for programs that serve children during out of school hours. Visit the Maryland State Department of Education's Office of School and Community Nutrition Programs for details on the Afterschool Meals Program.

EVALUATION AND PERFORMANCE MEASURES

Talbot Family Network utilizes Results Based Accountability (RBA) for evaluating all funded programs. These are the proposed evaluation performance measures, which may be modified by the selected vendor based on program goals, the target population, and research-based program/service model.

Proposed Performance Measures	For Percentages, indicate the numerator and denominator (NUM/DEM)
What/How Much We Do	
# of unduplicated students participating in the afterschool program	
# of (type TBD) of activities provided in the afterschool program	
How Well We Do It	
#/% of students reporting, when surveyed, that they would participate in the program again.	NUM: # of students indicating that they would participate again.
	DEN: # of students responding to the survey.
#/% of students reporting, when surveyed, that the program matches activities to their interests	NUM: # of students indicating that the program matches activities to their interests.
	DEN: # of students responding to the survey
#/% of parents reporting, when surveyed, that they feel welcome and comfortable with program staff and leadership	NUM: # of parents indicating that they feel welcome and comfortable with program staff and leadership
	DEN: # of parents responding to the survey
Is Anyone Better Off?	
When surveyed in the 4th quarter of the program, parents report their child has shown social and/or emotional growth over the past school year.	NUM:# of parents reporting their child has shown social and/or emotional growth
	DEN: # of parents responding to the survey
When surveyed in the 4th quarter of the program, parents report a decrease in family stress since their child has been attending the afterschool program.	NUM:# of parents reporting a decrease in family stress
	DEN: # of parents responding to the survey

Form GP3

TALBOT FAMILY NETWORK
REQUEST FOR PROPOSALS
COVER PAGE – Afterschool Program FY23

Name of Administrative Organization:

Contact Person/Project Director:

Organization Address:

Phone: E-mail:

Organization's Federal ID #:

Name of Fiscal Officer (responsible for fund monitoring):

Phone: E-mail:

Project Title:

Brief Description of Project (50 words or less):

Geographical Area/Schools(s) to be Served:

Project Location:

Project Duration: Amount Requested $:

_____ _____
Executive Director/Agency Director Date

_____ Most recent audit/financial review or most recent IRS Form 990 are attached. Proposals without these may not be reviewed.

Form: GP4

TALBOT FAMILY NETWORK

PROJECT BUDGET – Afterschool Program FY23 (maximum award $38,110)

Organization Name:
Project Title*:*

EXPENSES	Justification	Amount Requested	Other Funding
PERSONNEL			
Salaries	(e.g. Youth Worker $18/hr x 10 hrs/wk x 24 wks = $4,320)		
Fringe Benefits (provide detail)			
OPERATING EXPENSES			
Communications			
Postage			
Advertising			
Office Supplies			
Insurance			
Printing			
Information Technology			
Vehicle Operation			
CONTRACTUAL SERVICES			
Training			
Consultant			
OTHER			
Program Supplies			
Food	(e.g. Food for family night $12pp x 75 people = $900)		
Other (specify)			
Other (specify)			
TOTAL REQUESTED			

Describe other sources of financial and in-kind support for this project (matching funds are NOT required):

APPENDIX A
Requirements for Out-of-School Time Programs

Program Schedule:

- Programs that serve elementary and middle school students shall operate a minimum of 2 hours per day, for 3 to 5 days per week, for 12 to 24 weeks out of the school year.
- Programs that serve high school students shall operate a minimum of 2 hours per day, for 2 to 5 days a week, for 12 to 24 weeks out of the school year.
- Summer programs shall operate a minimum of 6 hours per day, for 5 days per week for a minimum of 4 weeks.

Program Design:

- Comprehensive programs should incorporate several core components:
    - Time for homework completion with support (school year).
    - Nutritious snack and/or meals
        - All eligible programs are required to participate in At-Risk Supper/Summer meals programs.
    - Recreation and physical activity (at least 30 minutes for every three hours of programming).
    - Intentional and/or project-based learning:
        - Utilize research-based curricula for academic instruction.
        - Connects to, but does not repeat, school day learning.
        - Integrates academic skills with hands on and engaging activities.
        - Projects and curricula are chosen based on the needs of participants and/or targeted outcomes for the program.
        - Learning opportunities are developmentally appropriate.
            - Programs that serve older youth should have increased opportunities for leadership and participation in decision-making as well as include a focus on career and college readiness.
    - Parent/family engagement
- All programs should:
    - Have a well-designed schedule that apportions time appropriately between activities and that is shared in advance with staff, families and participants.
    - Delineate a detailed plan for transition to and from the school day, in between activities and for orderly and safe dismissal (including a transportation plan if necessary).
    - Have appropriate staff to student ratios for activities (recommend 10 to 1 for academic, 15 to 1 for general activities).

Program Quality and Accountability:

- Programs adopt and apply the Maryland Out-of-School Time (MOST) Quality Standards Framework – sharing and reviewing the framework with all staff in program.
- Funded programs participate in the related Quality Improvement System – including trainings, professional development opportunities and internal and external assessment.
- Programs track the following information for participating youth:
    - Youth attendance in program;
    - Pre-post survey designed to measure targeted outcomes for program;
    - Youth and parent satisfaction with program; and
    - Parent participation and involvement.
- Programs offer opportunity for youth to demonstrate, and document, mastery of skills (as related to targeted outcomes for program).