

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

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

HAPCAP will have a total of approximately \$135,000 in Temporary Assistance for Needy Families (TANF) funds allocated for the purchase of multiple youth camp and or after school programs for the time period beginning on or after April 1, 2024 and ending March 31, 2025. This program is funded by the Perry County Department of Job and Family Services (PCDJFS). All proposals submitted by March 29<sup>th</sup> will be evaluated and ranked for an initial review and contract award. After that, proposals will be evaluated on a rolling basis based on the date they are received. Organizations may submit for multiple opportunities.

**Schedule**

RFP Released	March 7, 2023
Deadline for Submission of Questions	Questions will be accepted on a rolling basis and will be updated in the Q & A posted on our website as well as e-mailed to interested parties.
Response to Questions	Starting March 18 <sup>th</sup> questions will be answered 2 working days from receiving.
Deadline for Submission of Applications	March 22 <sup>nd</sup> and then on an ongoing basis while funding is available. While not required, submission 30 days before the start of the program is requested.
Intent to Award	Within one week of receiving a completed proposal.

- Hard copies of this RFP can be obtained by calling Jessica Stroh at (740) 767-4500.
- Interested parties should [email Jessica.stroh@hapcap.org](mailto:Jessica.stroh@hapcap.org) to express interest in the project and to receive updates including new questions and answers regarding the project. Questions should also be submitted by email to: [Jessica.stroh@hapcap.org](mailto:Jessica.stroh@hapcap.org).
- **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](mailto: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.

### Purpose

Perry County Department of Job and Family Services (PCDJFS) recognizes that after school and camp programs offer a safe and nurturing environment for school age children and an opportunity to grow, learn and develop skills for the future. 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 camp 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.

PCDJFS has allocated Temporary Assistance for Needy Families (TANF) funding to Hocking Athens Perry Community Action (HAPCAP) for the purchase of summer camp, general camp and after school youth programs for the period beginning on April 1, 2024 - March 31, 2025. Programming can be after school, on a weekend, weeklong or longer and be designed for during the school year, summer, winter and or spring breaks. Programming can be as short as a one day camp program as long as it meets all other program standards

### 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. Food is not an eligible TANF expense but providing meals for daylong programming is required and snacks are encouraged for all other camps and or after school experiences.
6. Funding for families to transport children to programming may be available. However, this funding is not guaranteed.
7. In order to ensure maximum participation in programming, it is preferred but not required that all programming occur in Perry County.
8. Successful after school and/or camp 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 and helps to mitigate the summer/break and other learning gaps
  - 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
  - Supports age appropriate academic activities
  - 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 can include, but may not be limited to the following:

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

### **Vendor Responsibilities**

Successful applicants will be responsible for the following activities:

- Recruitment of participants
- Supporting the collection of documents verifying participant eligibility/income
- Assist applicants with accurate completion of the documents needed for PCDJFS to determine eligibility
- Program enrollment
- 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)
- Contract compliance
- 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**

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.
- 1 Complete Copy of Proposal
- Budget in separate document

### **Proposal Contents (Items 1-4 below)**

#### **1. Proposal Checklist and Table of Contents**

#### **2. Youth After School/ Camp Program Narrative**

- In this section, describe your program plan in detail. Please use the following numbers and headlines to organize your narrative:
  1. history of organization with emphasis on experience with youth programming,
  2. description of facilities where programming will be held,
  3. what target area(s) is/are being addressed,
  4. how many youth will be served and what the age range is including how many are estimated to be TANF eligible of the total served at the camp
  5. schedule of program activities,
  6. timeline for program implementation,
  7. recruitment strategy,
  8. staffing plan,
  9. transportation plan
  10. nutrition plan,
  11. COVID-19 safety plan and procedures
  12. other- 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.
- Provide a detailed budget justification narrative that explains the costs included in your budget proposal including how they relate to the identified project.
- In addition to a detailed budget, please include a narrative and cost allocation plan with a per child cost if the program plans to enroll non-TANF eligible children in addition to TANF eligible children.
- 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. HAPCAP reserves the right to extend the contract upon mutual agreement, based on performance, continuity of services, and availability of federal, state, and/or local funding. All contract agreements are contingent upon final approval by the Perry County Department of Job and Family Services. Vendors are able to submit multiple times for multiple projects.

### **Evaluation**

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 45732