

TALBOT FAMILY NETWORK
Fiscal Year 2025 - Community Partnership Agreement

Request for Proposals Summary Page

Title: Afterschool Programming in Talbot County

RFP Issue Date: April 22, 2024

Description: Funding has been requested for afterschool and summer-time programming in Talbot County for students attending Title 1 schools and/or schools with Free and Reduce Meal (FARM) rates greater than 50% as a strategy for reducing childhood hunger and addressing childhood poverty.

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

Strategic Goals: Reducing Childhood Hunger (or)
Increasing Opportunities for Community-Based Programs and Services for Youth

Funds Available: \$70,000 total

Contract Term: July 1, 2024 – June 30, 2025

Issuing Entity: Talbot Family Network - The Local Management Board (LMB)
Visit [TFN's webpage](#) to learn more about the LMB, and to view its Community Plan and annual data presentations.

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

Pre-Application Meeting: Tuesday, May 7, 2024 at 11am on Zoom
Applicants are encouraged but not required to attend.
[REGISTER HERE](#)

Deadline for Intent to Apply: **Friday, May 10, 2024 by 11:59pm**
REQUIRED. Submit by email to director@talbotfamilynetwork.org.

Deadline for Receipt of Proposals: **Tuesday, June 4, 2024 by 11:59pm**
Submit by email to director@talbotfamilynetwork.org.
Incomplete or late proposals will not be considered.

Notification of Award: On or by Monday, July 1, 2024

REQUEST FOR PROPOSALS – Afterschool Programming

Purpose

Out of school program providers are needed for FY25-27 to help TFN address the prioritized Result, Indicator and Strategic Goals from the Maryland's [Results for Child Well-Being](#). See additional details and requirements in the Scope of Work below.

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 FY26 and FY27, based upon performance and dependent upon continued funding from the State. 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 estimated amount of funding to be requested if available. Submit letters of intent electronically. A hard copy is not necessary.

RFP SUBMISSION

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

Include the following components in the stated order. Proposals that are incomplete or arrive after the deadline will not be considered.

- 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 application and attachments as one (1) Word document or PDF.

1. Cover Page (5 points)

Complete the Cover Page Form GP3 provided by TFN. This is not counted in the total page limit.

2. Executive Summary (10 points)

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, how it will support the identified Result and Indicator: Families are Economically Stable and Childhood Poverty, and which Strategic Goal the program will tackle. 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 (20 points)

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 and readiness to engage in the collective impact initiative with TFN and other community partners. 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, including progress on Performance Measures. 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 (15 points)

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 agency already interfaces with the target population or describe how you will reach and engage that audience. Note if there is a specific segment of the target population your program intends to prioritize and provide 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 (15 points)

Provide a 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 the evidence-based model or promising practice used in the program. Explain the rationale for using the chosen framework or model.

6. Program Evaluation Plan and Experience (10 points)

Talbot Family Network utilizes Results Based Accountability (RBA) for evaluating all funded programs. The vendor must track and maintain data on set program measures. *Review the proposed performance measures for each Strategic Goal in the Scope of Work.*

- Describe your organization's experience in collecting program data. If you have experience with RBA and/or have attended RBA training, explain. Discuss your program's performance measures.

7. Strength of Linkages with other Agencies (10 points)

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. Discuss any agreements made with other agencies to accomplish the program/service goal(s).

8. Program Budget, Narrative and Sustainability Plan (15 points)

These grants funds are time limited. Each proposal must include a discussion on sustainability. Describe the plan for continuation in the event that this funding is no longer available.

Submit a line-item budget using Form GP4. Add a budget narrative here detailing and justifying the line-item expenditures. 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.*

These funds may not supplant other funds for an existing program. TFN administers funding from the MCC's Interagency Funds, which is a funding source of last resort. By applying for this funding, applicants affirm that these dollars will not supplant other funding.

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: A committee of TFN Board members 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.

The committee will recommend the vendor(s) for funding through a structured discussion and scoring process. 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 FY25-27

Child Well-Being Result	Families are Economically Stable
Indicator	Childhood Poverty
Strategic Goals	<ul style="list-style-type: none">Increasing Opportunities for Community-Based Programs and Services for YouthReducing Childhood Hunger
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 [FY25-27 Community Plan](#) in support of a safe, healthy, caring and equitable community for all Talbot County children and families. TFN will invest funding in afterschool programming for Talbot County students in Title 1 schools and/or schools with Free and Reduce Meal (FARM) rates greater than 50% as part of a strategy for poverty prevention and disruption.

