STARTING POINT

REQUEST FOR PROPOSALS (RFP)

Issue Date:	September 13, 2021
RFP Title:	Out-of-School Time Expanded Learning Opportunities Grant
Issuing Agency:	Starting Point Attn: OST-ELO Proposal 4600 Euclid Avenue, Suite 500 Cleveland, Ohio 44103

Sealed proposals will be received until 4:00 p.m. on October 15, 2021.

Proposals are to be mailed or hand-delivered directly to Starting Point at the address above.

Hand-delivered proposals will be received from 8:30 a.m. until 4:00 p.m. on October 15, 2021 via **CURBSIDE DROP-OFF** at Starting Point's office located at 4600 Euclid Avenue, Cleveland 44103.

Please follow the instructions below to ensure your health and safety and that of our team:

- Write **CY2022 OST RFP** on a piece of paper and display it on the driver side dashboard when you pull up to the front door of the building
- OST Team Member will collect your proposals and return your signed Receipt of Acceptance

If you have questions, please email Vet Nixon at **vet.nixon@starting-point.org**

Any proposal received after the time and date specified above will be unopened and/or returned.

PUBLIC NOTICE
REQUEST FOR PROPOSALS (RFP)
Out-of-School Time Expanded Learning Opportunities Grant (OST-ELOs)

On behalf of the Family and Children First Council of Cuyahoga County, Starting Point, the Out-of-School Time Intermediary for Cuyahoga County and MyCom, is now soliciting proposals to provide Out-of-School Time (OST) Expanded Learning Opportunities (ELO), during the 2022 calendar year. These services must be provided to Cuyahoga County youth, enrolled in kindergarten through 12th grade. Only established programs, with an existing service history, are eligible for funding. Eligible programs must offer evidence of consistent youth participation in a program design and improvement process.

A mandatory Pre-Proposal Conference is scheduled via Zoom for 10:00 a.m. on Monday, September 20, 2021. Use the following link to register in advance:

https://starting-point.zoom.us/meeting/register/tJYkd-6grz8tGtMjnb6RxCQLkEPHzK6kSphK

After registering, you will receive a confirmation email containing information about joining the conference.

The Request for Proposals will not be made available during the conference.

The proposal specifications are available online at the following link:

http://win2kserver.starting-point.org/mycomforms/OSTELORFPForm2022.html

Completed proposals must be submitted to Starting Point, Attn: OST-ELO Proposal, 4600 Euclid Avenue, Suite 500, Cleveland, Ohio 44103, no later than 4:00 p.m. on Friday, October 15, 2021.

The funding of proposals via this competitive process is contingent upon allocation by the Cuyahoga County Executive & Council.

This public notice may be viewed at the following links:

http://win2kserver.starting-point.org/mycomforms/OSTELORFPForm2022.html

https://hhs.cuyahogacounty.us/divisions/detail/family-and-children-first-council

Facebook: https://www.facebook.com/startingpointOHIO

Instagram: https://www.instagram.com/startingpointohio/

Twitter: https://twitter.com/startingpointOH

Out-of-School Time Expanded Learning Opportunities Grant, Calendar Year 2022

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Out-of-School Time Expanded Learning Opportunities Grant, Calendar Year 2022

***REQUEST FOR PROPOSALS** issued by Starting Point on September 13, 2021.*

I. Program Description

On behalf of the Cuyahoga County Family and Children First Council, Starting Point, as the Out-of-School Time Intermediary for Cuyahoga County and MyCom, hereby issues this Request for Proposals (RFP) to provide *Expanded Learning Opportunities* (ELOs) during Out-of-School Time (OST). ELOs are high quality, youth development activities that occur during times outside of the regular school day. These activities are diverse and may include: athletics, visual and performing arts, character education, college-access, service-learning, life-skills, social support, career exploration, and tutoring. Within this variety of content and skill-building strategies, high-quality expanded learning opportunities have in common the intentional support of young people's academic success, social and emotional learning, and successful transition to adulthood. Proposals are solicited from consortiums, whose partners can offer expanded learning opportunities (ELO) to youth, enrolled in kindergarten (K) through twelfth (12th) grade. On behalf of the Cuyahoga County Executive and Council and the Family and Children First Council, Starting Point will disperse $1,200,000 in support of OST Expanded Learning Opportunities to be provided during the 2022 calendar year, in neighborhoods (City of Cleveland) and communities (inner and outer-ring suburbs) throughout Cuyahoga County. Grantees receiving awards under this funding opportunity may be eligible for continuation funding in CY2023 (January 1, 2023 - December 31, 2023) and CY2024 (January 1, 2024 - December 31, 2024), contingent upon satisfactory performance, compliance, and funding availability.

II. Problem Statement

"Afterschool" and Out-of-School Time (OST) are used interchangeably to refer to activities that take place before or after the regularly scheduled school day, as well as programming that occurs during school vacation and summer months. The 2020 A*merica After 3PM* report finds an increase in the unmet demand for afterschool programs in recent years, with nearly 25 million children who would be enrolled in a program if one were available to them. Unmet demand for afterschool programs has grown from 19.4 million children in 2014, to 24.6 million children in 2020. It is no surprise that unmet demand is highest among traditionally underserved communities. More than half of Black (58 percent) and Latinx children (55 percent) who are not in an afterschool program would be enrolled in a program if one were available. That compares to 46 percent of White children. In Ohio, for every child in afterschool programs, 5 more would participate if a program were available.

Out-of-School Time programs are critical to our community's response to and recovery from the COVID-19 Pandemic. Strong programming is needed to ensure that children and youth can build resilience following this crisis.

[Afterschool Alliance. http://afterschoolalliance.org/documents/AA3PM-2020/AA3PM-Executive-Summary.pdf and http://afterschoolalliance.org/documents/challenge-2021/OH-Afterschool-Fact-Sheet-2021.pdf)]

III. Anticipated Timeline

- Public Notice Publication and RFP Release ..... September 13, 2021
- Pre-Proposal Conference ..... September 20, 2021
- Proposal Due Date ..... October 15, 2021
- Starting Point will send a Notice of Intent Letter to all applicants, notifying the applicant of the recommended action. The scores and placement of the applicants will not be part of the Notice. Names and addresses of all applicant's submitting proposals will be available upon request from the RFP contact person.

IV. Pre-Proposal Conference

A representative of **each** consortium responding to this Request for Proposals (RFP) **must** be in attendance at the Pre-Proposal Conference. Consortiums responding to this RFP to expand existing out-of-school time opportunities, during the 2022 calendar year, **must include a minimum of 2 partners requesting a monetary grant award**. The Pre-Proposal Conference is to be held via Zoom as follows:

Date:	September 20, 2021
Time:	10:00 am
Registration:	The Pre-Proposal Conference is scheduled via Zoom. Use the following link to register in advance:

https://starting-point.zoom.us/meeting/register/tJYkd-6grz8tGtMjnb6RxCQLkEPHzK6kSphK

After registering, you will receive a confirmation email containing information about joining the conference.

