

REQUEST FOR PROPOSALS (RFP)
“INVESTING IN OUR YOUTH
2019 YOUTH AFTER SCHOOL AND/OR SUMMER CAMP PROGRAMS”

Hocking Athens Perry Community Action (HAPCAP) is accepting applications from organizations to operate summer camp and/or after school programs in order to address the need for safe and constructive opportunities for Perry County youth ages 6-18 (still in school if 18 years of age).

HAPCAP will have a total of \$85,000 in Temporary Assistance for Needy Families (TANF) funds allocated for the purchase of youth summer camp and/or after school programs for the time period beginning on or after February 25, 2019 ending July 31, 2019. This program is funded by the Perry County Department of Job and Family Services’ (PCDJFS) TANF Grant.

Schedule

RFP Issued	January 30, 2019
Deadline for Submission of Questions	February 6, 2019
Deadline for Submission of Applications	February 19, 2019
Intent to Award	February 22, 2019

- Hard copies of this RFP can be obtained by calling Jessica Stroh at (740) 767-4500 ext. 2116.
- Questions should be submitted by email to: Jessica.stroh@hapcap.org by 4:00 pm on February 6, 2019.
- **Applications may be hand delivered, mailed or e-mailed to:**
HAPCAP/ATTN: Jessica Stroh
3 Cardaras Drive
P.O. Box 220
Glouster, OH 45732
Jessica.stroh@hapcap.org

PLEASE refer to this complete Request for Proposals (RFP) for specific guidelines regarding how to submit an application for this program. Late proposals will not be accepted.

HAPCAP staff are prohibited from conducting conversations with individual applicants regarding the RFP between the date of the RFP’s release and the date of the application submission deadline.

Purpose

HAPCAP recognizes that after school and during the summer months, parents need programs that offer a safe and nurturing environment for their school age children to attend. Research confirms children not engaged in learning activities over the summer months will experience some loss of learning. This learning gap increases for disengaged youth from a low socioeconomic background. After school and summer programming provides an opportunity for youth to explore new skills and interests not covered during the traditional school year. Effective programming can aid in the growth and development of a young person and can enhance their educational pursuits.

HAPCAP has Temporary Assistance for Needy Families (TANF) funding allocated for the purchase of after school and/or summer camp youth programs for the time period beginning on or after February 25, 2019 and ending on or before July 31, 2019.

Program Standards

1. Through this RFP, HAPCAP may only fund programming for TANF-eligible youth ages 6-18 (still attending high school if 18 years old).
2. TANF eligibility will be determined by PCDJFS.
3. Program must be offered in a safe environment with the proper adult supervision.
4. For summer camp programming only: applicants must show a connection with a free Summer Feeding Site or the ability to provide a nutritious lunch to youth, along with nutritious snack alternatives without the use of the TANF funds.
5. Successful after school and/or summer youth programming should include (but is not limited to) one of the following target areas:
 - Makes available academic enrichment activities that help keep youth engaged in learning over the summer months and helps to mitigate the summer learning gap
 - Addresses a social issue relevant to the youth population they are serving (i.e. obesity, bullying, diversity sensitivity training, substance abuse, smoking, etc.)
 - Elevates physical activity among youth
 - Engages youth in exploring cultural awareness
 - Provides a medium for artistic expression
 - Integrates learning activities to promote good nutrition and a healthy lifestyle
 - Promotes science and math learning opportunities
 - Implements character building opportunities
 - Integrates activities to develop studying skills
 - Implements financial literacy training
 - Integrates learning activities to promote basic employment skills
 - Enhances personal skill(s) development
 - Promotes community involvement
 - Encourages career exploration

- Utilizes asset building

Program Monitoring

HAPCAP will monitor all programs at least once during the course of the contract period. Monitoring will include, but may not be limited to the following requirements:

- Fiscal Monitoring
- Payroll monitoring, including paycheck distribution
- Verification the contracted scope of service is being implemented
- Observations of youth participation, attendance and supervision
- Review of participant files

Vendor Responsibilities

Successful applicants will be responsible for the following activities:

