

OUR CITY OF MADISON

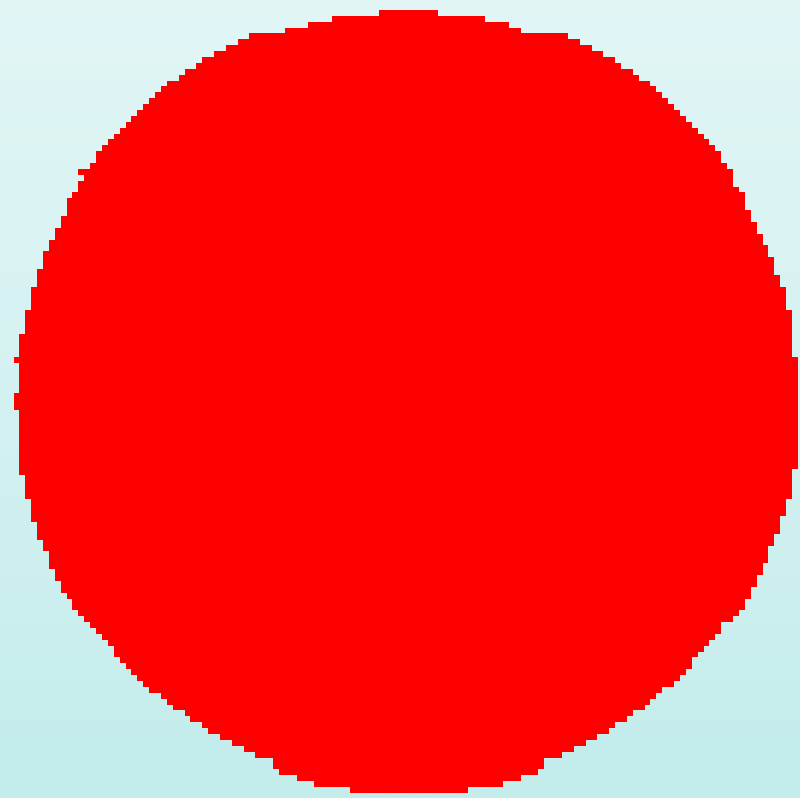


School-Aged Child and Youth Development 2023 RFP Workshop

Department of Planning and Community &
Economic Development
Community Development Division



Begin Recording



REC

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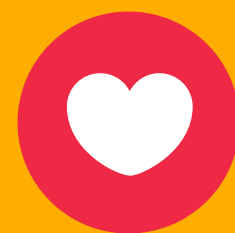




Introductions

Please write your **name**
and the **organization** you are
representing in the chat!

Feel free to share your
contact information as well





Agenda

1. Welcome, Intro to Application Components, and Overview of Timeline
2. School-Age Child and Youth Application Overview
 - a. School-Age Child and Youth Policy Paper
 - b. RFP Guidelines
 - c. Application Instructions
 - d. Part 1 - Organization Narrative
 - e. Part 2 - Program Narrative
 - f. Part 3 - Budget Workbook
3. Timelines and Committee Process
4. COI-Insurance and Affirmative Action Plan Requirements
5. Contracting Process
6. Workshop Evaluation
7. Q&A Session



Reminder

This funding is available for School-Age Child and Youth Out-of-School-Time Programming



- **Not employment**
- **Not restorative justice**
- **Not therapy/individualized counseling**



[click here for future RFP schedules](#)

Timeline and committee process

Please Note: These dates are for planning purposes. They represent the City's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Date	Request for Proposals (RFP) Activity
April 19, 2023 – 10:00 a.m. Register April 21, 2023 – 1:00 p.m. Register	Application Workshops – Select one
<u>April 27, 2023 4:30 p.m. (CDT)</u>	Letter of Intent to Apply Form DUE * Required to qualify to apply
<u>May 15, 2023 - 4:30 p.m. (CDT)</u>	DEADLINE FOR SUBMISSION OF PROPOSALS
May 31 or June 7, 2023 – 5:30 p.m.	Applicant Presentations
June 14, 2023	Community Services Committee Finalize Funding Recommendations
June 20, 2023	Resolution with Funding Recommendations Introduced to Common Council
June 26, 2023	Finance Committee Action
July 11, 2023	Common Council Action
July 14, 2023	Applicants notified of Funding Allocations
January 1, 2024	Anticipated contract start date

letter of intent

Proposal Due

Policy Paper Overview



INCREASE IN UNDESIRABLE BEHAVIORS

- ↑ Struggling with homework
- Anxiety
- Depression
- Suicidal ideation
- Self-harm