A Question & Answer (Q&A) session will follow the Pre-Proposal Conference. Written questions will be accepted during this session and these written questions will immediately receive an unofficial reply. However, official responses will not be considered to have been provided until issued in written format by Starting Point and posted at the following link on Starting Point's website:

http://win2kserver.starting-point.org/mycomforms/OfficialPre-ProposalQ&A.pdf

These official responses will be published electronically by 5:00 p.m. on the 5th business day following the Pre-Proposal Conference. Additional questions regarding the CY2022 *Out-of-School Time Expanded Learning Opportunities Grant* Request for Proposals document or selection process will be updated weekly.

V. Request for Proposals

The original proposal must be typed, single-sided, clip-bound, and include **all** supporting documentation and attachments**. The original proposal and one (1) copy must be received at Starting Point no later than 4:00 p.m. on Friday, October 15, 2021.**

Submissions by fax or email will not be accepted.

All copies of the proposal must be securely bound. Any incomplete proposal, e.g. original proposals not containing the information listed in ***Appendix C - Application Checklist***, lacking the required number of copies, or not in the possession of Starting Point by 4:00 p.m. October 15, 2021 will be unopened and/or returned. No material, received apart from the original submission will be added to the proposal's content. An acknowledgement of acceptance ***(Attachment A - Receipt of Acceptance)*** will be provided to each Lead Applicant Agency (Lead Agency) whose proposal is submitted prior to the submission deadline. Proposals should be mailed or delivered to the following address:

> ***Starting Point***
> ***Attention: OST-ELO Proposals***
> ***4600 Euclid Avenue, Suite 500***
> ***Cleveland, OH 44103-3748***

All proposals and their contents become the property of Starting Point to use or do with as seen fit. All information submitted by the applicant will be considered to be public information.

Disclaimer of Funding Availability

Starting Point is under no obligation to issue any grants as a result of this solicitation should funding become unavailable, or if it is determined that no proposals are sufficiently responsive to the priorities and objectives stated in this Request for Proposals. Starting Point reserves the right to negotiate changes, not of a material nature, with any vendor after final selection has been made.

VI. Communications Prohibition

From the issuance date of this Request for Proposals, until an actual contract is awarded to an approved vendor, there may be no communications concerning this Request for Proposals between any applicant with the intention of submitting a proposal and any employee of Starting Point regarding the development of the RFP or the selection of the grantees. The only exceptions to this prohibition are as follows:

1. Communications provided at the Pre-Proposal Conference and/or the Question & Answer (Q&A) session immediately following;
2. A copy of all Pre-Proposal Conference questions and written replies will be posted on Starting Point's website at:
   http://win2kserver.starting-point.org/mycomforms/OfficialPre-ProposalQ&A.pdf
   (Additional questions regarding the CY2022 Out-of-School Time Expanded Learning Opportunities Grant Request for Proposals document or selection process will be updated weekly.)
3. In order to make a selection, Starting Point may decide to interview or conduct a site visit of applicants submitting a proposal.

If it becomes necessary to revise any part of the RFP, notification of any revisions will be provided only to those representatives in attendance at the mandatory Pre-Proposal Conference.

VII. Funding Guidelines

A. COVID-19 Pandemic Response and Recovery

The COVID-19 Pandemic has significantly impacted the experiences of children and youth throughout the community. The closure of schools and cancellation or limitation of in-person programming, coupled with loss of family, friends, and community members, means that youth face increased mental health challenges and risks to educational attainment. Proposals should consider how to address these challenges within the funding priorities outlined in Section B - Priorities.

Health and Safety Guidelines - For the safety of staff and participants, applicants must operate within the guidance established by Ohio Department of Job and Family Services (ODJFS) and Centers for Disease Control (CDC). If selected, applicants will be required to adhere to the most current guidance provided by ODJFS and the CDC. Relevant guidelines at time of RFP release are:

https://jfs.ohio.gov/cdc/docs/PostPandemicGuidanceJune2021.pdf
https://coronavirus.ohio.gov/static/responsible/Day-Camps.pdf
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html

Contingency Planning - Proposals must prioritize in-person programming and activities. However, recognizing the on-going public health challenges associated with the COVID-19 Pandemic, proposals must create a contingency plan for serving youth remotely should in-person programming be prohibited during the course of the grant period.

B. Priorities

Starting Point is accepting proposals that address the following funding priorities for Out-of-School Time (OST) Expanded Learning Opportunities for Cuyahoga County youth, grades kindergarten through 12:

- Academic Achievement programs which improve and/or maintain K-12 educational performance, i.e. tutoring, STEM activities, homework help, literacy, study skills, high school graduation exam;
- Health and Wellness programs which advance youth's healthy physical, mental, and/or emotional development, i.e. athletics, fitness, and prevention activities;
- Fifth and Sixth grade club programming model based on youth choice;
- Programming for youth who have aged out of childcare but are not old enough to work;
- Programming that focuses on older youth (14 years and older) that includes and is reflective of youth voice and choice. Specifically, programming may focus on:
  - Workforce Development programs which cultivate hard and/or soft skills which make youth more employable, i.e. career exploration, entrepreneurship, job-readiness activities, internships
  - Leadership Development and Service Learning programs which promote core leadership competencies among youth, i.e. youth advisory committees, conservation and recycling projects
  - Post-Secondary Access programs which prepare students to enroll and succeed in higher education or career training, i.e. SAT/ACT preparation, college visits, financial aid or admissions workshops
  - Teen Club model
- Programming for youth in kinship/relative foster care through the Cuyahoga County Department of Children and Family Services;
- Programming for children of incarcerated parents;
- Stipends to support service-learning opportunities;
- Weekend programming.

C. Program Impacts and Outcomes

Out-of-School Time Expanded Learning Opportunities are intended to address the social-emotional needs of youth and to promote identified developmental outcomes.

- Social and Emotional Learning (SEL) - Five key competencies are taught, practiced, and reinforced through SEL programming (*Collaborative for Academic, Social, and Emotional Learning,* http://casel.org/what-is-sel)
  - Self-awareness – Identification and recognition of one's own emotions, recognition of strengths in self and others, sense of self-efficacy, and self-confidence.
  - Social awareness – Empathy, respect for others, and perspective taking.
  - Responsible decision making – Evaluation and reflection, and personal and ethical responsibility.
  - Self-management – Impulse control, stress management, persistence, goal setting, and motivation.
  - Relationship skills – Cooperation, help seeking and providing, and communication.

Proposals must integrate promising practices of effective youth development which specifically support the social and emotional learning of young people.

Research and resources for social, emotional, and academic development in youth are available at http://nationathope.org/.

D. Developmental Outcomes

Proposals must address and integrate the following positive developmental outcomes for the young people of Cuyahoga County.

- Youth achieve academic success;
- Youth are successfully navigating developmental transitions;
- Youth are connected to positive peers, adults, and community institutions;
- Youth are making healthy choices;
- Youth are contributing to their communities by serving.

E. Program Expansion

Proposals must demonstrate **expansion** in one or more of the following ways:

1. An increased number of youth targeted for service;
2. Additional services to current populations;
3. Historically provided services offered to a new population of youth;
4. Existing programs operating extended hours and/or additional days during out-of-school time.