- Recruitment of participants
- Collection of documents verifying participant eligibility/income
- Assist applicants with accurate completion of the documents needed for PCDJFS to determine eligibility
- Program enrollment (after eligibility is determined by PCDJFS)
- Documentation of the delivery of program services provided
- Hours of participation in program activities
- Attendance records
- Provide all program services identified in the proposal and vendor agreement.
- Comply with all applicable rules and regulations governing the source of funding for this program (TANF)
- Procurement Requirements (3 quotes required on all program purchases; documentation must be kept and be available for review)
- Compliance Requirements
- Follow all rules and regulations governing the implementation and provision of program services
- Submit invoices and reports according to the guidelines established by HAPCAP in the vendor contract
- Permit site visits from HAPCAP staff or the agency's designees in order to monitor files, financial records, and program implementation
- Collect data and provide programmatic, data, and fiscal reports as required by HAPCAP
- Maintain fiscal records in accordance with generally accepted accounting practices and provide HAPCAP with specified financial reports designed to verify and analyze expenditures

HAPCAP Responsibilities

- Provide ongoing technical assistance regarding eligibility and allowable activities/expenditures

- Monitor and review program performance in relationship to stated program goals
- Communicate with vendor regarding participant eligibility information obtained from PCDJFS.
- Monitor program performance, expenditures, outcomes, etc.
- Review monthly invoices and process for payment to vendor.

Proposal Submission

All proposals are due by February 19, 2019 at 4:00. Late applications will not be accepted. HAPCAP reserves the right to disqualify any application that does not comply with the following instructions:

- Page Numbers – Include page numbers on every page of the application.
- Paper Size – All pages must be on standard 8 ½” x 11” letter size paper.
- One Sided Copies – Proposals and Required Documents must be submitted as one-sided copies.
- 3 Complete Copies – Please submit 3 complete copies of the proposal.
- Budget in Separate Sealed Envelope – 3 copies of the budget must be submitted in a separate sealed envelope.

Proposal Contents (Items 1-4 below)

1. Proposal Checklist and Table of Contents

2. Youth After School/Summer Camp Program Narrative

- In this section, describe your program plan in detail. This should include what target area(s) is/are being addressed, how many youth will be served and what the age range is, a schedule of program activities, a timeline for program implementation, recruitment strategy, staffing plan, transportation plan, nutrition plan, and any other relevant information about how your program will operate.

3. Budget

- Create a budget that details all line item expenditures to be charged to this grant.
- Dates for the budget must be within the dates specified in this RFP (2/25/19-7/31/19).
- Provide a detailed budget justification narrative that explains the costs included in your budget proposal including how they relate to the identified project.
- Administrative costs must not exceed 10% of the total program budget.
- Costs incurred must be reasonable and necessary to the project.
- Expenditures must be allowable and in accordance with the OMB Uniform Guidance and TANF rules and regulations.
- Food may not be purchased with this funding.

4. Program Overview Attachments: Include all relevant attachments to your program proposal:

- Outline of Program Activities (camp/programming must last at least one week)
- Current Brochure/Promotional Copy for Marketing
- Program License(s) (if applicable)
- Job Descriptions for all Positions funded in whole or part by this grant
- Resumes and Licenses (if applicable) for Existing Program Staff
- Youth enrollment form (for your program—not for TANF eligibility)
- Child Abuse and Neglect Reporting Policy
- Incident Reporting Procedures
- Discipline Policy
- Employee Criminal Background Check Policy
- Emergency Medical Procedures
- Medication Distribution Policy
- Child Pick Up Procedures
- Transportation Plan/Policy
- Field Trip Procedures
- Parent consent form including photo release

Considerations

This RFP does not constitute an offer, nor does acceptance of applications for review commit HAPCAP to grant a contract agreement. HAPCAP is not liable for any costs incurred in the preparation of proposals. HAPCAP reserves the right to grant contract agreements to a single applicant, multiple applicants, or to reject all applications or parts of applications received. HAPCAP also reserves the right to request clarification, edits and or to negotiate aspects of the contract. Final contracts will be subject to applicable TANF rules and regulations. All contract agreements are contingent upon final approval by the Perry County Department of Job and Family Services.

Evaluation

Proposals will be evaluated by a committee of HAPCAP staff. Proposals will be evaluated based on criteria including format, completeness of the application, past experience, link to target area(s), inclusion of all required attachments, program plan (narrative), budget considerations, and location of services to be provided.

Protest

Applicants may protest the decision resulting from the review of the proposal by following the guidelines listed below. Written protests must be submitted within five (5) business days following the date of the letter notifying the applicant that their proposal was not accepted. The following should be included in the letter:

- Name, address, telephone number, and fax number of applicant
- RFP Name
- Grounds for the protest including copies of any relevant documents

Submit written protests to:

HAPCAP/ATTN: Jessica Stroh
P.O. Box 220
Glouster, OH 4573

