

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
▪ **Mental Health Programming**
- RFP Issue Date:** August 18, 2022
- Description:** Funding for school-based and/or community-based mental health programming and services to support children and youth, families, and/or educators, providers, and other frontline clinical and/or nonclinical staff working with these populations.
- Result Area:** Healthy Children
Indicator: % of Public School Students [Grades 6-8 & Grades 9-12] Reporting Depressive Episode
- Budget Amount:** \$83,037 total (minimum grant award of \$20,000)
- Contract Term:** October 24, 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:** Friday, September 2, 2022 by 11:59pm
REQUIRED. Submit by email to director@talbotfamilynetwork.org.
- Pre-Application Meeting:** Wednesday, August 31, 2022 at 11:00am on Zoom
Applicants are encouraged but not required to attend.
Register here: <https://www.eventbrite.com/e/404217795307>
- Deadline for Receipt of Proposals:** Friday, September 30, 2022 by 11:59pm
Submit by email to director@talbotfamilynetwork.org.
Incomplete or late proposals will not be considered.
- Notification of Award:** On or before Friday, October 21, 2022

REQUEST FOR PROPOSALS

Purpose

This funding is available to help address the identified Result from the Governor's [Results for Child Well-Being: Healthy Children](#). Visit [Talbot Family Network's webpage](#) to learn more about the Local Management Board (LMB), and to view community data and assessment information.

This RFP seeks a vendor(s) to provide the following:

Programs to support mental and emotional well-being for children and youth, families, and/or the educators, providers, and other clinical and/or nonclinical frontline staff working with them.

(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. Based on the \$20,000 minimum grant amount, smaller organizations may wish to collaborate on an application. One organization from the partnership must serve as the applicant.

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. **It is expected that this FY23 funding will be a one-time increase in the State funds that TFN administers.**

Maryland Public Information Act

By submitting a proposal in response to this RFP, the proposer acknowledges and understands that their proposal may be subject to public inspection under the Maryland Public Information Act, in TFN's sole discretion.

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 proposed program and program goals. Explain how your program/service will meet a critical need of children and families in Talbot County and support the identified Result and Indicator (see Scope of Work). *Summary should include* the specific service(s), number of clients to be served, amount requested and 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:

- 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.

5. Program/Service Implementation and Delivery Plan

Provide a detailed project description and implementation timeline including items key to the successful launch (or expansion) and delivery of the program, engaging a consultant, participant recruitment, and/or schedule for events. 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. If you are using a proven program/strategy, explain the rationale for using the chosen framework or model.

Resources for identifying researched-informed programs include national clearinghouse registries such as [California Evidence-Based Clearinghouse for Child Welfare](#), [The National Institute for Justice's Crime Solutions](#), [Blueprints for Healthy Youth Development](#).

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. Confirm that you are ready and able to track participant data.

- Describe your organization’s experience with RBA or other evaluation model. Provide detail regarding any RBA trainings attended.

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 one-time grants funds are time limited, ending June 30, 2023. Funds not spent in FY23 cannot be carried over to the next year and must be returned. If the program will continue beyond FY23, discuss sustainability plans. If not, discuss any transitions that will be necessary to close the program safely and effectively.

Submit a line-item budget using Form GP4 (attached), 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. *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 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	20 points
Program Evaluation Plan and Experience	10 points
Strengths of Linkages with other Agencies	10 points
Program Budget Narrative and Sustainability Plan	10 points

The committee will recommend the vendor(s) 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

Mental Health Programming FY23

Child Well-Being Result	Healthy Children
Indicator	% of Public School Students [Grades 6-8 & Grades 9-12] Reporting Depressive Episode (Students who felt sad or hopeless by grade band; using Youth Behavior Risk Survey)
Governor's Strategic Goal	Increasing Opportunities for Community-Based Programs and Services for Youth
Program Description	Programs to support mental and emotional well-being for children and youth, families, and/or the educators, providers, and other clinical and/or nonclinical frontline staff working with them.

OVERVIEW

Parents, families, and communities want their children to be safe, happy, and healthy. Coming out of the COVID-19 pandemic, parents, educators, and other professionals are finding rising and more complex mental health needs among children and youth. Meanwhile, caregivers and providers across the continuum of care are themselves experiencing increased stress.