F. Eligibility Criteria

- Proposals will be accepted from community and neighborhood consortiums which may include youth, parents, schools (may be partners but not funded), community centers, faith-based organizations, elected officials and social service providers.
- Services must be proposed in response to gaps identified by a community plan (i.e. MyCom or other neighborhood mobilization plans). This plan must include input from youth, parents, community residents, social service providers, and local business.
- Only established programs serving school-aged youth with an existing service history are eligible for funding. Eligible programs must offer evidence of consistent youth participation in a program design and improvement process.
- Proposals must have a minimum of two (2) partners funded by the grant request.
- Eligible service areas are delineated by the municipal boundaries of the inner and outer-ring suburban communities, and the City of Cleveland's neighborhoods defined as Statistical Planning Areas (SPAs) by the U.S. Census Bureau. Consortiums may not make a total request of more than the following amount, according to the designation of the proposed service area.

  City of Cleveland neighborhoods are eligible for grants not to exceed $42,500.
  Inner-ring suburban communities are eligible for grants not to exceed $27,500.
  Outer-ring suburban communities are eligible for grants not to exceed $14,500.

- Proposed budgets must include a 10% match. This ten percent match may consist entirely of cash, or may be a combination of cash and in-kind contributions. The match must include a minimum of 5% cash, while the remaining 5% may consist of in-kind contributions.
- Eligible service providers will be required to use Efforts to Outcomes (ETO™) or other software system prescribed by Starting Point, for timely data entry. Providers must have adequate computer hardware, software, Internet access, and data collection/entry capability at the proposed service site.

- Consortiums must be formalized by an MOU, detailing the cooperative relationships amongst the members. It must be signed by an authorized signatory from each member entity.
- Failure to meet any single eligibility requirement will cause the proposal to be deemed ineligible and it will not move forward for review.

VIII. Target Population

Proposals may address the needs of Cuyahoga County youth along a wide range of ages and developmental stages, kindergarten through 12th grade. Expanded learning opportunities must be provided during out-of-school time and may **not** serve preschoolers. Programs should be developmentally appropriate and indicated by community-level data gathered on the proposed service population residing primarily in the proposed service area.

IX. Grant Requirements

- All grantees shall be responsible for complying with Starting Point's reporting requirements. All grantees shall permit on-site inspection and review of all fiscal and program reporting records and documentation, with or without notice.

- As part of the proposal, applicants for funding must document relevant training/credentialing in the areas of health and safety, youth/child development, and/or program administration obtained, within the previous 12-month period, by staff of the proposed program. Grantees will be required to attend 15 contact hours of professional development training. Staff in funded programs will participate in a high-quality youth development training system. The training will enable staff to provide measurable program quality interventions, when appropriate. Each grantee will participate in a continuous quality improvement process, supported by a cycle of programmatic self-assessment, external assessment, planning, and training. Training and technical assistance will be facilitated by Starting Point, in the role of the Out-of-School Time Intermediary for Cuyahoga County and MyCom.

- Grantees will be required to provide evidence of committed, matching funds and in-kind contributions valued at 10% of the OST-ELO grant request. This ten percent match may consist entirely of cash, or may be a combination of cash and in-kind contributions. The match must include a minimum of 5% cash, while the remaining 5% may consist of in-kind contributions.

- Eligible use of funds includes only those costs associated with direct service to youth. They include, but are not limited to, personnel costs, operational costs, supplies and dedicated equipment, activity and curriculum costs, etc.

  Please note that equipment, to be utilized by program participants, such as computers, should be leased, and may not be purchased. In all other cases, the costs associated with general purpose equipment, including office equipment and furnishings, and information technology equipment and systems are unallowable under the specifications of this grant.

- Ineligible costs include the purchase or permanent improvement of land or for the purchase or permanent improvement of any building or facility. Funds may not be expended on:

  a. Any service provided to K-12 students during the regular school day.
  b. Any instructional services which supplant or duplicate the academic program of any public or private school.

- Programming must be implemented during the contract period, from January 1, 2022 through December 31, 2022. Program hours of operation should be established based upon the needs of families residing in the communities proposed as service areas and at those times that youth desire service. Funding must be expended during the program period(s) indicated by the Scope of Service. Compliance must be maintained for the duration of the contract.

- Starting Point has established the OST Program Locator Database, a referral system to assist families and youth in locating OST activities in Cuyahoga County. Diverse OST opportunities are identified and cataloged. All grantees shall be required to enter their OST activities into the Starting Point OST Program Locator Database.

- Programs receiving funding shall fully engage and cooperate with Starting Point and the external evaluators working under the auspices of the Cuyahoga County Family and Children First Council, and pertinent youth development initiatives, e.g. MyCom.

  All grantees will be required to collect participant demographic, parental consent and attendance data and any additional data as specified by Family and Children First Council and/or Starting Point. The collected data will need to be entered in a timely manner as defined by Starting Point into Efforts To Outcome (ETO) youth services software by Social Solutions which will be accessible via the internet. To facilitate the data collection process all grantees are expected to have the necessary computer equipment and access to the internet. Grantees will also be required to attend trainings scheduled by Starting Point as well as trainings scheduled with external vendors to facilitate understanding how to use pertinent software system for data collection.

  ETO Software is a Windows based software and grantees will need computers running the following cross-platform web browsers (Google Chrome, Mozilla Foxfire, Microsoft Edge or Internet Explorer 11) to work with the software.

- Grantees are required to have antivirus and/or anti-malware software installed on all computers containing youth and/or caregiver information. Only approved staff should be able to access computers used for accessing ETO Software to enter youth demographic and attendance information.

- Grantees will comply with Child Support Enforcement Agency obligations, Drug-Free Work place regulations, all applicable provisions of the Americans with Disabilities Act of 1990, Child Abuse and Neglect reporting laws, and Civil Rights and Non-Discrimination laws and regulations.

- Grantees will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including ORC Section 125.111 and all related Executive Orders.

- Grantee agrees that in its employment of labor, skilled or unskilled, there shall be no discrimination exercised against any person because of race, color, religion, national origin, sex, gender, ancestry, age, disability, sexual orientation, sexual identity, genetic information, military status, or veteran status, and a violation of this term shall be deemed a material breach of this Agreement. It shall be the policy of Grantee to provide equal opportunity to all business persons seeking to contact, or otherwise interested in contracting with, Grantee, including various eligible Small Business Enterprises, but that such a policy does not create an obligation on the part of Grantee to enter into any particular agreements.

- Programs are required to conduct criminal background records checks on staff and volunteers working with youth. Applicants must acknowledge that the OST-ELO Proposal Review Committee reserves the right to deny funding to any applicant whose

staff has pending criminal charges or has been convicted of a criminal felony or misdemeanor per guidance issued by Ohio Department of Job and Family Services:

https://jfs.ohio.gov/cdc/docs/ProhibitiveConvictionsOct2017.stm

- Grantee shall procure, maintain and pay premiums for the insurance coverage and limits of liability indicated below with respect to products, services, work and/or operations performed in connection with this Agreement.

    a. Worker's Compensation Insurance as required by the State of Ohio. If Grantee has employees working outside of Ohio, Grantee shall provide Worker's Compensation Insurance as required by the various state and federal laws including Employers' Liability coverage.

    b. Commercial General Liability Insurance with limits of liability not less than:

    $1,000,000 each occurrence bodily injury & property damage;
    $1,000,000 personal & advertising injury;
    $1,000,000 general aggregate;
    $1,000,000 products/completed operations aggregate.

    Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

    If this Agreement involves direct interaction with children or youth, this policy must include coverage for Sexual Abuse and Molestation in the same amount.

    c. Business Automobile Liability Insurance covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than:

    $1,000,000 combined single limit (bodily injury & property damage) each accident;

- Grantee shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by Starting Point shall not constitute a waiver of any rights of the parties under this Agreement.

- Denial of grant award may result from information obtained through the following:

    a. The OST-ELO Proposal Review Committee reserves the right to review the licensing records of facilities currently licensed and/or other public records.
    b. The OST-ELO Proposal Review Committee may conduct credit checks on all grantees and request personal financial statements and tax returns from all owner/ operators awarded funding.

X. External Evaluation Requirements

OST-ELO grantees must be willing to cooperate with external program evaluation efforts including, but not limited to, multiple data collection activities related to youth program quality assessment, process evaluation, and outcome measurement.

1. Grantees are required to be in regular communication, as prescribed by Starting Point with the external evaluators.
2. Grantees are required to disclose to Starting Point and the external evaluators existing mechanisms for collecting intake, enrollment, attendance, and assessment data.
3. Grantees are required to accommodate the OST-ELO grant's data collection requirements.

4. Grantees are required to provide Starting Point and the external evaluators with access to all elements of program data.
5. Grantees are required to implement the necessary procedures and physical plant accommodations to ensure the integrity of data collection under the OST-ELO grant.
6. Grantees are required to accommodate an electronic attendance system.
7. Grantees are required to cooperate with Starting Point and the external evaluators by collection of the required parental consent forms at a rate of no less than 90% of the funded enrollment. Parental consent forms must be collected in accordance with the procedures specified by Starting Point in order to facilitate the sharing of data with the external evaluators.
8. Grantees are required to cooperate with the external evaluators in order to gather outcome measurement data.
9. Grantees are required to participate in ongoing process evaluation activities conducted by Starting Point and/or the external evaluators including, but not limited to written reporting, focus groups, interviews, and various cohort meetings.
10. Grantees are required to have the appropriate staff members complete all training necessary to ensure the adequacy and fidelity of data collection, as prescribed by Starting Point and the external evaluators.
11. Grantees are required to secure access to the necessary computer hardware, software, and internet connectivity, meeting the minimum requirements to enter data into ETO or other software system prescribed by Starting Point. Data is collected for purposes including, but not limited to outcome measurement and program evaluation.

XI. Licensing and Operating Requirements

All required licenses must be in place by January 1, 2022, as applicable. Starting Point strongly recommends that each applicant review ***Appendix A - Ohio Rules for Out-of-School Time Programs***, to determine if its program is required to be licensed, registered as a camp, or is exempt, under state law. For further information and/or clarification, please contact the Ohio Department of Job and Family Services. Starting Point will not advise an applicant regarding program status under the law, as only the State of Ohio may make such a determination.

Licensing Contact:
ODJFS Help Desk
(877) 302-2347, option 4
Ohio Department of Job & Family Services
Child Care Policy Help Desk

For additional resources and licensing information access the following link:

http://jfs.ohio.gov/cdc/rules_forms.stm

XII. Application Format and Process

Please adhere strictly to word and/or page limits as indicated. Responses that are non-compliant with these limits will not be considered. Complete the proposal narrative, using 1-inch margins on all sides of each page, 12-point font, and double line-spacing. **Submit original proposal and one (1) copy, including the cover page, to Starting Point, no later than 4:00pm on Friday, October 15, 2021.**

Please note that the documents listed under *Item* #7 below are only required from the Lead Agency with the original grant application.

Application Contents **(APPLICATIONS MUST BE SUBMITTED IN THE FOLLOWING ORDER, USING THE FORMS PROVIDED):**

1. Receipt of Acceptance **[Attachment A]**; *(To be completed by Lead Agency Only)*
2. Cover Page signed by the Lead Applicant's Chief Executive Officer **[Attachment B]**; *(To be completed by Lead Agency Only)*
3. Organizational Background Narrative, including mission statement, major programs, credentials, and demonstrated capacity to implement youth development programming. This capacity should be established by a description of current and prior successful experience in providing OST programming, and experience serving the target population **(not to exceed 2 pages)**;
4. Agency Information Form ***for each agency*** **[Attachment C]**;
5. Project Narrative Form **[Attachment D]**:
   a. Brief problem statement and program description (including a description of activities and timeline, as they address the funding priorities and outcomes listed in Section VII);
   b. Program goals/objectives and youth development outcomes (as they relate to the neighborhood/community plan);
   c. Evaluation plan, (description of **data collection procedures**, i.e. parental consent forms, demographic information and attendance; and **methods** for assessing, measuring, and/or documenting youth development outcomes);
   d. Evidence-based/research-based activities, (if applicable, note which strategies, activities and principles of your programming have been shown through scientific research and evaluation to be effective and reliable);
   e. Identified target population to be served, (total number of youth to be served including the age and grade level of the children);
   f. Identified geographical community to be served and location of services, (If your agency operates out of 2 separate locations and you plan to provide services under this proposal in both sites please list (name, agency, address, phone and number of youth to be served at each site);
   g. Duration of the program (number of weeks, days, and hours of service);
   h. Efforts to inform and engage parents and caregivers;
   i. Efforts to recruit and retain youth;
   j. Description of other out-of-school time activities offered by your agency (not funded by OST-ELO);
6. Submit key staff resumes and documentation of relevant professional development and job descriptions for vacant positions;
7. Include one (1) copy of each of the following: *(To be completed by Lead Agency Only)*
   a. Certificate of Incorporation;
   b. Certificate of Good Standing from the State of Ohio;
   c. Contact information of Board of Directors and listing of its officers (if applicable);
   d. Internal Revenue Service verification of federal tax status (if applicable);
   e. Organizational operating budget;
   f. Latest audited financial statement (Not required for public agencies);
   g. Community Plan
8. Revenue Summary and Detailed Budget ***for each agency for which funding is requested*** **[Attachments E1 and E2]**;
9. Budget Narrative ***for each agency for which funding is requested*** **[Attachment F1]**;

10. Completed Scope of Service ***for each agency for which funding is requested*** **[Attachment G]**;
11. Youth Enrollment Information Form ***for each agency for which funding is requested*** **[Attachment H]**;
12. Initialed, Declarations Form ***for each agency for which funding is requested*** **[Attachment I]**;
13. Statement of Confidentiality, signed by the Chief Executive Officer ***of each agency for which funding is requested*** **[Attachment J]**.

XIII. Proposal Evaluation Criteria

All proposals will be reviewed and ranked by the Out-of-School Time Expanded Learning Opportunities Grant Review Committee. Proposals will be reviewed based upon the following criteria:

A. Experience and Expertise

- Demonstrates the ability and/or resources to produce each required outcome.
- Demonstrates knowledge and experience in the area of youth development and services to youth.
- Demonstrates experience and expertise in the administration, delivery, and evaluation of programs, which serve youth.
- Demonstrates ability to recognize staffing needs and experience required.
- Demonstrates knowledge in the ability to work in collaboration with and gain support from providers of youth and family services in the communities through collaborative strategies.

