Youth Services, Oak Park and River Forest Townships thank you for your interest in submitting a contract request, to provide services to at-risk youth in Fiscal Year 2018.

Youth Services will evaluate proposals that address the following priority:

Youth Services, Oak Park River Forest Townships – FY18 Priority: Mentoring

In FY18 Oak Park and River Forest Townships would like to cultivate mentoring by way of supportive relationships, group work, and promoting the genius in youth. This can be applied through:

- *Multi-literacy & STEM*
- *Social Emotional Learning (which includes Substance Abuse Prevention/Early Intervention Strategies)*

Proposal Timeline:

Date	Activity
January 12, 2017	Proposal due date
March/ April 2017	Applicants will be notified of proposal response and recommendations from Town Board(s)

Written proposals should be submitted no later than 5:00pm Thursday, January 12, 2017 by e-mail to aszeto@oakparktownship.org.

Thank you for your interest in serving at-risk youth in our Oak Park-River Forest community.

Sincerely,

John FS Williams, M.Ed, LCPC
Director, Youth Services

<u>Youth Services, OPRF Townships- FY2018 Contract Request Guidelines:</u>

1) Contractors/Program Administrators need to commit to attend mentoring-focused training. Sessions will be held quarterly, of which you can choose no less (but more if you'd like) than two sessions to attend. These sessions must be chosen upon acceptance of the contract. These sessions are meant to be an open forum for exchange of ideas, inspiration, and encouragement with other contractors and program administrators in the community.

2) Agency/Organization must allow the proper amount of time before the start of the program for YS Committee review and recommendation. (This could be as long as three months from initial presentation to final approval). We do not do retroactive funding.

3) Agency/Organization must be in compliance with the Americans with Disabilities Act. The facility hosting the program and the program itself must be accessible to persons with disabilities.

4) Agency/Organization must show evidence of coordination and collaboration with other agencies offering programs that share similar goals. Evidence may include meeting dates and times, agendas, phone logs, or minutes of meetings, etc.

5) Contractor may be required to present to other partners and agencies on the program structure, efficacy and research upon request by Youth Services.

6) Program should reflect the diverse makeup of the Oak Park/River Forest community. Program should clearly show how many youth served by the program are considered "at risk" of becoming involved, or already engaged in, inappropriate and/or illegal activities. The program must not discriminate based upon race, religious belief or affiliation, national origin, sexual orientation, or mental or physical disabilities.

7) Program monies requested must not include general overhead expenses or be seen as a way of supplementing the general operating budget of the agency/organization.

8) Program monies cannot be used to purchase capital equipment and other non-consumable items.

9) Program budget should include other financial resources so that YS monies do not necessarily represent 100% of the total Contract Request program budget.

10) Contract Requests having a participant fee may include requests for student financial assistance.

11) YS monies must be used for Oak Park/River Forest residents only; Township age guidelines are: Oak Park youth must be 9-17 y/o; River Forest, 5-17y/o.

12) A signed contract letter by the duly appointed executive or elected president agreeing to the conditions set forth by the YS Committee must be signed and returned before the initiation of the program and the reimbursement of any expenses.

13) All Contract Request programs must be within the Fiscal Year of the Townships of Oak Park and River Forest (April 1, 2017 - March 31, 2018). Contractual agreements concerning allocation of funds during this time are negotiated on an individual basis; but in all cases payment will only be made upon receipt of voucher/statement and ***must be submitted to YS by Monday, March 12th, 2018- otherwise payment will not be made***.

14) Agency/Organization must acknowledge Oak Park/River Forest Townships support for the Contract Request Program in all written materials including annual reports, brochures, correspondence, flyers, etc.

15) Youth Services welcomes contract requests from religious organizations for consideration. The committee must address the following questions in order to meet guidelines for recommendation to the Townships' Board Members:

- Primary purpose: Is the primary purpose of the program secular or religious?
- Primary effect: Is the primary effect of the program advancing or inhibiting religious practice?
- Excessive entanglement: Is it difficult to determine if religious advocacy is being pursued or not, and if it is, would constant monitoring by the YS Committee(s) be required?