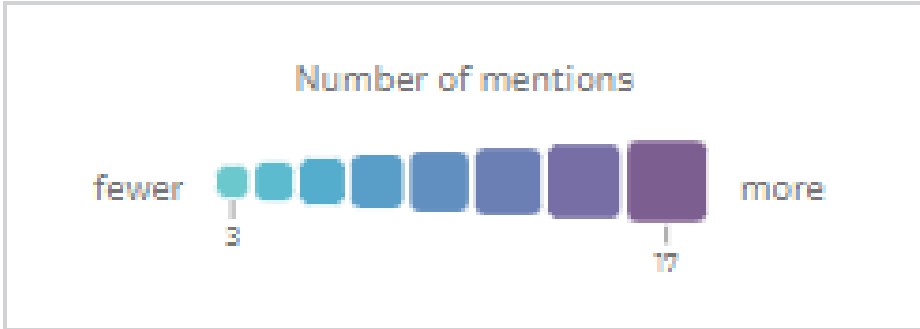
- Regular exercise
- Eating breakfast
- Safer sex behaviors
- ↓ Amount of sleep on school nights

DECREASE IN DESIRABLE BEHAVIORS

Dane County Youth Assessment 2021

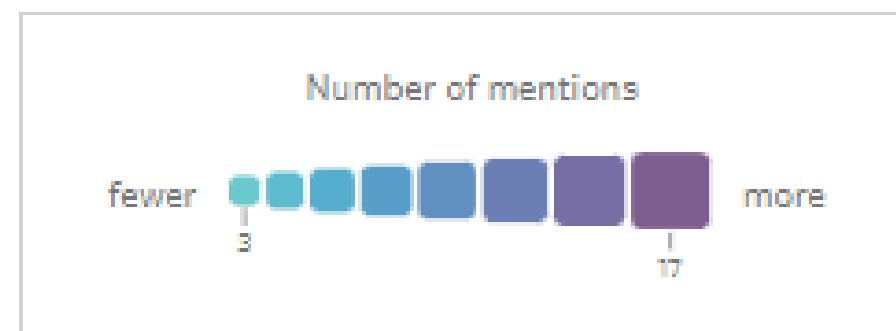


How have needs of children changed since covid?





How have needs of organizations serving children and youth changed since covid?





RFP Guidelines - Purpose

Provide for the availability of affordable, stable, quality neighborhood-based elementary school-age care (5 to 12 years) for low-income children, children of color, and children experiencing homelessness.

Provide low-income middle and high school age youth and youth of color access to programs that complement in-school learning or support positive youth development during out-of-school time.

Application forms and Guidelines

RFP GUIDELINES - SCHOOL-AGE CHILD AND YOUTH DEVELOPMENT RANGE OF PROGRAMMING



Multi-activity afterschool and summer programs serving elementary age children or middle school age youth with a geographic focus



Topical or skill focused small group programs such as leadership, culturally focused, gender specific, STEM or LGBTQ programs serving elementary age children, middle school or high school age youth



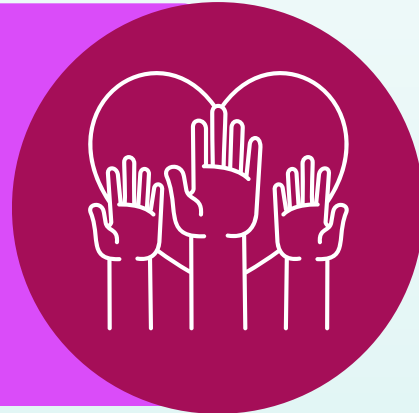
Late-evening organized programs on weekends during the school year and/or on various nights in the summer serving larger groups of high school and/or middle school age youth



RFP Guidelines

MEASUREMENTS OF SUCCESS

Social-emotional competency and enhanced life skills



Sense of belonging to community and/or school

PROPOSED PROGRAM OUTCOMES SHOULD INCLUDE CHANGES IN AT LEAST ONE OF THE FOLLOWING MEASURABLE SKILLS, BEHAVIORS, KNOWLEDGE OR PERCEPTION:

Involvement in risky behaviors



Academic achievement



Funds available

1.6 million

On average, City funding for School-Age Child and Youth programs accounts for 20% of total program costs.