B. Project Approach

- Provides a feasible and well-thought-out plan, which addresses priorities, developmental outcomes and items in Section VII. A., B., and C. of this Request for Proposals, that will produce the required outcomes and reflects effective approaches developed.
- Describes specific activities and associated time frames to be implemented in order to achieve specified goals and objectives. Demonstrates the ability to collect specified data and produce required reports.
- Demonstrates services that will be available and accessible to the population of the community through collaboration with partnering organizations.
- Reflects youth input regarding services desired.

C. Budget

- All expenses are adequately justified and explained.
- Budget is appropriate and competitive for delivery of the required services.
- Costs are sufficiently allocated to perform activities identified in the Program Narrative
- Budget identifies all other sources of funding for activities similar to those described in the Request for Proposals.
- Budget includes committed, in-kind contributions and/or matching funds in an amount greater than or equal to 10% of the OST-ELO grant request.

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Ohio Administrative Code

Rule 5101:2-12-09 Background check requirements for a licensed child care center.

Effective: September 29, 2019

(A) What records are included in a background check?

(1) Bureau of criminal investigation (BCI) records pursuant to section 5104.013 of the Revised Code.

(2) Federal bureau of investigation (FBI) records pursuant to section 5104.013 of the Revised Code.

(3) National sex offender registry.

(4) State sex offender registry.

(5) Statewide automated child welfare information system (SACWIS) records.

(B) Who shall have a background check?

(1) An owner and administrator of a licensed child care center or applicants to be licensed as a child care center.

(2) An employee in a licensed child care center as defined in rule 5101:2-12-01 of the Administrative Code.

(3) A child care staff member in a licensed child care center as defined in rule 5101:2-12-01 of the Administrative Code, including substitutes.

(C) When is a background check required?

(1) At application for a child care center license.

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(2) Prior to the first day of employment for employees and child care staff members.

(3) Every five years from the date of the most recent BCI records check.

(D) How is a background check obtained?

The individual shall:

(1) Create a profile in the Ohio professional registry (OPR).

(2) Submit fingerprints electronically according to the process established by BCI and have the BCI and FBI results sent directly to the Ohio department of job and family services (ODJFS). Information on how to obtain a background check can be found at https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck.

(3) Complete and submit the request for a background check for child care in the OPR.

(E) What if an individual previously resided in a state other than Ohio?

(1) ODJFS will contact any states in which the individual resided in the previous five years to request the information required in paragraph (A) of this rule.

(2) Any information received from other states will be reviewed and considered by ODJFS as part of the background check review pursuant to paragraph (G) of this rule.

(F) What happens if an individual does not complete the full background check determination process?

(1) If the individual completes only the requirements in paragraph (D)(2) of this rule or only the requirements in paragraph (D)(3) of this rule and does not submit the other component within forty-five days, the background check process will end and a determination of eligibility will not be made.

(2) ODJFS will notify the individual and the program that the background check determination

process has ended.

(3) The individual will need to complete the requirements of paragraphs (D)(2) and (D)(3) of this rule to restart the background check determination process in the future.

(G) What makes an individual ineligible to own or be employed in a center?

(1) A conviction or guilty plea to an offense listed in division (A)(5) of section 109.572 of the Revised Code, unless the individual meets the rehabilitation criteria in appendix A to this rule.

(a) Section 109.572 of the Revised Code requires that this rule applies to records of convictions that have been sealed pursuant to section 2953.32 of the Revised Code.

(b) A conviction of or a plea of guilty to an offense listed in division (A)(5) of section 109.572 of the Revised Code is not prohibitive if the individual has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction or guilty plea has been set aside pursuant to law. For purposes of this rule, "unconditional pardon" includes a conditional pardon to which all conditions have been performed or have transpired.

(2) Being registered or required to be registered on the national or state sex offender registry or repository.

(3) The individual is identified in SACWIS as the perpetrator for a substantiated finding of child abuse or neglect in the previous ten years from the date the request for background check was submitted or the individual has had a child removed from their home in the previous ten years pursuant to section 2151.353 of the Revised Code due to a court determination of abuse or neglect caused by that specific person.

(H) What happens after the individual requests the background check in the OPR and submits fingerprints through a webcheck location?

(1) The program and individual will receive notification of preliminary approval generated from the OPR.

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(2) The center will receive the JFS 01176 "Program Notification of Background Check Review for Child Care (rev. 9/2019) from ODJFS and shall keep it on file, if not available in the OPR.

(a) For those individuals not eligible for employment, the center shall not hire the individual or shall terminate them from employment immediately upon receipt of the JFS 01176.

(b) Until preliminary approval is received from ODJFS, an administrator, child care staff member or employee hired on or after the effective date of this rule cannot engage in any assigned duties or be near children.

(c) A child care staff member with preliminary approval but not a JFS 01176 on file at the center or in the OPR shall not be left alone with children and shall be supervised at all times by another child care staff member with a JFS 01176 on file or in the OPR.

(d) Only child care staff members with a JFS 01176 on file at the center or in the OPR may be left alone with children.

(3) The individual will receive the JFS 01177 "Individual Notification of Background Check Review for Child Care" (rev. 9/2019) from ODJFS.

(a) If the individual believes the information received is not accurate, the individual may directly contact the agency that contributed the questioned information.

(b) If the individual disagrees with the employment eligibility decision made by ODJFS, a JFS 01178 "Request for Review of Background Check Decision for Child Care" (10/2017) shall be completed to request a review of the decision. The JFS 01178 shall be submitted within fourteen business days from the date on the JFS 01177.

(I) What happens after an individual submits a JFS 01178 to ODJFS?

If an individual requests a review of a background check decision pursuant to paragraph (H)(3)(b) of this rule:

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(1) The program shall not allow the individual to be on-site at the program during the review by ODJFS.

(2) If the individual is determined to be eligible for employment, the program may allow the individual to be employed and shall keep the updated JFS 01176 on file pursuant to paragraph (H)(2) of this rule.

(J) What are the background check requirements if an individual becomes employed at another licensed program?

(1) Only the request for a background check for child care in the OPR is required if the individual meets all of the following:

(a) The individual has a current background check determination by ODJFS completed in the previous five years pursuant to this rule.

(b) The individual has been employed by a licensed child care center, licensed type A home, licensed type B home, approved day camp, a preschool or school-age program approved to provide publicly funded child care or certified as an in-home aide or was a resident of a licensed type A home or licensed type B home in the previous one hundred eighty consecutive days.

(2) Upon receipt of the request, ODJFS will provide the JFS 01176 based on the existing background check determination to the new employer.

