



Kent County Local Management Board (KCLMB)
400 High Street
Chestertown, MD 21620
410-810-2673
rramseygranillo@kentgov.org
Rosemary Ramsey Granillo, Director

FY 2023 Request for Proposals

Out-of-School Time (OST) Program

Funds Available: \$90,000

Funding Period: July 1, 2022-June 30, 2023

Release Date: June 30th, 2022

Submission Information:

Pre-Submission: Please notify Rosemary Ramsey Granillo (contact information above) of intent to submit a proposal. Please submit any **questions** by email no later than **July 20th**.

RFP Virtual Questions and Answers Meeting: Wednesday **July 6th 3:30p.m.**

Application **Submission Date: July 27th**

Submission Information: Electronic submission only to rramseygranillo@kentgov.org. Please ensure you receive a confirmation receipt after submission.

Eligibility: State and Local Agencies, Schools, Non-Profit Organizations

Award Notification: August 3rd, 2022

BACKGROUND

The Kent County Local Management Board (KCLMB) Community Plan for Children, Youth & Families¹ focuses on leveraging the resources of our multi-sector partners and community members to address child poverty in Kent County. Increasing child poverty rates coupled with declining child demographic rates have resulted in a concentration of poverty and associated negative impacts for too many of Kent County's children. Given our small population and close-knit neighborhoods and towns, we know we can "turn the curve" by providing direct outreach and customized support to youth and their families in our community. Together, we can lift each other up and ensure that every child, youth, and family in Kent County has equal access to achieve their full potential.

To reach this potential, children need to attend school. Chronic absenteeism is commonly defined as a student missing at least 10% of the school year. Middle school attendance at this low rate is a predictor of dropping out of school; in fact, by ninth grade, absenteeism is a better predictor of dropping out than are test scores.

From 2016 to 2021, chronic absenteeism at Kent County Middle School rose from 16% to 40.6%. These rates require a community-wide response and commitment to addressing the barriers that are keeping children from attending school.

The KCLMB is pleased to announce funding available for state and local agencies, schools, and non-profit organizations to provide evidence-based Out-of-School Time (OST) programming to advance student engagement and increase school attendance, focusing on building students' strengths through creative activities that bolster emotional, intellectual, and physical health. Inclusive programs must be developed to benefit low-income students and to assist students with transportation barriers. Partnerships with other agencies are encouraged.

¹ https://www.kentcounty.com/images/pdf/LMB/6.24.21_KCLMB_Community_Plan_-_Updated_-_from_Bess.pdf

SCOPE OF WORK

- a. Proposals must center on evidence-based practices and models for Out-of-School Time (OST) programs. Program components will stem from these practices and include—but are not limited to—activities such as homework assistance, community service projects, physical activities, arts enrichment, nutrition, and family engagement. Specific recruitment plans for the target population should be in place in addition to a timeline.
- b. Partnerships with other agencies, including sub-contractors, will strengthen applications, particularly with regard to providing services or opportunities that students may not otherwise access.
- c. Procedures to address racial and ethnic disparities as well as actions that ensure equity in program activities, including recruitment, must be part of program planning.
- d. Knowledge of Trauma-Informed Practices and plans for serving students with Adverse Childhood Experiences are necessary.
- e. Transportation will be an essential part of the program.
- f. Program goals are to include *advancing student engagement and increasing school attendance*, with performance measures in place to evaluate program effectiveness. An evaluation plan will include plans for program evaluation by the youth served.



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APPLICATION TEMPLATE

Out-of-School Time (OST) Program

Organization Name: _____

Contact Name: _____

Street Address: _____

City, State, and Zip: _____

Phone Number: _____ E-mail Address: _____

Questions 1 – 7 = 80 points total; Question 8 (budget) = 20 points

Please submit your responses under the questions as numbered below. Responses should not exceed 8 pages.

1. Qualifications: Explain the capacity and structure of the organization to convene youth and implement enriching, well-structured activities. Describe evidence-based practices and models you use or plan to implement for this program.
2. Program Description: Describe in detail the proposed OST program: Where and when will it take place? How many students will be served? How will transportation be provided to participants in remote areas or those who do not have transportation? What are the proposed activities?
3. Recruitment and Enrollment: What is the process to recruit youth and families for participation in the program? How will youth with a history of chronic absenteeism be included? This can include a description of how the organization is currently serving target students/families.
4. Collaboration: Do you plan on partnering with other agencies and/or organizations? If so, which agency or agencies? Describe partner roles.

5. Describe procedures your organization has in place or plans to put in place to address racial and ethnic disparities and ensure equity in program activities (including recruitment).
6. Describe your knowledge of Trauma-Informed Practices and your plans for serving students with Adverse Childhood Experiences.
7. Please include a timeline that covers the period from award acceptance (August 2022) to program completion (no later than June 2023).
8. Please include a detailed budget with justification. (20 points)

BUDGET TEMPLATE

Please transfer this template to an Excel Document. Budget justification shall include a breakdown of cost, ie:

Salary – give description of each position and breakdown of pay

Fringe – ? Percent of total Salaries

Communications – 3 cell phones @ \$?? per month x 12 months, 1 Office Phone @ \$??? Per month x 12 months

DESCRIPTION	FY23 BUDGET	BUDGET JUSTIFICATION
Personnel		
Salary		
Fringe		
Operating Expenses		
Communications		
Postage		
Utilities		
Advertising		
Office Supplies		
Insurance		
Rent/Mortgage		
Printing/Duplication		
Information System Repair/Maintenance/Softw are Subscriptions		
Vehicle Operating (other than insurance)		
Travel		
Business Travel		
Conferences/Conventions		

Contractual Services		
Training		
Consultant		
Accounting/Auditing		
Equipment		
Office Equipment		
Other		
Program Supplies		
Professional Dues/Publications/Subscri ptions		
Food		
Other		
TOTAL		

Reservations

KCLMB reserves the right to make changes to this RFP at any time and will communicate changes to potential applicants who have indicated an interest in this RFP by contacting the point of contact via phone or email. Changes will not be re-advertised.