*Prior city funding of programs should not be considered a guarantee of future funding

Eligibility Criteria



- **Eligibility is open to non-profit organizations and agencies that have obtained tax-exempt status under 26 USC 501(c)(3)**
 - **OR groups that can secure, as fiscal agents, organizations that have obtained such status. Please see the Fiscal Agent form available on the Funding Process website for more information.**
- **Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf.**

Collaborative Proposals



- **Joint proposals that request funding for multiple agencies participating in a collaborative effort are encouraged. Community partners named in any collaboration must provide MOU/MOA detailing roles and responsibilities.**

RFP Guidelines - Required Information and Content of Proposals

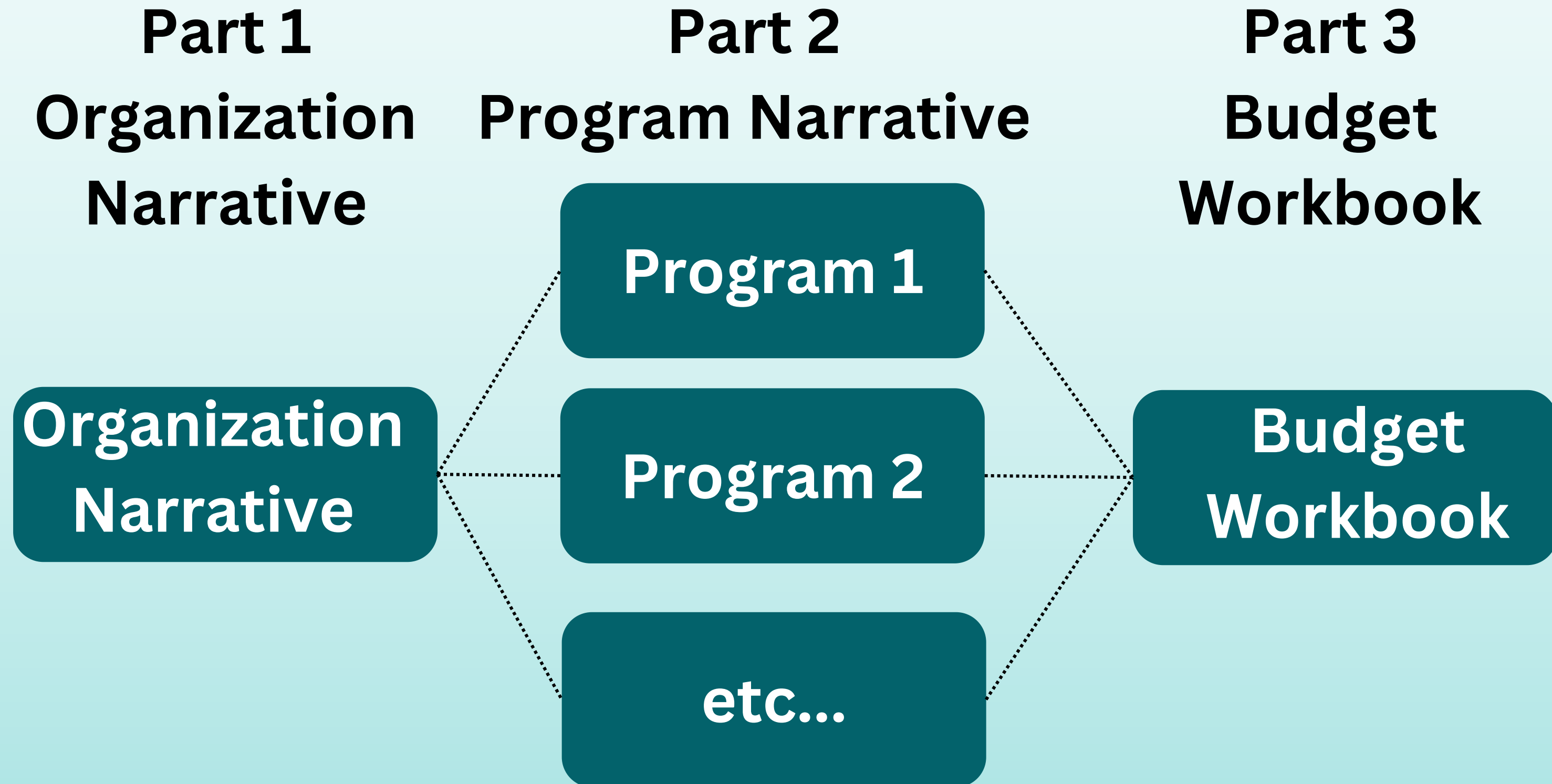


Submitting Applications: Submit applications via email to: CDDapplications@cityofmadison.com. Please include "School-Age Child and Youth RFP" in the subject line and attach Parts 1-3, MOUs or MOAs and the Fiscal Agent form if needed. If you submit your application before 3:30 p.m. on May 15, 2023, you will receive a confirmation email prior to the 4:30 p.m. deadline. If you submit your application between 3:30 – 4:30 p.m. on May 15, 2023, you will receive a confirmation the following business day.

The following items are found under [Step 5 of the Process Overview](#) and should be included as attachments to your email submission:

- Part 1 – Organization Narrative
- Part 2 – Program Narrative(s)
If you are applying for multiple age groups and/or program types, you **must** complete an application for each program.
- Part 3 - Budget Workbook
- Letters of Commitment/MOUs – Agencies that identify key partnerships in their application must provide written documentation of agreement/commitment from each listed partner.
- Fiscal Agent Form (if applicable)

Required Application Documents



Rubric - Organization Narrative



