



LOCAL CHILDREN'S BOARD

HOWARD COUNTY DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES

9830 Patuxent Woods Drive ■ Columbia, Maryland 21046 ■ 410-313-6400 voice/relay

Howard County Office of the Local Children's Board FY22 Request for Proposals Youth Enrichment and Family Support Services Grants

The Office of the Local Children's Board (LCB) in the Department of Community Resources and Services (DCRS) is seeking competitive proposals for Youth Enrichment and Family Support Services to support the social and emotional wellbeing of children, youth and families in Howard County. The focus of this funding opportunity is to increase access to quality enrichment services that incorporates best practices that have demonstrated effectiveness with improving social emotional learning and wellness of children and youth. Social-emotional learning (SEL) is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success.

Research has shown, people with strong social-emotional skills are better able to cope with everyday challenges and benefit academically, socially, and professionally. From effective problem-solving to self-discipline, from impulse control to emotion management and more, SEL provides a foundation for positive, long-term effects on kids, adults, and even communities. Educators, youth service providers and other human service providers have shown measurable benefits in recent years when integrating social emotional learning and enrichment activities for children and youth (such as: out-of-school time projects & programs, targeted academic support, STEM, creative arts, entrepreneurship, sports, recreation, community service projects and other project-based activities). In addition to the focus on programs, projects or services for children and youth, this funding opportunity can be used to increase access for Howard County families to evidence-based programs and services that uses a family-centered approach to address social emotional wellness and family strengthening practices.

Project proposals submitted under this opportunity will demonstrate the applicant's ability to deliver a specific program, project or service, to a targeted group of children and youth or families, during the second half of the FY22 funding cycle (January 3rd – June 30, 2022). **The submission deadline is 4:00 pm ET, Friday, November 19, 2021.**

As part of the Howard County Department of Community Resources and Services, the Office of the Local Children's Board is dedicated to ensuring that all children, youth, and families in Howard County have what they need to succeed, regardless of zip code, ethnicity, or income level. The Board facilitates a collaborative approach to providing supports to children, youth, and families to ensure they grow and thrive.

Background Information

The Office of the Local Children's Board mission is to improve the lives of all children, youth and families in Howard County by convening community stakeholders and aligning resources for measurable impact. The Local Children's Board Community Plan for Children, Youth and Families has been developed to serve as a roadmap for how public agencies and the private sector can work together to improve the quality of life for Howard County residents. As a community, we pride ourselves on providing a vast array of opportunities for our children, youth and families to thrive, yet we recognize that for many, these opportunities remain out of reach.

The Department of Community Resources and Services provides vital human services through its offices of ADA Coordination, Aging and Independence, Children and Families, Community Partnerships, Consumer Protection, Human Trafficking Prevention, Local Children's Board, and Veterans and Military Families.

As our nation's families continue to navigate the increased cost of living brought on or exacerbated by the COVID 19 pandemic, many families are having to sacrifice access to programs, services and opportunities that provide direct supports for social and emotional learning of children and youth and overall wellness of the family. The pandemic affected the lives and social-emotional experiences of every student to some extent. Along with the unprecedented closures of schools across the country in March 2020, virtually all social activities ceased. Students were cut off from their teachers, with uneven access to live instruction and hands-on, collaborative learning. There were few opportunities to see friends in person or engage in extracurricular activities during normal school hours or during the after school hours. At the same time, many students were also contending with the pandemic's frightening impacts on their family's health and welfare, such as illness, the death of a relative or neighbor, and economic hardship. Some students also took on new responsibilities to care for younger siblings or contribute to family finances. These impacts have affected families nationwide and have increased the need for social emotional support for many Howard County families as well. The Youth Enrichment and Family Support Services Grant Program aims to address the growing demands for programs, projects and services that meets this need. Our aim is to plant and nurture seeds of change that best reflect the expressed needs and interests of the communities we serve.

Social and emotional learning (SEL) can be defined as an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

SEL has been used to advance educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving school-based & community-based places for youth and contribute to safe, healthy, and just communities.

Scope of Services

The Office of the Local Children's Board (LCB) in the Department of Community Resources and Services (DCRS) is seeking competitive proposals for Youth Enrichment and Family Support Services to support the social and emotional wellbeing of children, youth and families in Howard County. Successful applicants will demonstrate:

1. An ability to successfully implement the proposed youth enrichment or family support services with clearly defined social and emotional learning and/or family strengthening components that are culturally responsive to the children, youth and families being served.
2. A proven track record of providing high quality programming, support and/or training to community-based, school-based programs, projects and/or activities in Howard County for children, youth and families.
3. An understanding of the context of Howard County and able to demonstrate a commitment to working collectively with key stakeholders, community partners, residents and LCB to successfully serve children, youth and families of Howard County.
4. An ability to regularly monitor progress and measure impact of the work to ensure successful implementation, which includes submitting on-time reports to the Office of the Local Children's Board.

5. Ability to provide adequate staffing with demonstrated experience directly related to the roles and responsibilities assigned with the proposed program, project or service.
6. A plan to ensure all staff with direct access to children and youth complete and pass FBI background checks before having access to children and youth.
7. A commitment to provide staff participation in ongoing community capacity building trainings and other community engagement activities/events facilitated by the Howard County Office of the Local Children's Board and/or Department of Community Resources and Services.
8. Ability to maintain a system of accountability for receiving, maintaining and reporting on grant funds.
9. Commitment to maintaining cleanliness, safety protocols, and other measures for staff, students, families, and other community members regarding COVID-19.

Budget Information and Timeline

All proposals must provide a detailed budget that includes costs related to the Scope of Work, as outlined above, not to exceed \$50,000. The budget breakdown for proposed services should clearly describe the per person or per family cost of services, indicates hourly/daily rates, cost of materials, and fees that are required to fulfill the scope of work. Applicants must use the budget template attached to this RFP when completing their budget. Be sure to include a budget narrative that includes formulas that arrive at the total cost per line item, along with the detailed cost breakdown using the budget template provided. This RFP will be awarded for programs, projects and services offered for the remainder of the fiscal year ending June 30, 2021. The grantees will be required to submit grant reports and documentation of expenditures to the Office of the Local Children's Board as detailed in the grant award contract.

Key Dates:

October 21, 2021 – RFP released by Office of the Local Children's Board
 October 21, - November 15, 2021 – Electronic Questions and Answers submitted
 November 5, 2021 – pre-application meeting
 November 15, 2021 – Questions and Answers Closes
 November 19, 2021 – Proposals are due
 December 6th -10th, 2021 – Award Announcement

RFP Submission and Additional Information

Minimum requirement of the organization applying as lead organization and grant recipient:

- a. Must be incorporated to do business in the State of Maryland and in good standing with the Maryland State Department of Assessment and Taxation.
- b. Must be an active 501c3 non-profit organization or partnering with one to serve as a fiscal agent. Grantees who proposed to partner with a 501c3 non-profit organization as a fiscal agent must include a letter of agreement from the partnering organization with the submitted proposal.
- c. Must be able to provide a management level staff person to attend a December grantee meeting.

IMPORTANT NOTE: Proposal responses to sections A–F of the proposal submission must not exceed 10 pages.

Proposal submission should include:

- A. Organizational Description: Provide a brief introduction, summarizing why your agency is responding to this RFP. Provide a concise profile of previous or existing work that demonstrates the organization’s experience implementing similar work.
- B. Provide the name of the specific program, project or service that the requested funds will be used to support. Please include the specific location, days and start & end times the program will be delivered.
- C. Describe the program in detail including, but not limited to:
 - 1. Provide a brief overview description of the specific program, project or service to be funded. Please be sure to discuss the social and emotional learning components of your proposal and the best practices they offer children, youth and families.
 - 2. Describe any curriculum to be used to deliver the program, project or service.
 - 3. Describe the specific school or communities of your target program participants, please include age range and/or grade levels of participants.
 - 4. Describe the process you used to collect input from the target population to be served and how the input was used to inform the proposed program, project or service.
 - 5. Describe your program participant recruitment plan.
 - 6. Describe your total program capacity including the total number of individuals to be served and staff-to-youth ratio.
 - 7. Describe your staff recruitment process and timeline for the proposed program, project or service.
 - 8. Provide a sample daily and/or weekly program schedule. The schedule should provide a normal day and normal week of activity with start and end times for each activity to help grant reviewers understand how a program day and week is planned.

