

**Wicomico County Purchasing Department
125 N. Division Street, Room B-3
Salisbury, Maryland 21801**



REQUEST FOR PROPOSALS

PROJECT **Out of School Time Grant for
Programs and Clubs**

DEPARTMENT: **Local Management Board**

VENDOR:

NAME: _____

ADDRESS: _____

BID OPENING:

DATE: **July 31, 2014**

TIME: **2:00 PM**

PROPOSAL INSTRUCTIONS

1. **Submission of Proposals:** The Proposal shall be signed and submitted in a sealed envelope. The envelope needs to be clearly identified on the outside with the name of the Proposal/project and the RFP being applied for (Network Provider, Program/Club, or Site). All other submission requirements must be met per the submission requirements section. Electronically mailed Proposals are **not** considered sealed Proposals and will **not** be accepted.
2. **Addendums:** Proposals are subject to change in the form of addendums. **All** questions must be addressed in writing to the Purchasing Agent at rkonrad@wicomicocounty.org . Addendums are posted on the County website at www.wicomicocounty.org under Departments: Purchasing Department: the Current Sealed Bids link at least 5 days before Proposal opening. It is the Proposers responsibility to make sure all addendums are included in their Proposal. Failure to do so could result in the Proposal being disqualified.
3. **Delivery of Proposals:** Proposals should be mailed or hand carried to **Wicomico County Purchasing Department, 125 N. Division Street, Government Office Building, Room B-3, Salisbury, MD 21801**, in order to be received in the office of the Purchasing Agent prior to the announced Proposal opening. *Proposals received after said time will be returned to the Proposer unopened.* It is fully the responsibility of the Proposer to insure that the Proposal is received on time. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the Proposal.
4. **Qualifications:** The Proposer must be in compliance with the laws regarding conducting business in the State of Maryland. **Applicant** shall provide a copy Certificate of Status from the Maryland Department of Assessments and Taxation, along with their bid, evidencing the Bidder is in good standing with the State of Maryland. 1. See https://sdatcert1.resiusa.org/certificate_net/ for information on obtaining the Certificate of Status. Wicomico County reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder's inability to provide this documentation will result in the bid being rejected. All vendors who wish to bid on County projects and contracts need to register as a bidder at www.wicomicocounty.org/list.aspx?Mode=Subscribe#bids by checking off the categories(s) for which you wish to be informed of future bids
5. **Proposal Evaluation:** Some proposals are based on more than low price and they shall be scored according to the Proposal document's Proposal Specifications section. If some characteristic of the Proposal requires that the Proposal must be reviewed by the County Council, the award can be expected within 30 days. Proposal tabulations (when applicable) will be posted on the County website at www.wicomicocounty.org/bids.aspx and click on the box "Show Closed/Awarded/Cancelled Bids." This will typically be done within 24 hours of the Proposal opening. Please use this resource rather than calling the Purchasing Office. Proposal evaluations typically take 1-2 weeks.

6. **Award of Proposal:** The Purchasing Agent shall award a Proposal to the best, responsive and responsible Proposer(s) complying with the provisions of the Invitation for Proposal. All Proposal awards are contingent upon available funding.
7. **Insurance:** The Proposer may be asked to provide the County with Certificates of Insurance within ten (10) days of Proposal award notification evidencing the required coverage. Proposer must provide Certificates of Insurance before commencing work in connection with the contract.
8. **Right to Reject:** The Wicomico County Council reserves the right to reject any and/or all Proposals or to waive any technicality it deems in the best interest of the County.

PROPOSAL FORM

TO: Wicomico County Purchasing Department
Government Office Building
125 North Division Street, Room B-3
Salisbury, MD 21801

Date: _____

PROPOSAL – OOST Programs and Clubs

Total Requested \$ _____

Five copies of Proposal provided? Yes _____ No _____

Addendums Acknowledged (if applicable) - YES _____ #(s) _____ NO _____

I have read, understood, and agreed to the terms and conditions of all contents of this PROPOSAL. The undersigned agrees to furnish the commodity or service stipulated in this PROPOSAL as stated above.