PLEASE NOTE: Funding recommendations will be based on both the quality of proposals and distribution of programs across the desired service continuum, demographic groups and geographically across the city (see factors above)	Relevant Question/ Document	Point Value
Proposal Quality Review Item	Part 1 Organizational Narrative	
Organization History	1	10
Organization Experience with Type of Program	2	
Significant Changes in Organization	3	
Staff Experience, Education, Training and Support for Professional Development	4	15
Board and Staff Demographics	Budget	

Found in **RFP Guidelines**

Rubric - Program Narrative



Proposal Quality Review Item	Part 2 Program Narrative(s)	Point Value
Need for Program	1A	5
Program Goal Statement	1B	
Program Summary	1C	
Proposed Participant Population	2A	10
2022 Participant Demographics	2B	
Language Access and Cultural Relevance	2C	
Recruitment, Engagement, Intake and Assessment	2D	
Activities	3A	15
Program Schedule	3B	
Anticipated Frequency, Duration and Attendance	3C	
Family Engagement	4A	10
Neighborhood/Community Engagement	4B	
Collaboration and Coordination	4C	10
Resource Linkage	4D	
MOST Effective Practices	5A	10
Total Unduplicated Children/Youth and Program Hours	5B	
Community Indicators and Program Outcomes	5C	
Data Tracking	5D	
Program Location	6	15
Program Staffing	7	
Budget – Excel Workbook	Budget	
TOTAL		100

Found in **RFP**
Guidelines

RFP Guidelines - Allocation Recommendations



[Appendix A - Scoring Rubric](#)

- There exists no “one-size-fits-all” formula or equation when developing funding recommendations.
- CBOs do not work in isolation, but in concert with other CBOs and within larger systems.
- No single or collection of variables listed are inherently more important than others.

Process Overview



COI & Affirmative Action Plan



If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. City purchases of service contracts include requirements regarding nondiscrimination, consideration of vulnerable populations, Affirmative Action, and mandatory insurance coverage.