APPENDIX B: STASTICAL PLANNING AREAS (SPAs)

Cleveland Neighborhoods

Bellaire-Puritas
Broadway-Slavic Village
Brooklyn Centre
Buckeye-Shaker Square
Buckeye-Woodhill
Central
Clark-Fulton
Collinwood-Nottingham
Cudell
Detroit Shoreway
Downtown
Edgewater
Euclid-Green
Fairfax
Glenville
Goodrich-Kirtland Pk
Hopkins
Hough
Jefferson
Kamm's
Kinsman
Lee-Harvard
Lee-Seville
Mount Pleasant
North Shore Collinwood
Ohio City
Old Brooklyn
St. Clair-Superior
Stockyards
Tremont
Union-Miles
University
West Boulevard

Suburban Neighborhoods

Bay Village
Beachwood
Bedford
Bedford Heights
Bentleyville
Berea
Bratenahl
Brecksville
Broadview Heights
Brook Park
Brooklyn
Brooklyn Heights
Chagrin Falls Township
Chagrin Falls Village
Cleveland Heights
Cuyahoga Heights
Cuyahoga Valley
East Cleveland
Euclid
Fairview Park
Garfield Heights
Gates Mills
Glenwillow
Highland Heights
Highland Hills
Hunting Valley
Independence
Lakewood
Linndale
Lyndhurst
Maple Heights
Mayfield Heights
Mayfield Village
Middleburg Heights
Moreland Hills
Newburgh Heights
North Olmsted
North Randall
North Royalton
Oakwood
Olmsted Falls
Olmsted Township
Orange
Parma
Parma Heights
Pepper Pike
Richmond Heights
Rocky River
Seven Hills
Shaker Heights
Solon
South Euclid
Strongsville
University Heights
Valley View
Walton Hills
Warrensville Heights
Westlake
Woodmere

The website below outlines the Cleveland neighborhood boundaries and city locations within Cuyahoga County:

http://levin.urban.csuohio.edu/nodis/maps_cleveland_geographies.html

APPENDIX C: APPLICATION CHECKLIST

Applications must contain all forms and narratives designated below. The application and required forms may be reproduced as needed. To help ensure proposals are complete prior to submission the following list has been provided:

- ☐ Receipt of Acceptance (**Attachment A**)
  - *To be completed by Lead Agency Only*
- ☐ Cover Page (**Attachment B**)
  - *To be completed by Lead Agency Only*
- ☐ Organizational Background Narrative (**not to exceed 2 pages**)
- ☐ Agency Information Form (**Attachment C**)
- ☐ Project Narrative (**Attachment D**)
- ☐ Key staff resumes, vacant job descriptions and documentation of relevant professional development
- ☐ Certificate of Incorporation
  - *To be completed by Lead Agency Only*
- ☐ Certificate of Good Standing in the State of Ohio
  - *To be completed by Lead Agency Only*
- ☐ Contact information of Board of Directors and listing of its officers (**if applicable**)
  - *To be completed by Lead Agency Only*
- ☐ Copy of IRS letter verifying federal tax status (**if applicable**)
  - *To be completed by Lead Agency Only*
- ☐ Organizational operating budget
  - *To be completed by Lead Agency Only*
- ☐ Latest audited financial statement (**not required for public agencies**)
  - *To be completed by Lead Agency Only*
- ☐ Community Plan
  - *To be completed by Lead Agency Only*
- ☐ Revenue Summary (**Attachment E1**) & Detailed Budget (**Attachment E2**)
- ☐ Budget Narrative (**Attachment F1**)
- ☐ Scope of Service Form (**Attachment G1**)
- ☐ Youth Enrollment Information (**Attachment H**)
- ☐ Declaration Form (**Attachment I**)
- ☐ Statement of Confidentiality (**Attachment J**)

ATTACHMENT A: RECEIPT OF ACCEPTANCE

The Receipt of Acceptance will be returned to the Lead Applicant. Please ensure the information is completed and legible for mailing. This notification confirms that the CY2022 OST-ELO Contract Application has been received by application deadline.

TO BE COMPLETED BY LEAD APPLICANT:

Organizational Applicant Name:

_____

Organizational Applicant Address:

_____

_____

_____

Neighborhood:

_____

TO BE COMPLETED BY STARTING POINT:

Date of Receipt: _____

Time of Receipt: _____

Received By: _____

STARTING POINT

ATTACHMENT B: CONTRACT APPLICATION COVER PAGE

To be completed by Consortium Lead Applicant Agency

CY2022 OST-ELO CONTRACT APPLICATION

Neighborhood: _____

Lead Applicant Agency: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____

Contact for Consortium packet revisions and/or follow-up.

Title: _____ **Email:** _____

Telephone: _____ **Fax:** _____

Chief Executive Officer: _____ **(typed)** **Date:** _____

_____

(signature)

Board Chairperson: _____ **(typed)**

Name of <u>all Agencies</u> In Consortium	Dollar amount requested for the CY2022 program period
Total amount requested:	

ATTACHMENT C: AGENCY INFORMATION FORM

CY2022 OST-ELO PROGRAM PERIOD
AGENCY INFORMATION FORM

***** Information provided on this form will be used to prepare contracts *****

NEIGHBORHOOD: _____

AGENCY LEGAL NAME: _____

AGENCY BUSINESS NAME (d.b.a.): _____

AGENCY ADDRESS: _____

CITY, STATE, ZIP: _____

CHIEF EXECUTIVE OFFICER: _____
(person authorized to sign contract)

PHONE: _____ FAX: _____

EMAIL: _____

PROGRAM NAME: _____

PROGRAM SITE ADDRESS: _____

CITY, STATE, ZIP: _____

PRIMARY PROGRAM CONTACT: _____
(contact for program related issues)

TITLE: _____

PHONE: _____ FAX: _____

EMAIL: _____

SECONDARY PROGRAM CONTACT: _____
(contact for program related issues)

TITLE: _____

PHONE: _____ FAX: _____

EMAIL: _____

PLEASE NOTE: ***submit a revised version of this form to reflect project related staff changes during the program year.***

ATTACHMENT D: PROJECT NARRATIVE

*To be completed by **all Agencies** requesting funding – Please adhere to character cap.*

Agency Name: _____

Neighborhood: _____

Brief Problem Statement and Program Description: 5,000 CHARACTER CAP

Program Goals/Objectives and Youth Development Outcomes: *(as they relate to the neighborhood/ community/school plan)* **5,000 CHARACTER CAP**

Identified Target Population to be served: *(include age of children and grade level)*

Identified Geographical Community to be Served and Location of Service : *(if services will be delivered in more than one location, list locations, including name, agency, address, phone number & number of youth per site)*

Duration of Program: *(number of weeks, days and hours of service)*

Efforts to inform and engage parents and caregivers: 5,000 CHARACTER CAP

Efforts to recruit and retain youth: *(include efforts to incorporate youth voice regarding services desired: youth survey, focus group, structured opportunities for youth to reflect and provide feedback, etc.)* **5,000 CHARACTER CAP**

Description of other Out-of-School Time Activities offered by your Agency (not funded by OST-ELO):

Agency Name _____

Neighborhood _____

ATTACHMENT E: REVENUE SUMMARY (E1) AND DETAILED BUDGET (E2) INSTRUCTIONS

Two important components of your grant application are the project budget and the budget narrative. **Each Agency funded under this Grant Agreement must complete the Revenue Summary (Attachment E1) and Detailed Budget (Attachment E2).**

Project Budget

- Please **type** all information on the forms.
- All project-related revenues should be included in the **Revenue Summary** (Attachment E1). Revenues should be categorized as committed or anticipated.
- The **Detailed Budget (**Attachment E2) should include expenses associated with the proposed project.
- Expenses relating to Fringe Benefits and Other Costs listed on the **Detailed Budget** (Attachment E2), should be explained in the **Budget Narrative** (Attachment F1).
- There is a required ten percent (10%) match.
  - This (10%) match may consist entirely of **cash** or may be a combination of **cash** *and* **in-kind contributions**.
  - The match **must** include a *minimum* of 5% cash, while the remaining 5% may consist of in-kind contributions.
  - **In-Kind Contributions** should be shown on the **Revenue Summary** (Attachment E1), and explained in the **Budget Narrative** (Attachment F1).