In 2021, the United States Surgeon General issued an [Advisory for protecting youth mental health](#). A Surgeon General's Advisory is a public statement that calls the American people's attention to an urgent public health issue and provides recommendations for how it should be addressed. Advisories are reserved for significant public health challenges that need the nation's immediate awareness and action.

The Surgeon General's call to action corroborates challenges and concerns in Talbot County. Talbot Family Network expects to receive a one-time increase in funding for Fiscal Year 2023 (FY23). The Board of Directors has prioritized investing these funds in supporting mental health programming for children and youth, families, and/or the frontline staff working with them. The aim is to bolster emotional well-being for young people and for the caregivers and providers who play an important role in supporting youth mental health.

PROGRAM OVERVIEW

TFN seeks to collaborate with organizations and agencies in Talbot County by investing one-time funding for FY23 into implementation-ready programs or services. Programming may operate in either school-based or community-based locations within Talbot County.

Use of Funds

- Training for educators, providers/clinicians/therapists and other front-line staff that will support their mental well-being and/or provide them with tools for supporting children, youth, and/or families
- Parent/caregiver education, psycho-education and/or support
- Programs promoting mindfulness and/or social emotional learning within the target populations
- Implementation of a research-informed intervention with the target populations to support emotional wellness, developmental asset building and/or resiliency, and/or the delivery of trauma informed care.
- Group counseling or group work to expand system capacity
- The review committee will consider other use of funds that an organization can demonstrate will meet unmet or underserved mental health needs for children, youth, and families and/or that will strengthen our continuum of care by supporting clinical and/or nonclinical caregivers and providers.

TARGET POPULATION(S)

Children and youth, families, and/or educators, providers, and other clinical and/or nonclinical staff working with these populations who are at-risk of stress and burnout.

TFN is especially interested in projects that will reach groups at higher risk of mental health challenges such as identified in the [U.S. Surgeon General's Advisory](#) (page 11) and by Maryland Children's Cabinet including but not limited to

- LGBTQ+ youth
- Low-income children and families
- Immigrant households
- Children and youth with multiple risk factors
- Disconnected youth (young people ages 16-24 who are not working or in school)
- Families impacted by incarceration
- Homeless youth

EVALUATION AND PERFORMANCE MEASURES

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

SAMPLE Performance Measures	For percentages, indicate the numerator and denominator (NUM/DEN)
What/How Much We Do	
# of unduplicated youth enrolled in the program	
# of sessions that youth participate in	
How Well We Do It	
% of youth who complete the program	NUM: # of youth who complete the program DEN: # of youth enrolled in the program
% of youth indicating satisfaction with the program	NUM: # of youth responding to survey saying they would participate in the program again DEN: # of youth responding to the survey
Is Anyone Better Off?	
% of youth with improved decision making skills	NUM: # of youth showing improved decision making skills as measured by CANS DEN: # of youth completing CANS
% of youth meeting their goals as identified by CANS (Child and Adolescent Needs and Strengths)	NUM: # of youth meeting their goals as indicated by CANS DEN: # of youth completing CANS

**TALBOT FAMILY NETWORK
REQUEST FOR PROPOSALS
COVER PAGE – Mental Health Programming 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)

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.

TALBOT FAMILY NETWORK

PROJECT BUDGET – Mental Health Program FY23 (minimum grant amount \$20,000/applicant)

Form GP4

Organization Name:

Project Title:

EXPENSES	Justification	Amount Requested	Other Funding
PERSONNEL			
Salaries			
Fringe Benefits (provide detail)			
OPERATING EXPENSES			
Communications			
Postage			
Advertising			
Office Supplies			
Insurance			
Printing			
Information Technology			
Vehicle Operation			
CONTRACTUAL SERVICES			
Training	(e.g. 2-day ACES/Restorative Justice training for 25 staff)	\$8,500	
Consultant	(e.g. coaching for ACES/RJ model implementation 40 hrs x \$80/hr)	\$6,400	
OTHER			
Program Supplies			
Food	(e.g. food for training: \$300 day x 2 days)	\$600	
Other (specify)			
Other (specify)			
TOTAL REQUESTED			

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