Reporting Guidelines

Should you be awarded a contract with Oak Park and River Forest Township Youth Services for fiscal year 2018, these are the reporting guidelines which you should refer to throughout the course of program implementation. There will be three required forms we will be using for program reporting in FY2018. You will find a hard copy example enclosed in your contract award packet, and will receive an electronic copy as well. We use a reporting basis that seems to work better around the school year because most contracted programs are school based. ***Sending in reports on time, and in line with the specified dates is imperative* and a part of the Contract Performance Requirement (Page 6). *Reimbursement is tied to meeting report deadlines***. If you have a program that is not school based you can disregard the areas asking for information about participant's grades (unless that is something that is available to you). All reports should be emailed directly to Ashley at; aszeto@oakparktownship.org by the given dates. For programs that report through the school districts or other umbrella sources please make sure the program administrator (whoever runs the program at the program location, and has written up the reports) emails them directly to the township, as the contracts are between the township and agency/organization/school directly.

Contractors must attach the Participant Survey Results sheet to January and June reports. On page 7 of the Contract Request, it is outlined that contractors create a Participant Survey with four required questions (you may add more if you see fit). Once these surveys are done, complete the results sheet with the aggregate answers.

School Based Program Reporting: In the October report you will be asked two separate questions related to student's grades. First we ask you to rate *all students enrolled in the program* on an excellent, good, fair, or poor scale- this is supposed to be an average (i.e. the average student in this program gets "fair" grades). In the second question, we ask that you select a sampling of six students (please do not include any identifying information- just track the same six students labeled student A, B, C, D, E, F.) through the entire school year and report on their grades and formative assessments in the January and June reports.

The first report is due October 31ˢᵗ 2017. It is short and is meant to give a framework for how the program has started and how it should progress throughout the year. It is meant to be a short summary.

The second report is due January 8ᵗʰ, 2018. This report is more involved and requires more evidence that the program as a whole is evaluating progress towards meeting goals. We designed it this way because most of the contracted programs will be in full swing at this point and a better understanding of what is working and what needs improvement. This will also provide the Township with more reporting information and feedback which are required for funding accountability. Attach Participant Survey Result Sheet (see contract performance requirements).

The FINAL Report is due June 8th, 2018. This report is the final program evaluation which gives a full summary of the program activities, numbers of participants, and evidence of meeting program goals- for the whole year. All final data including surveys, student and parent feedback, volunteer recommendations, and any appropriate academic and/or attendance data should be included. Attach Participant Survey Result Sheet (see contract performance requirements).

Invoice Guidelines

Should you be awarded a contract with Oak Park and River Forest Township Youth Services for fiscal year 2017, these are the invoicing guidelines which you should refer to throughout the course of program implementation. Submit invoicing as soon as it is available, however the **final invoice is due March 12th 2018**. *Anything received after this date will not be accepted or paid out*. We have made an invoice template for contractors to use. You will find a hard copy example enclosed in your contract award packet, and will receive an electronic copy as well. Please number invoices starting at 1 and go up from there. If a line item does not apply for that invoice, leave it blank. If there are charges which do not fall into the line items mark them as "Other" and explain them. We agree that the monies will be used for program expenses as outlined in the budget submitted below and discussed/approved by the Youth Services Committee. Any major changes in the program or expenses must have prior approval of the Director of Youth Services.

For programs that run after the final invoice date of March 12, 2018, we require that you send invoices with projected amounts based on prior program spending (i.e. each session costs about $100, with 7 remaining sessions=$700). We will send you the projected amount with the understanding that any unused funds be returned to the township, along with a final detailed statement once the program is completed- outlining the spending of the program (since you are receiving funds based on projections and not actual dollar amounts, we will need a final accounting of actual expenditures).

All invoices must be submitted to the township and written by the agency/organization/school which runs the program.

Youth Services, OPRF Townships- FY2018 Contract Award Criteria, Performance Requirements, & Contract Supports:

Criteria for Contract Award:
Proposals will be evaluated based on consistency with the YS funding priority (mentoring), as well as the following:

- Reasonableness of proposed measureable program goals

- Quality of outreach and coordination with partners described

- Extent to which at-risk youth are clearly identified and targeted

- Demonstrated capacity of the program to provide the needed leadership and support to deliver proposed services

- Prior compliance and effectiveness in providing services to at-risk youth

- Budget proposal that is both realistic and cost effective

- Compliance with contract guidelines set forth

Contract Performance Requirements:
Successful bidders will be paid, based on their compliance with the provisions incorporated in their contract as accepted or amended from their proposal, including their success in:

- Serving the number of at-risk youth projected in proposal

- Serving the number of demographic sub-groups proposed

- Implementing all features outlined in program design description

- Starting and ending the program, as projected; providing the full number of sessions proposed

- Implementing, collecting, and analyzing outcome measurements as proposed and reporting results in a timely manner

- Limiting expenditures to approved budget items and invoicing on a timely basis

- Submitting invoices and reports according to outlined dates

- Completion of a detailed budget reconciliation document and reimbursement of unused funds if your program runs past the fiscal year

invoicing deadline. (This happens on a case by case basis, with prior approval)

- Participant Survey Results Sheet (to be attached to January & June reports)- Distribution, collection, and analysis of survey data from all program participants (including students, parents, volunteers, teachers, and community partners) with the following questions:
  A) The best thing about _____ program is:
  B) One thing I learned/benefited me was _____
  C) One thing I'd change about _____ program is:
  D) The mentoring I have received will help me _____

Contract Supports:
To support contractors and programs in successful implementation and consistency, the committee would like to offer access to training and education enhancement activities in the various forms below.

