



**CAMDEN**  
Family Connection

Request for Proposal

**Drug Education for Youth (DEFY) Leadership Camp-  
Phase I**

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## **Drug Education for Youth (DEFY) Leadership Camp-Phase I**

### **I. Program Overview**

#### **A.Objective**

Camden Family Connection is soliciting competitive proposals for the implementation of phase I of a Substance Abuse Prevention program in order to stay in compliance with the deliverables of the Alcohol Prevention Project (APP) grant issued through the Department of Behavioral Health & Developmental Disabilities, Office of Behavioral Health Prevention.

#### **B.Company Background**

Camden Family Connection is a community collaborative & planning agency dedicated to improving the lives of children and families within Camden County. We are a non-profit 501(c)3 organization that serves as a convening body between local stakeholders, social service organizations, government agencies, policy makers, faith communities, local businesses and concerned citizens that want to support initiatives that strengthen the quality of life for all members of the community.

#### **C.Program Description**

Drug Education for Youth (DEFY) is a substance based prevention and life skills program specifically designed for the 9-12 year old target population. Phase I of the program is a 5-day Leadership Camp held during the summer where volunteers and youth go home every night. The focus is classroom learning that will teach hard skills and training in leadership, team building, conflict resolution, goal setting, drug resistance, physical fitness and increasing self-confidence. Although the class room is the focus, camps should be structured to provide a fun environment and a memorable experience. Physical fitness activities are an integral part of the camp experience. This phase devotes 7 hours to Physical Fitness activities such as climbing rope, tumbling mats, and etc. 5 hours are devoted to a Physical Challenge consisting of activities that challenge youth to improve their physical ability and team building: swimming, rope courses, tug-of-war and etc. The last component of this phase is Educational Trips, which's purpose is to reinforce lesson objectives. (i. e. trips to a police department can help to reiterate the importance of personal responsibility and civic duty).

### **II. Program Requirements**

#### 1. Submission Date and time

- January 27, 2016 at 12:00 noon –Open submission
- February 12, 2016 at 12:00 noon–Close submission

**If all required documentation are not within the original proposal, the applicant will not be considered for funding.**

#### 2. Type of Submission

(Both hand-delivered and electronic submissions will be accepted.)

- An appointment must be made for all hand-delivered submissions before February 8, 2016 at 12:00 noon.
- Electronic submissions should be sent to program evaluator, Carol Treible at [treiblec@yahoo.com](mailto:treiblec@yahoo.com) . If you do not receive a confirmation email within 24 hours of sending, call Camden Family Connection office number (912) 882-7295.

#### 3. Funding Amount

- \$8,000 - \$10,000 depending on proposed budget

4. Financial Reimbursement Policy/Invoices

- Sub grantee will be given an advanced of \$5,000. The final amount will be awarded upon completion of Programmatic Report and receipt and approval of all invoices.

5. Dates of camp

- To be decided with input from Sub grantee (must be in June or July). Proposed date would be clear within each proposal.

6. Final Programmatic Report

- Due two weeks after the last day of the Leadership Camp.

7. Food

- Sub grantee will be responsible for soliciting in-kind donations for food. Camden Family Connection will offer assistance, if needed. Funding allotted for program implementation may not be used to purchase food items. This is due to standard Federal Block Grant funding restrictions. Programs should include breakfast, snack, lunch, and afternoon snack. All meals should be nutritious, healthy and enjoyable

### **III. Program Narrative**

**A. Recruitment and Retention Plan** (5 points)

- In this section, describe in detail the criteria for selecting the 30 participants for the 2016 DEFY Leadership Camp. Include in the description the process and specific strategies that will be used to recruit and retain participants.

**B. Communication Plan** (15 points)

- Provide a brief narrative describing how the program will disseminate information to participants, parents, and the community in a manner that is understandable and accessible. (especially recruitment , orientation, and daily notices, emergencies)
- Describe how signed waivers from the parents of each program participant will be obtained and kept on file.
- Describe how program results and outcomes will be reported and disseminated.

**C. Program Plan** (50 points)

- **History of Success:** Prior to describing the proposed plan, the applicant needs to provide data and evidence of the organization's previous success in operating a youth development program targeting a similar youth population. If the applicant has not previously operated a youth development program, the applicant needs to provide evidence that validates experience in providing youth development activities, assessment, and program monitoring.
- **Program of Activities:** Describe daily program activities including the physical facility and environment, daily schedule, curriculum framework, wellness and physical activities, lunch and snacks, and educational trips. The program plan needs to include an outline of how the program will be implemented to address the stated program objectives, parent involvement, and the assessment measures that will be utilized to assess/evaluate the outcomes of the program objectives.
- **Staffing:** Outline the staffing pattern for the program including the timeline for hiring staff, orientation and training, background checks, a job description for each position, and a current resume for the Program Coordinator.
- **American with Disabilities (ADA) Compliance:** Describe how this will be met in participant recruitment, facilities, and participant transportation,

- **Participant Safety:** Provide a description of how the program will ensure the safety of participants, including participant transportation to and from the site facilities (i.e. fire, tornado, hurricane, terrorist, stranger drills).