SIGNATURE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____



The Local Management Board

Out of School Time Grants

After School/ Out of School Time: Programs & Clubs

Wicomico Partnership for Families and Children (WPFC) with funding from the Governor's Office for Children has allocated funding for The Wicomico Out of School Time Initiative (WOST). Through a collaborative effort, WPFC is seeking to establish a network of sustainable and affordable after school and out-of- school time sites, programs, and clubs that are enhanced by a common set of network providers. The Wicomico Out of School Time Initiative is modeled after Providence Rhode Island's After School Alliance "The After Zone". In doing so WPFC has established and defined funding for Out of School Time Sites, Programs & Clubs, and Network Providers.

For the 2014-2015 School Year, we will be releasing three Requests for Proposals for Out of School Time Programming (network providers, programs/clubs, and sites). These funds provide the opportunity for organizations, individual program providers with an organizational fiscal sponsor, and agencies, both public and private, to apply for funding that support the goals of the WOST.

This RFP is for Out of School Time Programs & Clubs that are located in Wicomico County and serve students in grades K-12. Applicants' missions should target increasing school attendance and one or more of the following areas: academic performance, youth engagement in creative learning opportunities out of school, and social competency skills. A program is defined as a project based on a curriculum which anticipates outcomes* for participants and clubs are structured as drop-in based and cannot provide measurable participant outcomes do to varying attendance.

Funding is not meant to sustain an organization. A total of \$285,000 is available for WOST programming for the 2014-15 school year. Proposal requests from PROGRAMS may not exceed \$15,000 and proposal requests from CLUBS may not exceed \$5,000. The funding period for the proposal is **September 1, 2014 through June 30, 2015**.

** Outcomes are statements that describe measurable changes the program intends to bring about in the participants.*

The Request for Proposals (RFP) is issued by:

Wicomico Partnership for Families and Children
The Local Management Board
408 Coles Circle, Suite G
Salisbury, Maryland 21804

Technical Assistance: An interest and technical assistance meeting will be held Friday, July 11th, 2014. There will be two sessions: 10 am or 2pm. You may register for one of these sessions by e-mailing Alicia Zahn at azahn@wicomicocounty.org. Please include your name, organization, number of attendees, date/time of the session you will be attending, and which RFP you will be writing.

Proposals Due: July 31th, 2014 by 2:00pm at the Wicomico County Government Purchasing Dept.

Only proposals received by this date/time will be considered. No exceptions.

Completed Proposals MUST be submitted to:

Wicomico County Government
Purchasing Department
Attn: Rick Konrad
125 North Division Street, **Room B3**
Salisbury, MD 21801

I. Timeline

- a. **Issue Date:** July 1st, 2014
- b. **Technical Assistance:** July 11th, 2014 at 10am or 2pm
- c. **Proposals Due:** July 31st, 2014 by 2:00pm
- d. **Contract Award:** September 1, 2014
- e. **Funds Must Be Expended By:** June 30, 2015
- f. **Final Reports Due:** July 10, 2015

II. Purpose

The purpose of the Wicomico Out of School Time (WOST) Initiative is to establish a network of sustainable and affordable after school and out-of- school time sites, programs, and clubs that are enhanced by a common set of network providers. By providing youth access to high quality learning opportunities in Wicomico County, WPFC expects to improve local child well-being indicators for all children.

The goal is to support out-of-school time programming that promotes school attendance, academic enrichment activities, and targets economically disadvantaged students. Successful proposals will use the hours before and/or after school to address students' academic and social development needs while engaging families in each student's education.

I. GRANT ELIGIBILITY

This competition is open to any licensed, certified or incorporated agency or organization, public or private, who can demonstrate the ability to successfully carry out the project, is eligible to apply. The applicant must comply with all applicable Federal and State laws, regulations, including Child Care Administration regulations where applicable and follow the Maryland Out of School Time Standards (mdoutofschoolnetwork.org).

Grants may include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, and travel. Emphasis should be on direct service.