    In-Kind Contributions are contributions other than cash. While they add real value to the project they require no cash outlay.

    Some Examples are:

    Resources from your organization that are donated (*Labor* being one of the largest contributions) or any of the examples listed below donated from Third Parties.

    - Labor
    - Materials
    - Space
    - Equipment
    - Services

  - **Cash Contributions** should be shown as committed funds on the **Revenue Summary** (Attachment E1) and the **Detailed Budget** (Attachment E2).

    Cash Contributions add real value to the project and require cash outlay from agency resources other than OST-ELO funding.

    Some Examples are:

    - Paid Labor
    - Purchased Materials
    - Purchased Equipment
    - Purchased Services

    PLEASE NOTE: An explanation of the cash match must be included in the corresponding project budget line item listed in the **Detailed Budget** (Attachment E2) i.e. Personnel Expenses, Non-Personnel Expenses, Office Space, Equipment/Supplies, Travel/Related Expenses, Other.

ATTACHMENT E1: REVENUE SUMMARY
*To be completed by **all Agencies** requesting funding*

Applicant Organization: _____

Neighborhood: _____

Program Begin Date: _____ **End Date:** _____

OST-ELO Amount Requested: _____

Project Revenues

	$Committed	$Anticipated	$ELO	**Total**
Cash Match				$0.00
Government Sources				$0.00
OST-ELO Amount Requested				$0.00
Organizational Sources				$0.00
Other (list separately)				$0.00
Total Project Revenue	$0.00	$0.00	$0.00	$0.00

	$Committed	$Anticipated		
In-kind Match				$0.00

ATTACHMENT E2: DETAILED BUDGET

*To be completed by **all Agencies** requesting funding*

Project Expenses:			$Committed	$Anticipated	$ELO	TOTAL
I.	**PERSONNEL EXPENSES**	% on Project				
	Staff Cost					
	Position Title	_____%				0.00
	Position Title	_____%				0.00
	Position Title	_____%				0.00
	Fringe Benefits (Explain in Narrative)	_____%				0.00
Total Personnel Expenses			**0.00**	**0.00**	**0.00**	**0.00**
II.	**NON-PERSONNEL EXPENSES**					
A.	**CONTRACT SERVICES, please list**					
1						0.00
2						0.00
3						0.00
Contract Services Subtotal:			**0.00**	**0.00**	**0.00**	**0.00**
B.	**OFFICE SPACE**					
1	Rent					0.00
2	Utilities					0.00
3	Furnishings					0.00
4	Maintenance					0.00
5	Insurance					0.00
6	Other (Explain in Narrative)					0.00
Office Space Subtotal:			**0.00**	**0.00**	**0.00**	**0.00**
C.	**EQUIPMENT/SUPPLIES**					
1	Office Supplies					0.00
2	Printing					0.00
3	Postage and Delivery					0.00
4	Copier Rental/Supplies					0.00
5	Telephone/Fax (local/long dist.)					0.00
6	Repairs/Maintenance					0.00
7	Computer Supplies/ Maintenance					0.00
8	Program Supplies/Equipment					0.00
Equipment/Supplies Subtotal:			**0.00**	**0.00**	**0.00**	**0.00**
D.	**TRAVEL/RELATED EXPENSES**					
1	In-Town Expenses (parking/mileage)					0.00
2	Meeting/Seminars/Conference fees					0.00
3	Other (Explain in Narrative)					0.00
Travel/Related Expenses Subtotal:			**0.00**	**0.00**	**0.00**	**0.00**
E.	**Other, Please list**		**0.00**	**0.00**	**0.00**	**0.00**
	(i.e., museum fees, admissions, snacks)					
Total Non-Personnel Expenses:			**0.00**	**0.00**	**0.00**	**0.00**
TOTAL PROJECT EXPENSES:			**0.00**	**0.00**	**0.00**	**0.00**

Applicant Organization: _____

Neighborhood: _____

ATTACHMENT F: BUDGET NARRATIVE INSTRUCTIONS

*To be completed by **all Agencies** requesting funding*

The **Budget Narrative Form** should be completed by each Agency in the Consortium requesting funding. It should include Name of Agency and an explanation of every line item (*including cost*) for which you are requesting funding. For example:

> **Program Staff:** The total amount requested for the Program Staff person is $20,000. This position is accountable for planning, organizing and implementing activities directly with the youth on a daily basis. Specific responsibilities include: serving as a role model, maintaining supervision of youth, planning and facilitation of activities to engage youth in enrichment, wellness and educational activities.
>
> **Postage:** The total requested postage budget is $2,500. This includes mailing routine correspondence as well as recruitment fliers. The mailing of these fliers is an integral outreach activity. The total number of fliers to be mailed is 7,500 at a cost of $2,175. The $325 balance is for the mailing of routine correspondence.

- In preparing the **Budget Narrative** (Attachment F1) it is important to discuss expenses in the context of the program to be implemented.
- The narrative on the **Fringe Benefits** line item should explain which benefits have been included (e.g., FICA, pension, worker's compensation).
- **Indirect Costs** and **Administrative Personnel Costs** will not be supported.
- If subcontractors are to deliver services, sufficient detail must be presented on the amount of funding to be received by subcontractors and the functions which these subcontractors are to perform.
- For **Other Cost** listed in the **Detailed Budget** (Attachment E2) – Sections B.6., D.3. and E. list items and purpose with dollar amounts.
- An explanation of the **Cash Match** must be included in the corresponding project budget line item listed in the **Detailed Budget** (Attachment E2) i.e. Personnel Expenses, Non-Personnel Expenses, Office Space, Equipment/Supplies, Travel/Related Expenses, Other.

ATTACHMENT F1: BUDGET NARRATIVE
*To be completed by **all Agencies** requesting funding*

Agency Name: _____

Neighborhood: _____

Personnel Expenses: *Include Position Title, Staff Cost and Description of duties*

Non-Personnel Expenses (Contract Expenses): *Include amount of funding and functions of subcontractors*

Office Space:

Equipment/Supplies: *(see Pg. 6, Section IX. GRANT REQUIREMENTS of the original CY2019 OST-ELO RFP)*

Travel/Related Expenses:

Other: *(i.e. museum fees, admissions, snacks)*

In-Kind Contributions:

Agency Name: _____

Neighborhood: _____

ATTACHMENT G: SCOPE OF SERVICE INSTRUCTIONS
*To be completed by **all Agencies** requesting funding*

The **Scope of Service (Attachment G1)** should be completed by each Agency in the Consortium requesting funding. In preparing the **Scope of Service**, review the Categories and Activities listed below.

