



Oak Park & River Forest Township
Youth Services
Contract Request Form
Fiscal Year 2022

Dear Interested Applicant,

Youth Services of Oak Park and River Forest Townships thank you for your interest in submitting a contract request proposal to provide services to youth during Fiscal Year 2022.

**Youth Services, Oak Park River Forest Township
FY22 Priority:**

Programs serving youth in Oak Park and/or River Forest who are ages 6-18 that include programming plans for in-person, hybrid, and virtual options.

Contracted programs will be required to collect and submit quantitative and qualitative evaluation data about their funded programs. Funded program costs will be sent *after* an expense has occurred and an invoice is submitted and approved.

The Youth Services staff and the Youth Services Committee will provide training and technical assistance as requested, available, and needed.

Written proposals should be submitted no later than **5:00pm Friday, January 15, 2021** by e-mail to mtraficano@oakparktownship.org. Applications submitted after the deadline will not be accepted or reviewed. There will be an open forum session during the week of January 4, 2021 (Date TBA) where prospective applicants can ask the Youth Services Committee questions.

Applicants will be notified of proposal response in April 2021. The 2022 fiscal year is April 1, 2021-March 31, 2022.

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

Sincerely,
Megan Traficano, MSW, LCSW
Director, Youth Services

Attachments:

- What To Expect/Timeline
- Contract Request Guidelines
- Award Criteria
- Contact Sheet Form
- Proposal Narrative Questions
- Program Participation Data Estimates Form
- Program Funding Request/Budget Form



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What to Expect/Timeline

Contract Process	
January 2021	Open Forum Session (exact date TBA)
January 15, 2021	Proposal due to mtraficano@oakparktownship.org by 5:00pm
April 2021	Applicants will be notified of proposal response
Reporting Due Dates	
October 26, 2021	First report due
January 21, 2022	Second report & survey results due
May 24, 2022	Final report & survey results due
Invoicing Due Date	
March 12, 2022	Final invoices due (Invoices should be submitted throughout the year as expenses are incurred). Anything submitted after this date will not be accepted or paid out.
Site Visits	
Throughout fiscal year	Youth Service Committee members will conduct site visits to see the program in action and assess the progress of the program and its goals.



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Contract Request Requirements

- 1) 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.
- 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 not receive funding from any other Oak Park/River Forest Township entity, including the Community Mental Health Board of Oak Park Township.
- 4) 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.
- 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. The program must not discriminate based upon race, religious belief or affiliation, national origin, sexual orientation, or mental or physical disabilities.
- 7) Program budget should include other financial resources so that YS monies do not necessarily represent 100% of the total Contract Request program budget.
- 8) 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.



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Award Criteria

Criteria for Contract Award	
Proposals will be evaluated based on consistency with the YS funding priority, as well as the following criteria.	
	Reasonableness of proposed measurable program goals & outcomes
	Quality of outreach and coordination with partners described
	Extent to which youth are clearly identified and a targeted program recruitment plan is described
	Demonstrated capacity of the program to provide the needed leadership and support to deliver proposed services
	Prior compliance and effectiveness in providing services to youth
	Compliance with contract guidelines set forth
	Budget proposal that is both realistic and cost effective
	Overall quality of program as described in the program narrative questions.



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Contact Sheet

Name of Agency: _____

Name of Program: _____

Is the program you are seeking funding for a:

New program

Existing program

Where will the youth participating in the program reside?

Oak Park

River Forest

Oak Park AND River Forest

Agency Address: _____

Agency Supervisor/Job Title: _____

Phone number & extension: _____

Email: _____

Program Administrator(s)/Job Title(s) (please list all): _____

Phone Number & extension: _____

Email: _____



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Proposal Narrative Questions

Instructions: Please attach answers to the following questions.

- 1.) **Describe the program** for which you seek funding. Include a description of the need for your program and any research demonstrating effectiveness of the program design. Describe in detail the services you will be providing to participants. If an in-person program, describe how the program will be modified to a virtual or hybrid format if necessary.
- 2.) **How will youth be recruited to your program?** How have these youth been identified/determined to need your program (*i.e. Grades, Discipline record, behavior issues, mental health issues, etc.*)?
- 3.) **How will your program collaborate with other community partners** in recruitment and/or provision of services? How will information about your program be disseminated and distributed to other agencies and partners?
- 4.) **How many paid or unpaid staff will be needed** to successfully implement this program? What will their roles and duties include? Who will provide the leadership to organize, deliver the program, and complete all required forms and reports? Will any staff need to be hired or reassigned? Will there be any necessary training and/or supervision?
- 5.) **Describe your experience** in providing the services proposed, or similar services, to youth and the outcomes attained in those programs.
- 6.) **List the program goals, objectives/outcomes, and how you plan to measure them** during the program implementation. [Suggestion: use [SMART goal](#) format.] How else do you know that the program is successful or not? Also, describe procedures for taking attendance or tracking participation. Finally, if your program will use any assessment tools, describe them and their purpose.
- 7.) If you have received funding from Oak Park and River Forest Township Youth Services before, please explain **how the funded program impacted youth** and what new ideas or changes to your program (if any) from the previous funding cycle.



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Program Participation Data Estimates

This year's application is for programs that operate during the FY22 funding period (**April 1, 2021 – March 31, 2022**).

Please indicate below the month and year your program will start/end:

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

Please provide the following quantitative estimates of the number of youth to be served by the funded program in each community:

Oak Park	
River Forest	
Total	

Please provide the following quantitative demographic estimates of the number of youth to be served.

Gender			
Male:	Female:	Non-Binary:	Other:
Age (years old)			
6-8:	9-10:	11-13:	14-18:

List how often the program meets, and how many sessions will take place during the contract period of April 1, 2021 – March 31, 2022. Please also list how many youth the program will service each session.



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Program Funding Request/Budget

YS Funding Request Detail

\$ Cost

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

Other Funding Sources (list other sources)

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



Budget Line Item Definitions

- Direct Costs: discrete costs that will be solely funded by YS

Item 1) Salary & Wages by Position: briefly describe duties & functions by position below

Item 9) Program Overhead: 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

- Total YS Funding Request: total of your funding request from youth services. (Direct cost + any applicable overhead)
- Other Funding Sources (rows 10-12): contributions to your program from other sources such as Rotary or private donations.
- Total Program Budget: your total annual program budget all funding sources accounted for.

Please estimate your cost per unit below:

- A) Total Amount **requested** in this funding proposal from YS \$ _____
- B) Cumulative number of participants proposed = _____
- C) Divide line A by line B= \$ _____

Comment area.

Please describe the following from your budget chart:

Miscellaneous Fees/Expenses:

Food and Beverage Costs:

Materials/Supplies:

Travel/Conferences/Meetings for Staff:

*Please note there is a limited amount of money to be awarded, programs may receive less than what is requested, and funding may not be awarded to every program that applies. The Youth Services Committee will not discuss with individual programs their funding outcome.