Cost(s) incurred prior to the approval of the grant may not be funded through this award.

Wicomico Partnership for Families and Children does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs.

II. PRIORITY AREAS & SITE REQUIREMENTS

Priority will be given to Proposals that:

- Serve diverse or high need youth populations
- Are low to no cost to participants
- Programs that are providing unique services to youth
- Programs that serve high school aged youth
- Programs that operate within the Salisbury Safe Streets Boundaries
(<http://goocp.maryland.gov/msac/documents/FactSheets/SafeStreets.pdf>)
- Programs that provide a wide range of open hours during non-school days such as holidays, later than 6:30pm, and mornings before school.

Program/Club Requirements

OPERATING SCHEDULE

- Out of School Programs & Clubs serving elementary and middle school students **must** operate a minimum 2 hours per day, 3 to 5 days a week for 12 to 24 weeks during the school year.
- Programs/Clubs serving high school students **must** operate a minimum of 2 hours per day, 2 to 5 days a week for 12 to 24 weeks during the school year.

PROGRAM & CLUB DESIGN

Programs & Clubs **shall** incorporate the following core components:

- Time for homework completion with support.
- Nutritious snack and/or meals.
 - All eligible projects are required to participate in (state and/or) federal nutrition programs as applicable.
 - Nutritious snacks and/or meals must be provided for appropriate length of programming (i.e. snack for 3-hour after school programs, dinner after 6:00pm or with family events, and/or breakfast, lunch, and snacks if full day program).
 - Programs or clubs eligible to participate in federal nutrition programs may not request reimbursement for daily food expenses. See Appendix B
- Recreation and physical activity of at least thirty (30) minutes for every three (3) hours of programming.

- Intentional and/or project-based learning that:
 - Utilizes research-based curricula for academic instruction;
 - Connects to but does not repeat school-day learning;
 - Integrates academic skills with hands-on and engaging activities;
 - Provides projects and curricula chosen based on the needs of participants and/or targeted outcomes for the program; and
 - Offers developmentally-appropriate learning, leadership and participation opportunities in decision making

- Parent/Family engagement.
 - Family involvement will be a critical focus of the site. Parent participation in **at least one function** per school year is **required**.
- Have a schedule that apportions time appropriately between activities that is shared in advance with staff, families and participants.
- Delineate a detailed plan for:
 - Transition to and from the school day
 - Transition in between activities
 - Orderly and safe dismissal (including a transportation plan if necessary).
- Participate with provider network and in coordination meetings to stay connected and informed.
 - Assist in supervision of children during network provider activities.
 - A menu of network providers will be offered to sites and participants to choose from.
- Incorporate positive youth development principles: social skill building, adult role models, cooperative activities, commitment to learning, setting boundaries and expectations for achievement, creative activities, youth leadership. Refer to www.search-institute.org for 40 Developmental Assets Framework.
 - Program must identify at least 10 targeted assets by type and/or a specific asset and show how these assets will be promoted through the activities provided.

PROGRAM & CLUB QUALITY & ACCOUNTABILITY

- Programs & Clubs shall adopt and apply the Maryland Out-of-School Time (MOST) Quality Standards Framework and shall share and review the framework with all program staff.
- Funded Programs & Clubs may be required to participate in the related Quality Improvement System – including all required trainings, professional development opportunities and internal and external assessment.
- The Youth Program Quality Assessment (YPOA) tool from Weikart Institute may be required to assist in developing quality programming and staff development.
- Programs & Clubs shall track the following participant information:
 - Program attendance
 - School attendance (not clubs)
 - Child and parent satisfaction with program
 - Parent participation and involvement
 - Programs & Clubs shall offer opportunities for children to demonstrate and document mastery of skills
- Attendance at trainings and events at Wicomico Partnership for Families & Children will be required.