- Select the categories that best describe funded OST Activities you will offer for youth in grades K-12 with the 2022 OST-ELO funding on the Scope of Service;
- On the **Scope of Service (Attachment G1)** document the *Category, Activity, Brief Description, # of Youth to be served, and Age of Youth to be served.*
- Document if the activity is ***Virtual*** or ***In-Person***

For example:

Category	Activity	**Description of OST-ELO Activities** (Document if the activity is ***Virtual*** or ***In-Person***)	# of Youth to be served	Age of Youth to be served
Life Skills	Leader Development	☒ **Virtual** *Participants will develop skills in problem identification and formulation of solutions that will be implemented and presented to stakeholders in real world settings.* ☒ **In-Person** *Participants will develop skills in problem identification and formulation of solutions that will be implemented and presented to stakeholders in real world settings.*	20	14-18

OST-ELO CATEGORIES & ACTIVITIES

❖ **ACADEMIC ACHIEVEMENT** *activities have the improvement or maintenance of educational performance as a primary participant outcome.*
- Content-Based
- Skills-Based

❖ **ARTS AND CULTURE** *activities have exploration and mastery of content and skills related to visual, performing, literary, culinary, or digital arts as a primary participant outcome. These may also include activities which have the exploration and mastery of content and skills related to distinct ethnic or national identity, as a primary participant outcome.*
- Cinematic
- Culinary
- Digital
- Ethnic/Geographic
- Literary
- Performance
- Visual
- Decorative

❖ **ENRICHMENT AND EXPOSURE** *activities may include a recreational purpose and have the appreciation of experiences that are generally inaccessible as a result of economic or cultural barriers, as a primary participant outcome.*
- Gaming
- Field Trips/Day Travel
- Free Play
- Extended Recreational Travel
- Outdoor Recreation

- **LIFE SKILLS** *activities have the development and mastery of construction psychosocial behaviors, used in the context of universal or common life circumstances, as a primary participant outcome.*
  - Character Education
  - Financial Literacy
  - Leader Development
  - Social Skills

- **POST-SECONDARY ACCESS** *activities have the admission and/or retention of economically disadvantaged students at institutions of higher education as a primary participant outcome.*
  - Admissions
  - Financial Aid/Planning
  - Test Preparation
  - College Tours

- **SOCIAL SUPPORT** *activities have the giving or receiving of information, care, assistance (goods or services), and/or advocacy in the context of community-based relationships or networks, as a primary participant outcome.*
  - Civic Engagement
  - Community Service
  - Gender-Specific
  - LGBT
  - Adult Mentoring
  - Peer-to-Peer
  - Service Learning
  - Philanthropy
  - Parenting

- **WELLNESS** *activities have the mastery of healthy personal functioning in one or more areas, encompassing physical, mental, and/or spiritual development as a primary participant.*
  - Athletics
  - Emotional Health/Self-Esteem
  - Fitness
  - Mental Health
  - Prevention

- **WORKFORCE DEVELOPMENT** *activities have the acquisition of hard and/or soft skills that increase employability as a primary participant outcome.*
  - Career
  - Entrepreneurship
  - Job-Readiness
  - Job Search/Placement
  - Externships/Internships
  - Apprenticeships

Please Note: List only those programs your agency will provide to youth in grades K-12 with OST-ELO funding.

ATTACHMENT G1: SCOPE OF SERVICE
*To be completed by **all Agencies** requesting funding*

AGENCY NAME: _____

PROGRAM SITE NAME: _____

PROGRAM SITE ADDRESS _____

CITY: _____ **STATE:** _____ **ZIP:** _____

NEIGHBORHOOD: _____

Number of Youth to be served during the CY2022 program period with OST-ELO Funds: _____
(# of youth should match # of youth listed on Youth Enrollment Information Form - Attachment H, Column B)

Anticipated number of unduplicated Youth kindergarten - age 7: _____

Anticipated number of unduplicated Youth age 8 and above: _____

PROGRAM START DATE: _____ **PROGRAM END DATE:** _____

Days of Operation:	Start Time	End Time
☐ Monday		
☐ Tuesday		
☐ Wednesday		
☐ Thursday		
☐ Friday		
☐ Saturday		
☐ Sunday		

Place an "X" next to Key Funding Priorities your program will provide:

- ☐ Education (tutoring, etc.)
- ☐ Career Exploration
- ☐ Visual and performing arts, physical education and recreation programming
- ☐ Stipends to support service-learning opportunities
- ☐ Programs for youth ages 12-14 who have aged out of child care but are not old enough to work
- ☐ Programming for youth currently in kinship/relative foster care through Cuyahoga County DDCFS
- ☐ Weekend Programming

☐ Place an "X" here if you plan to offer summer 2022 programming
(detailed summer Scope of Service will be required at a later date)

SUMMER PROGRAM START DATE: _____ **SUMMER PROGRAM END DATE:** _____

The contract period is effective January 1, 2022 – December 31, 2022

Refer to **Scope of Service Instructions (Attachment G)** for a list of **OST-ELO Categories and Activities**
List only programs and services your agency will provide to youth in grades K-12 with OST-ELO funding

Category	**Activities**	**Description of OST-ELO Activities** (Document if the activity is ***Virtual*** or ***In-Person***)	**# of Youth to be served**	**Age of Youth to be Served**
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		

		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		
		☐ Virtual ☐ In-Person		

ATTACHMENT H: YOUTH ENROLLMENT INFORMATION FORM

*To be completed by **all Agencies** requesting funding*

Agency Name: _____

Neighborhood: _____

	A	B	C
Youth Age Range	**Projected # of youth to be served with other funding**	**Projected # of youth to be served Jan.-Dec. 2022 with OST-ELO funds**	**Projected Total # of youth to be served Jan.-Dec. 2022 (A + B = C)**
Kindergarten-Age 10			**0**
Ages 11-13			**0**
Ages 14-18			**0**
TOTALS:	**0**	**0**	**0**

ATTACHMENT I: DECLARATIONS FORM
*To be completed by **all Agencies** requesting funding*

By initialing the following statements, the Chief Executive Officer of each agency in the consortium attests that the following grant requirements have been complied with prior to the beginning of the programming/grant period:

_____ A Criminal Background Check has been conducted with all staff and volunteers working with youth at the applicant agency.

_____ Applicant agency has access to the internet and the necessary computer equipment running one of the following cross-platform web browsers (Google Chrome, Mozilla Foxfire, Microsoft Edge or Internet Explorer 11) to facilitate the mandatory data collection requirements of the grant.

_____ Applicant agency is able to accommodate an electronic attendance system.

_____ A current MOU detailing the cooperative relationships amongst the members of the Consortium has been signed by an authorized signatory from each member entity.

_____ Worker's Compensation Insurance as required by the State of Ohio. If Grantee has employees working outside of Ohio, Grantee shall provide Worker's Compensation Insurance as required by the various state and federal laws including Employers' Liability coverage.

_____ Commercial General Liability Insurance with limits of liability not less than:

$1,000,000 each occurrence bodily injury & property damage;
$1,000,000 personal & advertising injury;
$1,000,000 general aggregate;
$1,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

If this Agreement involves direct interaction with children or youth, this policy must include and state coverage for Sexual Abuse and Molestation in the same amount.

_____ Applicant agency will enter all Out-of-School Time activities into the OST Program Locator Database.

ATTACHMENT J: STATEMENT OF CONFIDENTIALITY

*To be completed by **all Agencies** requesting funding*

No information, system, or record made available or obtained under the activities of this project shall be used or made available for any purpose other than the activities specified within the attached proposal submitted this day. The applicant and its agents and employees agree to be bound by the same standards of confidentiality that apply to employees of Cuyahoga County, Starting Point, and the State of Ohio. These terms of confidentiality shall be included in any subcontract or agreement executed by the applicant for work under this project.

Chief Executive Officer (type/print)

Chief Executive Officer (signature)

Agency Name