Programming will operate in either school-based or community-based locations within the county, providing a positive environment and offering enriching activities including a minimum of academic support/enrichment, social emotional learning and recreation. Participating students will have access to a healthy snack or meal, help on schoolwork, if applicable, and hands-on activities that complement school lessons and offer an outlet for social and emotional expression and exploration. Through this, children are constructively engaged during out of school time.

PROGRAM DELIVERABLES

Out of school 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 of critical lifetime development, and provide a safe haven and nurturing environment.

TFN seeks a program provider(s) to implement programming during afterschool hours that delivers:

- hands-on enrichment for increased skill and personal development via community-based programs and services for youth OR
- hands-on nutrition education and exercise

Programs using evidenced-based models or promising practices will be prioritized.

Funded program(s) will generally assist and enhance the lives of children and youth 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 family engagement is key to student success.
- Academics—Participants receive academic support for remediation, enrichment, or enhancement.

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

USE OF RESEARCH BASED PRACTICES

MCC prioritizes research-based practices for LMB-funded programs (includes evidence-based and promising practices). This refers to the use of research and scientific studies as a base for determining effective practices in a field. **Programs at a minimum will follow [Maryland Out-of-School-Time Programs' Quality Standards Framework](#) and implement MCC's Out of School Time recommendations (Appendix A).**

Other resources on Research-Based Practices include:

- For Nutrition Education: [SNAP-Ed programs](#) such as [Growing Healthy Habits](#), [Refresh](#) or [Afterschool Club Kits](#)
- General: SAMHSA's National Registry of Evidence-based Programs and Practices <http://nrepp.samhsa.gov/viewall.aspx>
- General: Blueprints for Healthy Youth Development maintained by the University of Colorado Boulder <http://blueprintsprograms.com>.

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

TFN uses Results Based Accountability (RBA) for program evaluation. These are the planned performance measures. Modification of these may be considered based on program goals, the target population, and the research-based program. **Program vendor must target one of these two strategic goals.**

*Funded programs are required to report their data disaggregated by race.

STRATEGIC GOAL: *Increasing Opportunities for Community-Based Programs and Services for Youth*

Proposed Performance Measures	For Percentages, indicate the numerator and denominator (NUM/DEN)
What/How Much We Do	
# of unduplicated students participating in the afterschool program (*disaggregated by race)	
# of enrichment activities offered in the afterschool program	
How Well We Do It	
#/% of students reporting, when surveyed, that they would participate in the program again. (semester or year end survey)*	NUM: # of students indicating that they would participate again.
	DEN: # of students responding to the survey.
#/% of students successfully completing the program*	NUM: # of students successfully completing the program.
	DEN: # of unduplicated students participating in the afterschool program.
#/% of staff completing behavioral health, Adverse Childhood Experiences, and/or racial equity training	NUM: # of staff completing behavioral health, ACEs, and/or racial equity training.
	DEN: # of afterschool program staff.
Is Anyone Better Off?	
#/% of students reporting when surveyed increased knowledge/skill development because of the program*	NUM: # of students reporting when surveyed increased knowledge/skill development because of the program.
	DEN: # of students responding to the survey.

STRATEGIC GOAL: *Reducing Childhood Hunger*

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. *disaggregated by race	
# of nutrition-based activities provided during the afterschool program.	
How Well We Do It	
#/% of unduplicated students and parents reporting when surveyed that they would participate in the program again.* (year-end survey)	NUM: # of unduplicated students and parents reporting when surveyed that they would participate in the program again.
	DEN: # of unduplicated students and parents responding to the survey.
#/% of staff teaching nutrition activities that are trained in nutrition activities.	NUM: # of staff teaching nutrition activities that are trained in nutrition activities.
	DEN: # of staff teaching nutrition activities.
Is Anyone Better Off?	
#/% of unduplicated participants who report a reduction in food insecurity as measured by the survey.*	NUM: # of unduplicated participants who report a reduction in food insecurity
	DEN: # of unduplicated participants responding to the survey.
#/% of unduplicated participants who report an increase in self-sufficiency as measured by the survey.*	NUM: # of unduplicated participants who report an increase in self-sufficiency.
	DEN: # of unduplicated participants responding to the survey.

COLLECTIVE IMPACT

Priority two of TFN’s [FY25-27 Community Plan](#) concentrates on systems change to foster [upward mobility](#) from poverty. TFN will be convening a community-wide cross-sector coalition using the [collective impact 3.0 framework](#). In partnership with community members/clients, including youth, the coalition will set a shared Trauma Informed Resiliency Oriented and Equitable (TIROE) vision for upward mobility. TFN will serve as the inaugural backbone organization to support this network in enhancing the conditions that empower people to move out of poverty.

The strategies and programs that TFN has identified for FY25-27 funding were selected as components of this long-term vision. Contract requirements for funded programs will include active participation in the collective impact initiative.

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).