III. SUBMISSION REQUIREMENTS

- Applicants must submit one complete original proposal bearing original signatures in [blue ink](#) by authorized principals of the organization and five hard copies. Copies must include all required sections (including **Proposal Cover Page, Proposal Checklist, and all Appendices**).
- In addition to the original and five hard copies, applicants must submit an electronic (Microsoft Word 2003 or later) copy on a flash drive or CD by the proposal deadline conspicuously labeled with the name of the applicant and title of project.
- The original proposal and five copies should be submitted **unbound** (with a binder clip to secure the pages). **Do not** submit notebooks or plastic page sleeves.
- The provided coversheet must be completed and attached as the first page for the submission followed by the Requirements for Vendor sheet located in Appendix C and Appendix D.
- All proposals must be **double spaced, 12pt. font** and must use **one-inch margins** throughout. Proposal should be ordered according to the prescribed convention. Proposals that fail to meet these requirements will be rejected.

- The proposal and all copies should be on standard size (8½" x 11") paper of regular weight.
- If funding is awarded, applicant must enter into a standard contract with the Wicomico Partnership for Families and Children, which conforms to the Local Management Board Manual and Wicomico County Policies and Procedures.
- Proposals will be pre-screened for submission requirements and inclusion of all required sections. Proposals not meeting all submission requirements will not be reviewed.
- Extensions will not be granted.
- Incomplete proposals will not be considered.
- Wicomico Partnership for Families and Children shall make final determination for awards based on proposal scoring and the availability of funds.

IV. PROPOSAL CONTENT (SUMMITTED ON A SEPARTE DOCUMENT)

A. COVER PAGE (Appendix C)

B. ABSTRACT (not to exceed 150 words)

Should be a summary overview of the applicant's total grant proposal

C. ORGANIZATIONAL CAPACITY (not to exceed 1 page)

Provide a brief overview of the history, nature and scope of work of the organization relating to the specific focus of the proposed project and its offerings. Describe any experiences that demonstrate an ability to attain the objectives of the proposed Program or Club.

D. NARRATIVE (Not to exceed 5 pages)

The Narrative is your opportunity to convince the review panel that your project is sound and deserves to receive funding. The Narrative must be succinct and clear. The review panel needs to understand quickly and easily the components of your project and how they work together to address the requirements.

- Do not assume the review panel is familiar with your proposed Program or Club; the review panel represents diverse backgrounds.
- Avoid jargon and define all acronyms.
- Proofread the narrative once it is complete.
- Check for style inconsistencies, redundancies, factual omissions, and unexplained assumptions.
- A good strategy is to let someone unfamiliar with the project read and critique the proposal before you submit it; be as detailed as possible.
- Experience, credibility, and accountability must be demonstrated.

- The narrative justifies and describes the proposed Program or Club to be implemented based around the aforementioned requirements.
- Please be sure to incorporate supporting data and research.
- Demonstrate knowledge of evidence-based methods or best practices.

The narrative should include the following:

- Target population to be served
- Number of clients to be served
- The impact of the proposed Program or Club
- Cultural relevancy and appropriateness
- Incorporation of at least 10 Developmental Assets and how they are applied by the proposed Program or Club
- Specific service(s) to be provided
- Daily Schedule (What days/times does the program operate? Please include sample daily schedule of activities. Include in Appendix.)
- How students will be transported to/from program
- Sustainability
- Performance Measures and Outcomes*
- Quality Assurance Mechanism(s)
- Staff qualifications and credentials (Criminal background checks required can be requested funds): **MANDATORY:** All staff must have a cleared background check on file with the program's organization or Wicomico Partnership. If your program does not already have cleared background checks, please include \$57.25 per person in your budget below.
- References Page (Include in Appendix)

**Outcomes Vs Performance Measures: Outcomes are statements that describe measurable changes the program intends to bring about in the participants. Performance Measures describe important steps that are expected to occur in order to achieve the intended outcomes, but are not outcomes in themselves. For example, the statement "100% of program staff will attend a professional development workshop" is not an outcome-oriented statement because it describes the process of program operation, not an intended change in the target population.*

Be sure to incorporate the following required reporting measures:

- Program Attendance
- School Attendance (not clubs)
- Child and parent satisfaction with program
- Parent participation and involvement

VII. FINANCIAL AVAILABILITY/FISCAL MANAGEMENT

- Number of Programs & Clubs funded is based on submitted proposal plans, budgets, and evidence of community need.
- The successful vendor is expected to pursue and document all available sources of funding.
- Funds may not be supplanted but must be used to supplement. Grant is intended to increase the total amount of funds available for the project.
- Matching funds **are not required** of Programs & Clubs but are welcome and encouraged.
- Please note; In cases where there is no matching requirement, a voluntary contribution made on the part of the grant applicant to the proposed project indicates an ability to rally institutional and community support for project's implementation and can strengthen the overall quality of a grant proposal. The matching funds must be treated the same as the requested grant funds and only used in a manner that is allowable, allocable, and reasonable for that specific project. Cash match is real cash contributed to the project. In-kind is defined as things that could exist or that could happen without the grant.
- **NOTE:** In-kind rate for volunteers may not exceed \$22.55 an hour. In-kind rate for travel may not exceed .14 cents per mile.
- **Gift Cards will not be funded;** any requests received will result in a reduction of the total grant request.
- The value of rebates and discounts should be shown as deductions.
- Wicomico Partnership reserves the right to reject any or all proposals or to award the contract to the next recommended vendor if the successful applicant does not execute a contract within thirty (30) days after the award of the proposal.
- All awards are subject to the guidelines set forth in this Request for Proposals.
- Applicant must enter into a standard contract with Wicomico Partnership for Families and Children, which must conform to Local Management Board Manual.
- Fiscal Management will conform to the Local Management Board Manual.
- Funding is provided by **reimbursement only**. Complete documentation must be provided for funding. Funds are generally reimbursed within 30 days following the receipt of a correct and complete financial form with all supporting documentation.

VIII. PROJECT BUDGET

A. BUDGET SUMMARY: The following table is to be completed using the totals from the budget categories A-E. Enter the totals from all expenditure categories in the applicable spaces. The grand total must correspond to the total projected costs. All amounts in the budget section are to be rounded to the nearest whole dollar.

Expenditure Category	Grant Funds Requested	Matching Funds: Cash	Matching Funds: In-Kind	TOTAL
A. Personnel				
B. Operating				
C. Travel Expenses				
D. Equipment				
E. Contractual Services				
F. Other				
Grand TOTAL				

B. BUDGET DETAILS: This section of the grant proposal includes a table for each budget expenditure. Please itemize and explain the following categories of project expenditures: Personnel, Equipment, Operating Expenses, Travel, Contractual Services and Other.

- **BUDGET NARRATIVE:** Following each table, a narrative justifying the proposed funds must be provided. It must demonstrate the extent to which the proposed budget is reasonable, cost effective and integrates other sources of funding. All costs described in the project narrative will appear in the budget narrative and must have a corresponding entry in the itemized budget. Explain how the costs of all line items were estimated.

Category A - Personnel

Includes salaries, social security and fringe benefits for personnel required to implement the project. (Include contractual staff or consultants in Category E). Time and attendance records must be maintained for all personnel included in the grant project.

Description of Position	Hourly Rate	Percent of Time or Number of Days/Hours/ or Weeks	TOTAL
TOTAL Personnel Expenses			

*Fringe benefits not to exceed 30%.

BUDGET NARRATIVE PERSONNEL: Justification and/or Explanation of Above

Category B – Operating Expenses

Administrative Supplies, Rental Space, Printing and Communications
 Communication expenses include items such as telephone, fax, postage, etc.

Operating Expense	Cost/Unit	Quantity	TOTAL
Office Supplies			
Printing			
Communication Expenses			
Postage			
Telephone/Internet			
Rental Space			
Utilities			
TOTAL Operating Expenses			

BUDGET NARRATIVE OPERATING EXPENSES: Justification and/or Explanation of Above

Category C - Travel

Travel expenses may include mileage and/or other transportation costs such as meals and lodging ensured during or associated with traveling. Food costs incurred during travel is applicable to this grant. Allowed mileage reimbursement: .56 cents per mile.