**D. Sustainability Plan (5 points)**

- A preliminary sustainability plan needs to be included as part of the application to show how the DEFY Phase II Mentoring Program might be implemented once the camp is completed. The sustainability plan should also include how the organization will recognize and engage in collaborative partnerships that will assist in developing a vision and financial support for continuation of the DEFY program as a whole. Include any in-kind donations (i.e. facility, food, if applicable)

**E. Budget Narrative (25 points)**

- The budget narrative must include a budget summary and a detailed description of each line item expenditure. The brief narrative needs to include: a. How the items within the budget support the goals/objectives of the program; b. Note how the funds will supplement and not supplant any other Federal, state, and local funds, and other non-Federal Funds; c. How the positions, salaries and activities are reasonable, necessary, and consistent with the demographic area.

**IV. List of Assurances**

Number	Initial Each column below	Assurances
1		The sub grantee assures that it has the necessary legal authority to apply for and receive the Camden Family Connection grant.
2		The signatory for these assurances certifies that he/she has the authority to bind the Sub grantee.
3		Sub grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.
4		The DEFY Leadership Camp-Phase I was developed and will be carried out in active collaboration with the Camden Family Connection dba.
5.		The DEFY Leadership camp-Phase I will primarily target at risk participants and their families.
6.		The DEFY Leadership camp-Phase I will take place in a safe and ADA accessible facility. It is the responsibility of the Sub grantee to ensure that it meets all requirements.
7.		The DEFY Leadership camp-Phase I will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
8		The Sub grantee agrees to notify Camden County Family Connection Executive Director in writing, of any change in the contact information provided in its application.
9		The activities and services described in the submitted application will be administered by or under the supervision and control of the Sub grantee.
10		Funds shall only be used for financial obligations relating to the DEFY Leadership camp-Phase I and incurred during the grant period.
11		The Sub grantee will submit proof of its Fidelity and Liability Insurance Policy and proof of minimum liability transportation insurance to Camden Family Connection within 30 days of the grant award (Does not apply to LEAS).
12		The Sub grantee is responsible for ensuring that all applicable liability insurance requirements are met.

13		The Sub grantee agrees that Camden Family Connection, at any time during the term of this agreement shall have access to, and the right to audit or examine any pertinent books, documents, papers, and records of the Sub grantee related to the Sub grantee’s charges and performance.
14		The Sub grantee will use fiscal control and sound accounting procedures that will ensure proper disbursement of and account for state funds paid to the program to perform its duties.
15		The Sub grantee certifies that state and national background checks will be conducted prior to the beginning of the DEFY Leadership camp-Phase I. For all individuals acting on behalf of the Sub grantee. The Sub grantee agrees to develop and utilize written policies on how the criminal background checks results will be used in hiring and volunteer practices.
16		In accordance with the Federal Drug-Free Workplace and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, the Sub grantee understands that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, marijuana, alcohol, or dangerous drug is prohibited at geographic locations at which individuals are directly engaged in the performance of work pursuant to the DEFY Leadership camp-Phase I.
17		The Sub grantee will establish and communicate to all participants, parents, and staff its procedure whereby anyone suspecting fraud, waste or abuse involving grant funds shall call or write the Executive Director of the Camden Family Connection.
18		The Sub grantee will comply with the Family Education Rights and Privacy Act of 1974 (34C.F.R.99).
19		Applicants with a conflict of interest between the DEFY Leadership camp-Phase I and the Camden Family Connection must submit a disclosure notice.
20		The Sub grantee will complete in the specified time frame the required programmatic and financial reports to the Camden Family Connection.
21		Funds shall not be used to purchase any food items.

## V. Scoring Rubric

Program Component	Maximum Number of Points	Assigned Points
A. <b>Recruitment and Retention</b> includes a clearly defined description of the process and specific strategies that will be used to recruit and retain participants during the camp.	5 points	
B. <b>Communication Plan</b> includes a narrative describing how the program will disseminate information to participants, parents and the community that is understandable and accessible. Sub grantee must describe how they plan to obtain and keep accurate records of waivers signed by the parents of each program participant. In addition, the plan will include how the program results and outcomes will be disseminated.	15 points	
C. <b>Program Plan</b> includes: 1. Description of the history of the organization’s success; 2. Details a description of the daily activities of the program and how the activities address the DEFY Leadership camp-Phase I’s objectives; 3. Outlines the timetable for the hiring and orientation of staff; 4. Explains how ADA guidelines will be implemented; 5. Describes how the program will ensure the safety of participating participants.	50 points	
D. <b>Sustainability Plan</b> describes how the organization will recognize and engage collaborative partnerships to assist in continuation of DEFY Leadership camp-Phase I.	5 points	
E. <b>Budget Narrative</b> includes a detailed description of each line item expenditure and how each item supports the DEFY Leadership camp-Phase I goals/objectives and are reasonable. In addition, the program will supplement not supplants any existing program.	25 points	
	Total: 100 points	Total :



## **VI. Appendix**

### **A. Background Check Information**

1. [www.ga.cogentid.com/](http://www.ga.cogentid.com/)

### **B. Insurance forms**

1. Professional Liability Insurance
2. Property Insurance
3. Works Compensation Insurance
4. Vehicle Insurance

### **C. W-9**

### **D. Georgia Department of Revenue form**

### **E. Audit Report**

## **VII. RFP CHECK LIST**

Recruitment and retention plan

Communication plan

Program plan

Sustainability plan

Budget Narrative

Background Check information

W9

Insurance forms

Audit Report

List of Assurances

Signatures