- Peace Circle Keeper Certification Training

- Brain storming sessions

- Peace circles

- 2 mentoring focused training sessions (required)

- Consultation

- Assessment and survey development, data analysis and program evaluation

Contact Sheet

Name of Agency:

Name of Program:

New or Existing?

Address:

Agency Supervisor:

Phone number & extension:

E-Mail:

Program Administrator(s):

Phone Number & extension:

E-Mail:

<u>Services to At-Risk Youth for Fiscal Year 2018 (April 1, 2017 – March 31, 2018)</u>

1. Program Focus: Indicate how you will support the mentoring priority through your program:

A.:

_____ **Multi- Literacy**: *Promoting lifelong learning, a love of reading, and additional forms of literacy including the media, the arts, and cultural literacy.*

Examples that integrate mentoring as follows:
a.   Tutoring, mentoring, reading buddies, storytelling, and/or journal writing
b.   Developing phonemic awareness, phonics, fluency, comprehension, and/or vocabulary
c.   Using technology for literacy improvement
d.   Enhancing literacy through the arts, media, and cultural literacy

_____**STEM**: *Programs that engage under-served youth*
       In job readiness, science, technology, engineering and math.

Examples that integrate mentoring as follows:
a.   Workplace mentoring/job shadowing in STEM settings
b.   Hands on, inquiry based learning activities: engineering design process, robotics and mechatronics with mentoring by professionals and or students in higher education.
c.   Other areas: coding, collaborative problem solving, 3D printing applications, maker spaces, etc.

For additional information on STEM, please reference www.stemedcoalition.org

B.

_____**Social Emotional Learning (SEL)** the process through which children develop
awareness and management of their emotions, set and achieve important personal and academic goals, use social-awareness and interpersonal skills to establish and maintain positive relationships, and demonstrate decision making and responsible behaviors to achieve school and life success.

Examples that integrate mentoring as follows:
   a. Group/Circle work in classrooms and schools.
   b. Cargo Circles*
   c. Bullying Prevention Programming
   d. Rainbows and other student support groups

- *For additional information on SEL please reference http://www.isbe.net/ils/social_emotional/standards.htm*

_____ Substance Abuse Prevention/Education/Early Intervention:
Prevent/Educate/and Promote early intervention by helping youth, parents and other community members to understand the consequences of drug use, to recognize the benefits of not using drugs, to build community norms against drug use, and to identify and resist pro-drug pressures to use drugs.

Examples that integrate mentoring as follows:
a.   Peer led group education and support programs that provide opportunities for positive relationships.
b.   Sustainable methods that reinforces/partners with efforts in home, school, and community.

Program Design

A) How will at-risk youth be recruited/referred?
   i.e. Self, Parent, Teacher, Social Worker, Law Enforcement, Another Youth, etc.

B) How have these youth been identified/determined to be at 'at-risk'?
   i.e. Grades, Discipline record, behavior issues, mental health issues, etc.

C) Who will provide the leadership to organize, deliver the program, and complete all required forms and reports?

D) How many paid or unpaid staff will be needed?

E) What will their roles and duties include?

F) Will there be any necessary training and/or supervision?

G) How will your program collaborate with other community partners in recruitment, and/or provision of services?

H) Are there other funding sources and if so how will those sources support this program?

I) List the program goals and how you plan to measure them during the program implementation as well as provide data indicating outcome results.

J) Describe in detail the services you will be providing to participants (in your description clearly outline how this program design addresses the YS program priority of mentoring and the program focus you have chosen from above).

K) Describe procedures for taking attendance or tracking participation, and creating program outcome measures.

L) How will information about your program be disseminated and distributed to other agencies and partners?

Program Participation Data Estimates

Indicate the proposed beginning and end dates of the program (with respect to fiscal year 2018 funding period, **April 1, 2017 – March 31, 2018**):

_____ **Start date**   _____ **End date**

In the chart below provide the following quantitative estimates of the number of at-risk youth to be served:

Oak Park:	River Forest:
Male:	Female:
Age <8:	Age 12 – 13:
Age 8 – 11:	Age 14 – 17:

In the chart below provide the average number of youth who will be served during each session of your program. And the number and duration of those sessions: List how often the program meets, and how many sessions will take place during the contract period of April 1, 2017 – March 31, 2018.