This RFP creates no contractual obligation on the part of the KCLMB. KCLMB is not responsible for any costs incurred by the respondent in preparing a response to this request. KCLMB reserves the right to reject any response or cancel this request at any time.

Grant Awards and Conditions

The submission of a proposal does not, in any way, guarantee an award. The grants available through this process will be funded as one-time only awards and will be disseminated according to the timeline outlined in this document. KCLMB will notify the applicant of the outcome of the review process. Applicants whose concepts are selected for an award will receive technical assistance from the KCLMB as necessary to finalize deliverables and budgets prior to the execution of a formal grant award.

Grant awards will be issued by KCLMB and must be fully executed prior to the disbursement of funds.

The conditions below outline the basic terms and requirements for the use of funds provided for activities covered by selected programs. Failure to fulfill any of the following conditions may result in suspension or termination of the grant award.

1. Funds received by the vendor under this award will be used solely for the purpose of implementing the activities outlined in the grant award, which are taken from applicants' final program plan;
2. Prior to execution of an awarded contract, the successful bidder shall submit a "Certificate of Insurance" indicating it carries the specified insurances in the amount specified in this RFP. Coverage shall be maintained throughout the term of the contract. Coverage costs can and should be included in the proposal budget. Unless otherwise specified, coverage levels shall be required as follows:
 - B. General Liability - Minimum - \$2,000.000
 - C. Workers' Compensation Insurance as required as by law.
 - D. Comprehensive Liability Insurance with minimum limits of \$1,000,000 per person, \$2,000,000 per occurrence. Policy shall include the broad form of Comprehensive General Liability Endorsement or its equivalent
 - E. All required coverage shall include and specifically name the County as an additional insured and loss payee with respect to all operations under the contract.
 - F. The successful bidder will furnish the County any up-to-date certificates of insurance stating the requirements listed above at contract implementation.
3. Kent County Ethics Ordinance: By submitting a proposal in response hereto, the bidder acknowledges that it is familiar with the County's Code of Ethics, CPLL, Chapter 29, and certifies that it has no knowledge of any violation of that Chapter, that it has no knowledge of any conflict of interest which may exist or arise under Chapter 29 if the bidder is awarded a contract, and that it has not given any gift (as that term is defined in Chapter 29) to anyone who has or may participate in the awarding of this contract or the management of supervision thereof. Contact the County's Attorney Office at 410-778-3805 if any additional information is required. Copies of Chapter 29 may be obtained by phoning the County at 410-778-4600, or by logging on to the County's web page and linking to the on-line version of the CPLL.
4. No amendment or modification to the activities covered under the grant award is binding unless it is in writing and signed by all parties with written approval by the KCLMB;
5. The vendor's use of these funds is subject to monitoring by the KCLMB. The vendor is required to submit program and financial reports to the KCLMB as specified in the notice of grant award, and to provide the KCLMB with any documents and access to other information to comply with any request made of the KCLMB in conformance with State or federal laws and regulations;
6. The vendor may not discriminate in the implementation of the program/project against any employee, applicant for employment, provider of services, or applicant for services because of race, color, religion, sex, age, national origin, disability, or any other characteristic forbidden as a basis for discrimination by applicable laws.
7. The vendor assures that:
 - a) It is qualified to do business with the State of Maryland and will take such action as, from time to time, may be necessary to remain so qualified;
 - b) It is not in arrears with respect to the payment of any fees due and owing the State of Maryland, or any Department, or agency thereof, including but not limited to, the payment of taxes and employee benefits and that they shall not become so in arrears during the term of this grant; and
 - c) It shall comply with all federal, state, and local laws applicable to its activities and obligations under this grant.
8. The vendor shall indemnify and hold harmless Kent County and the State of Maryland against liability for any suits, actions or claims of any character arising from or relating to the performance of the Vendor under this grant;

9. The Vendor shall immediately notify KCLMB of any claim or suit made or filed against the vendor regarding any matter resulting from or relating to the vendor's obligation under this grant, and will cooperate, assist, and consult with the State of Maryland and the KCLMB in the defense or investigation of any claim, suit, or action made or filed against the State as a result of relating the vendor's performance under this grant.
10. KCLMB may cease or reduce funding of grant awards if such reductions are necessary due to the reductions in federal or State appropriations or the KCLMB budget. In the event of such reductions, KCLMB shall pay the vendor fair and equitable compensation for costs reasonable incurred for activities consistent with this grant award before notice of any reduction in the award.
11. Funds expended in excess of the grant award are the responsibility of the vendor.