Type of Travel Expense (Indicate appropriate rate)	Cost/Travel	Quantity	TOTAL
TOTAL Travel Expenses			

BUDGET NARRATIVE TRAVEL: Justification and/or Explanation of Above

Category D - Equipment

Equipment costs may include taxes, delivery, installation and similarly related charges. The value of rebates and discounts should be shown as deductions. Inventory records must be maintained for equipment that is acquired. All equipment reverts to Wicomico Partnership for Families and Children at end of contract. Expenditures must be consistent with applicable procurement guidelines.

Equipment Item	Cost/Unit	Quantity	TOTAL
TOTAL Equipment Expenses			

BUDGET NARRATIVE EQUIPMENT: Justification and/or Explanation of Above

Category E – Contractual Services

Include contractual staff or consultants.

Description	Rate	Percent of Time or Number of Days/Hours/ or Weeks	TOTAL
TOTAL Personnel Expenses			

BUDGET NARRATIVE CONTRACTUAL: Justification and/or Explanation of Above

Category F - Other

Include all other anticipated expenditures, which are not included in the previous categories such as program supplies (i.e. T-shirts, paints, food, etc), and indirect costs not to exceed 2%.

Type of Expense	Cost	TOTAL
TOTAL Expenses		

BUDGET NARRATIVE OTHER: Justification and/or Explanation of Above

APPENDIX A— Helpful Links to Referenced Documents & Supporting Research

Maryland Out of School Time (MOST) Standards: www.mdoutofschoolnetwork.org

Federal Nutrition Program for After School snacks, breakfast, lunch and supper program: www.eatsmartmaryland.org.

MD Child Care Administration Regulations (COMAR)—Subtitle 16:
http://www.dsd.state.md.us/comar/subtitle_chapters/13A_Chapters.aspx

Maryland Governor's Office for Children, Youth, & Families: www.goc.maryland.gov

Search Institute for 40 Dev. Asset Framework and ideas on working with youth to increase assets in their lives: www.search-institute.org

David P. Weikart Center for Youth Program Quality: www.cypq.org for information on Youth Program Quality Assessment (YPQA) Tool.

Ready By 21 Challenge: www.forumforyouthinvestment.org

Safe Streets Initiative:
<http://goccp.maryland.gov/msac/documents/FactSheets/SafeStreets.pdf>

After School Alliance: www.afterschoolalliance.org

MD School Report Card: www.mdreportcard.org

APPENDIX B—Federal Meal Program Eligibility

The Afterschool Meal Plan- Information & Eligibility can be found at:

http://www.mdhungersolutions.org/fedfoodprogs/afterschool_meals.shtm

http://mdhungersolutions.org/pdf/your_guide_tothe_afterschool_meal_program.pdf

Eligibility Calculator:

<https://marswebprod.msde.state.md.us/MARS2P/EligibilityCalculator.aspx>

MD Food Bank Super Clubs:

<https://www.mdfoodbank.org/our-programs/supper-clubs/>

https://www.mdfoodbank.org/wp-content/uploads/2014/04/SupperClub_Factsheet.pdf

Wicomico Partnership for Families and Children
Request for Proposal
Wicomico Out of School Time Initiative

Proposal Cover Page

Date Proposal Submitted:

General Information

A. Implementing Agency or Organization

Name

Mailing Address

B. Project Title: _____

C. Federal Identification Number: _____

D. Project Director:

Name Title Phone Number

Mailing Address

Fax Number E- Mail Address

E. Finance Officer:

Name Title Phone Number

Mailing Address

F. Proposed Project Begin Date: _____

G. Grant Amount Requested: _____

H. Signature of Director _____

Date _____

PLEASE CIRCLE GRANT APPLYING FOR:

NETWORK PROVIDER **PROGRAM or CLUB** SITE

REQUIREMENTS FOR VENDORS

- If funding is awarded, applicant must enter into a standard contract with the Wicomico Partnership for Families and Children, which must conform to Local Management Board Manual.
- Wicomico Partnership funding is reimbursable. Grant expenditures will be submitted with receipts/documentation and funds will generally be reimbursed within 30 days. No payment will be provided before the rendering of services.
- All staff members interacting with youth must have a current background check on file with the organization or WPFC prior to working with youth.
- Program Data must be collected per the Matrix provided by Wicomico Partnership. See attached sample. Matrix will be due January 10th and July 10th of the fiscal year.
- Vendors may be required to use ETO Software. If so, training and support will be provided.
- A Program Financial Report and Program Report will be due monthly by the 10th of the following month. Failure to submit reports by deadlines will result in delayed payment and may affect future funding.
- Vendors are required to attend all meetings and trainings hosted by Wicomico Partnership for Families and Children.
- Network Provider Scheduling will be coordinated by Wicomico Partnership for Families and Children through an online scheduling system.
- If there are any changes to programming, targets not being reached, or any other part of the original proposal, you are required to report this to WPFC within 15 days.
- Any change to the budget must be reported prior to expending funds to receive approval. If a formal budget modification is required, we will notify you at that time. Failure to seek approval may result in non-payment.

I have read, understand, and agree to the aforementioned requirements. Failure to comply with any of these requirements may result in non-payment or reduction in payment of grant funds. Future funding may also be impacted based on compliance with grant requirements.

Director Signature _____ Date _____

Finance Officer Signature _____ Date _____

APPENDIX D Scoring Rubric

	Criteria Not Met	Meets Criteria	Exceeds Criteria	Actual Point Score	Questions/ Comments
Abstract (10) <ul style="list-style-type: none"> ▪ 150 Words 0-4 ▪ Summary overview of the applicant's total grant proposal 0-6 	≤ 2	3-7	8-10		
Organizational Capacity (20) <ul style="list-style-type: none"> ▪ History of operation/scope of work (specific to proposed project) 0-12 ▪ Experience demonstrated 0-8 	≤ 13	14-17	18-20		
Narrative-Program Description (50) <ul style="list-style-type: none"> ▪ Target population 0-2 ▪ Number clients served 0-5 ▪ Impact of proposed site 0-5 ▪ Cultural Relevance 0-2 ▪ 10 Developmental Assets represented 0-2 ▪ Specific Services provided 0-5 ▪ Soundness 0-5 ▪ Clearly Defined Objectives 0-2 ▪ Sample Schedule (balanced) 0-2 ▪ Provides transportation 0-2 ▪ Sustainability 0-5 ▪ Performance Measures and Outcomes 0-3 ▪ Quality Assurance Mechanisms 0-3 ▪ Research & Best Practices Incorporated 0-5 ▪ Staff Qualifications 0-2 	≤ 34	35-44	45-50		
Budget (20) <ul style="list-style-type: none"> ▪ Reasonable, realistic, and matches goals of program 0-7 ▪ Completed and accurate budget tables 0-7 ▪ Written justification of budge that matches tables 0-6 	≤ 13	14-17	18-20		
TOTAL (100)			/100		
			YES		NO
Requirements [indicate if the items are or are not present]					
<ul style="list-style-type: none"> ▪ Min 2 hours a day, 5 to 3 days a week for 12 to 24 weeks for elem/mid 					

school or Min 2 hours a day, 2 to 4 days for 12 to 24 weeks for high school <ul style="list-style-type: none"> ▪ Providing Snack or Supper ▪ Homework Time with Support ▪ Minimum of 30 min Recreation for 3 hrs programming ▪ Intentional or project-based learning(research based, need oriented) ▪ Family Involvement 			
Priority Areas <ul style="list-style-type: none"> ▪ Unique Services ▪ High School Aged Youth ▪ Serve diverse/high need population ▪ Low to no cost to participants ▪ Operate within Salisbury Safe Streets Boundaries ▪ Wide range of hours; non-school days, later than 6:30 pm or before school 		ENTER 1-7 BASED ON PROPOSAL (Please do not include in Total Score)	