Time	Activity
3:55-4:20	Arrival/Dinner/Homework Help
4:25-5:10	Enrichment Activity (Academic or Socio-emotional)
5:15-5:55	Enrichment Activity (Academic/Socio-emotional)
5:55-6:10	Dismissal

- D. Describe how your organization takes an equity lens to your work, the services you provide, and the clients you serve. Describe your organization’s approach for engaging community to ensure access and participation of children, youth and families affected by financial hardship, low income, limited community-level access to services, or limited access to family services.
- E. Program Evaluation: Please include all outcome measures that will be used and any of the instruments used to evaluate the success of your proposed program. Please describe the specific outcome measures you are targeting to demonstrate: how often interventions will be provided, how much intervention will be provided and who’s

better off as a result of the interventions. Please provide a summary of data (disaggregated by gender, race & age) for similar programs and populations currently being served and those served in the last five years, if applicable.

- F. Partners: Please provide information to describe your approach for working with community-based partners, Howard County Schools (public or private), and/or professional service partners to ensure the total success of the proposed program. Please provide a short description of role(s) and contact information of any organization(s) that you may partner with to deliver any portion of the proposed program.
- G. Budget and Budget Narrative: Please provide a detailed cost breakdown and narrative (not to exceed \$50,000) using the budget template provided with the RFP. **NOTE:** Grant funds offered through this funding opportunity is **a one-time funding commitment** intended to support the enhancement or expansion of existing programs, projects or services to serve an increased number of children, youth and/or families. While this grant opportunity will consider proposals requesting support for new programs, projects or services, applicants will need to describe a sustainability plan for the proposed program, project or service, beyond the grant funds awarded through this opportunity.
- H. Contact Information: Each proposal must include names, titles, phone numbers, and email addresses for the persons serving in the following roles:
- a. Primary Contact for Agency
 - b. Designated Program Director (person responsible for the daily oversight of the program)
 - c. Fiscal Person (person responsible for managing and reporting on the use of grant funds and processing payment request)
 - d. Data Collection/evaluation (person responsible for collecting data and completing pre/posttest)

Review Process

A review panel will evaluate the responses based on the qualifications, background, experience, and apparent reasonableness of the applicant's associated cost for delivering the proposed program, project or service. The Howard County Office of the Local Children's Board retains the right to negotiate the final proposed cost of any portion of the proposed program, project or service to be funded by this grant before selecting any respondent for an award.

Submission and Questions

Applicants are required to submit proposals via email to Kim Eisenreich at kaeisenreich@howardcountymd.gov by **4:00 pm ET on November 19th, 2021**. The email submission must be completed by the date detailed in this RFP. The deadline will be strictly enforced. Faxed, mailed, or hand-delivered proposals will not be accepted.

Questions may be submitted in writing via email to Kim Eisenreich through November 15th, 2021. All questions must be in writing; telephone questions will not be answered. All responses to submitted questions will be compiled and published on the LCB website. One pre-application meeting will be facilitated by the Office of the Local Children's Board on Friday, November 5th. The session will be virtual from 1:00 pm to 2:30 pm. To join the pre-application meeting click on the following link:

<https://howardcountymd.webex.com/howardcountymd/j.php?MTID=m253feadeeba546618d9936469b7a0c97>.

Attendance is optional.

If you need this document in an alternate format, contact Maryland Access Point of Howard County at 410-313-1234 (voice/relay) or map@howardcountymd.gov.