Contracting Process

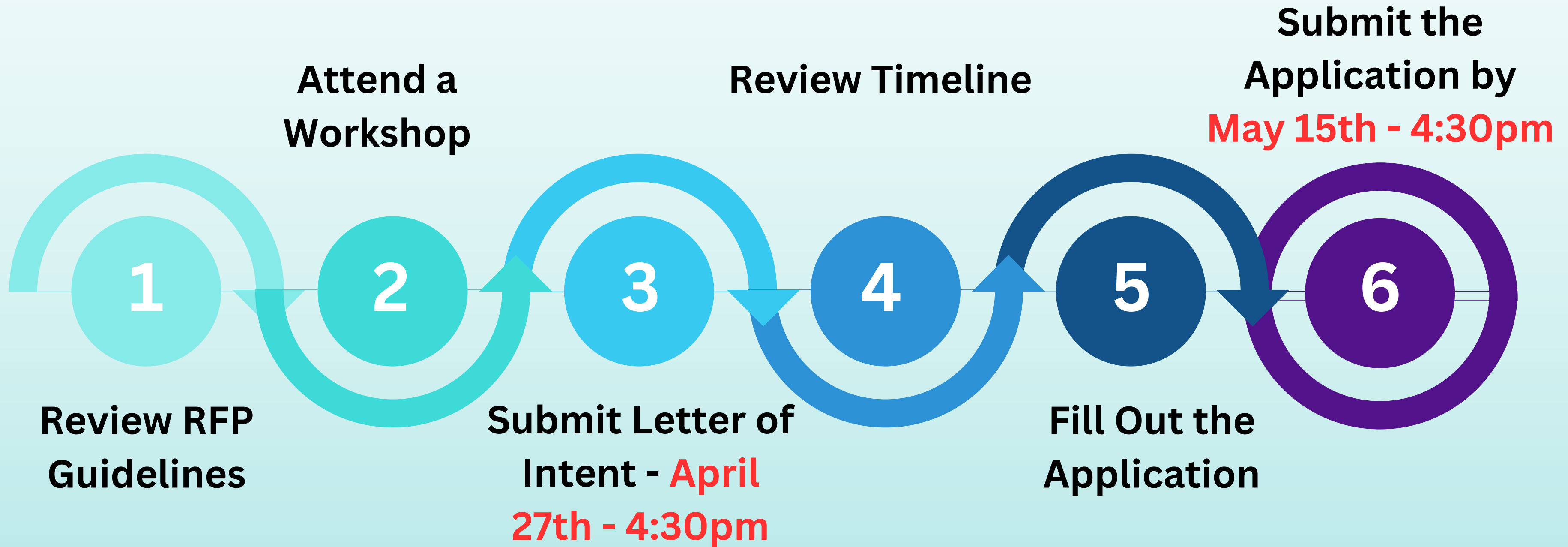


All allocated funds will be administered through the City of Madison, Community Development Division. Funded agencies will be required to submit program and expense reports.



Note: If allocation amount differs from original proposal, Contract Manager and agency will negotiate final contract requirements.

Overview



[Click Here](#) to see timeline on our website

Questions?



Yolanda Shelton-Morris, Community Resources Manager

Email: yshelton-morris@cityofmadison.com

Mary O'Donnell, Community Development Specialist

Email: modonnell@cityofmadison.com

Workshop Evaluation



Scan me to take the feedback survey!



Or click [here](#)

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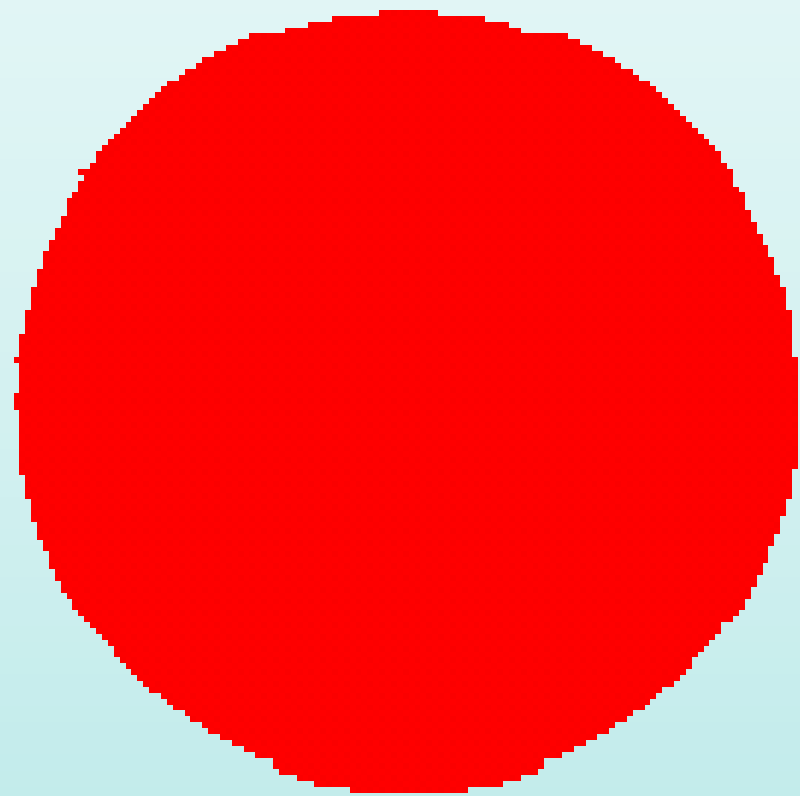
THANK YOU!



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Q+A Session