Specify the number of sessions proposed for the contract period:	
Specify the number of hours in each session:	
Specify the anticipated average number of youth to be served:	

_____**Cumulative number of youth served by end of Fiscal Year 2017**

<u>Program-Specific Measureable Outcomes</u>

A) Summarize (and cite) pertinent research demonstrating the effectiveness of the program design features you have described, including its effectiveness as a preventive or intervention strategy.

B) Identify program-specific objectives, consistent with the research you cite, that will be established, measured and reported by given dates.

C) Describe specifically what data will be used, e.g. pre-participation data on student grades or behavior and post-participation data on the same indicators, and how you will acquire both sets of data.

D) Tell us how you know that the program activity is successful or not, e.g. number of times youth attend, grade improvements, decreased substance abuse, surveys, improved behavior, etc. (Understand the committee may require specific outcome measures on this data and reserves the right to request that information).

E) Formative assessments could include the following: interviews with students, parents, and/or teachers as to their understanding and commitment to the program, preliminary impact of the program in terms of student attendance in the mentoring program, and any evidence of improved student learning, and anecdotal observations from program activities including recommendations for future activities.

<u>Program Goals</u>

Assess the establishment of goals for the program using the SMART Template:

S: Specific – What exactly do you want to achieve?

M: Measurable - How will you know when you've achieved it?

A: Achievable - How do you know you are capable of reaching this goal? Evidence should be provided to illustrate achievement.

R: Realistic - How realistic is this goal? i.e., is it the right time frame, the right measurement being set, etc.?

T: Time Frame - How long will it take to reach this goal? What time limit is being provided?

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http://www.scribd.com/doc/2068338/SMART-Goals-Template

<u>Past Performance</u>

A) Describe your experience in providing the services proposed to past youth and outcomes attained in those programs.

B) If you have received funding from Oak Park and River Forest Township Youth Services before, please explain how the program impacted youth and what new ideas or improvements you are adding for continued funding.

Program Funding Request/Budget

Please detail your program funding request as well as your program's total budget. If necessary, use the comment area to describe any unusual costs. Budget figures are used to evaluate purpose of funding as well as assess your efficiency in terms of cost per service provided (e.g., $50 cost per youth serviced). Refer to definitions and comment area below.

YS Funding Request Detail   **$ Cost**

	Direct Costs (costs funded solely by OPRF YS)		
1	Salary & Wages (list below by position/ job title)	# Hours worked for OPRF Contract	
	a.	0	0
	b.	0	0
	c.	0	0
	d.	0	0
2	Benefits & Other Compensation Costs (e.g., FICA)		0
3	Materials/ supplies (describe and show quantity)		0
4	Misc. Fees or Expenses (explain)		0
5	Scholarships awarded to participants (show calculation of costs)		0
6	Food/Beverage (explain)		0
7	Travel, Conference, Meeting for Staff		0
8	Field Trips/Travel Cost for Youth Participants		0
	Program Overhead (costs shared with other funding sources)		
9	Program Overhead Costs (Maximum: 15% of proposed cost) (Explain what costs are included in your overhead)		0
Total Funding Requested from YS (should equal $ in rows 1 - 9)			0

Other Funding Sources (list other sources)

10		0
11		0
12		0
Total Program Budget (should equal $ in rows 1 – 12)		0

<u>Budget Line Item Definitions</u>

- <u>Direct Costs</u>: discrete costs that will be <u>solely </u>funded by YS

  Item 1) <u>Salary & Wages by Position</u>: briefly describe duties & functions by position below

  Item 9) <u>Program Overhead</u>: costs that will not be solely funded by YS. Costs are typically shared by multiple funding sources and may include manager costs, clerical or administration, rent, utilities or postage. Costs should be limited to 15% of your requested YS funding

- <u>Total YS Funding Request</u>: total of your funding request from youth services.

- <u>Other Funding Sources (rows 10-12)</u>: contributions to your program from other sources such as Rotary or private donations.

- <u>Total Program Budget</u>: your total annual program budget all funding sources accounted for.

Please estimate your cost per unit below:

A) Amount requested in this funding proposal $_____
B) Cumulative number of participants proposed = _____
C) Divide line A by line B= $_____

<u>Comment area.</u>
Please describe any miscellaneous fees or expenses: