

ATTACHMENT I

APPLICATION FOR FUNDING

MOST General Population/Inclusion & Special Needs 2017 RFP

APPLICANT AGENCY INFORMATION

Agency Legal Name: ___ City of Pompano Beach Parks, Recreation and Cultural Arts _____				
Agency Legal Name must match Agency name listed on the Florida Department of State Division of Corporation website: www.sunbiz.org				
Main Administrative Street Address: 1801 NE 6 th Street				
City & State: Pompano Beach , FL 33060			Zip Code:	
Position	Name	Title	Email	Phone number
Executive Officer	Mark Beaudreau	Recreation Programs Administrator	Mark.beaudreau@copbfl.com	954-786-4191
Chief Financial Officer				
Proposal Contact	Jonathan Nasser	Interim Recreation Manager	Jonathan.nasser@copbfl.com	954-786-4594
Fiscal Sponsor <i>*If applicable</i>				
Name of Partner(s): <i>*If applicable</i>				
Type of Entity: ___ Corporation ___ Private for-Profit ___ Private Not-for-Profit Unit of Government: ___ Federal ___ State ___ County <u> X </u> City ___ Other				
Licensed to do business in Florida? <u> X </u> Yes ___ No ___ N/A			Federal Identification Number: 59-6000411	

CERTIFICATION OF ACCURACY AND COMPLIANCE

Note: If there is a Fiscal Sponsor/Service Provider relationship, both the Fiscal Sponsor and the Service Provider must sign below. The signature of the Fiscal Sponsor, if applicable, attests to compliance with Section V, Part C. of the RFP.

I do hereby certify that all facts, figures, and representations made in this application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the Bid Solicitation and Core Contract will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed program. The filing of this application has been authorized by the contracting entity and I have been duly authorized to act as the representative of the agency in connection with this application. I also agree to follow all Terms, Conditions, and applicable federal and state statutes. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. Evidence of this authorization must be provided within 21 days of notice of award. I further understand that such contract award may be rescinded for failure to provide such documentation.

Lastly, I hereby attest that all work contained within this proposal is the unique and original product of the agency I represent, and has not been plagiarized or duplicated in any way from another agency's work product.

SERVICE PROVIDER SIGNATURE (in blue ink)

Authorized Official's Signature (Date)

Authorized Official's Title

FISCAL SPONSOR SIGNATURE (if applicable) (in blue ink)

Authorized Official's Signature (Date)

Authorized Official's Title

ATTENTION APPLICANTS: Prior To Answering The Questions, Please Complete The Chart Below To Clearly Identify Your Intended Population And Your Service Delivery Schedule.

Please check the box that applies to this Application for Funding. Separate proposals must be submitted if a proposer wishes to serve different populations with distinctly different approaches.

	YEAR ROUND (SY & SUMMER)	SCHOOL YEAR (SY) ONLY	SUMMER ONLY
General Population with Inclusion			300
Special Needs			

AGENCY DETAIL

1. Provide a concise description of the Agency, including its history, years of operation, general service mission, and primary services provided. Include a copy of your organizational chart and indicate where the proposed program reports within your agency. Clearly note the position responsible for the direct supervision of program staff. If proposal is being submitted by a Service Provider and Fiscal Sponsor in partnership, include organizational charts for both, describe the roles of both partners and the areas of expertise that they contribute to the proposed program. *(Limit 250 words-approx. ½ page)*

On July 3, 1908, a new municipality was incorporated in what was then Dade County: the Town of Pompano, later on in 1947 the City of Pompano merged with the newly formed municipality on the beach and became the City of Pompano Beach. The Parks and Recreation Department is charged with providing recreational classes, educational programs, special events, summer programs, after school programs, programs tailored for youth, senior citizens, as well as specialized programming for all residents of the City. The City also has a promise which states: For people who value genuine hometown qualities but also want the lifestyle a progressive, modern city offers, we will provide an environment where your comfort, enjoyment and success is our top priority. We will do everything possible to make it easy and pleasant for you to enjoy our beaches and parks or to do business here. In every interaction we will affirm your choice of Pompano Beach by welcoming you warmly and making you feel like a valued part of our community. The Parks and Recreation Department meets the needs of all citizens from youth to senior citizens. In an effort to provide affordable recreation services, the Parks and Recreation Department collaborates with many other communities, non-profit organizations and service agencies. Presently, we provide free swimming lessons through a grant with Swim Central, our after school program at four (4) of our facilities. These same facilities are provided with free lunch and snacks during the summer through the Department of Education's Summer Food Program.

2. Is the Agency accredited? ___Yes ___X_No

If yes, by whom: _____

Level of Accreditation:_____ Period of Accreditation: _____

3. What is the Agency's fiscal year? Beginning: October Ending: September

4. In addition to the original and hard copies of the proposal, applicants must submit a complete, electronic copy of the proposal on a compact disk (CD) or USB that includes the most recent financial audit completed by an independent Florida Certified Public Accountant (CPA) including single audit and management reports if applicable. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS). If

subject to an audit under the guidelines consistent with 1) Government Auditing Standards (GAS), issued by the Comptroller General of the United States; 2) Office of Management and Budget (OMB) Circular A-133, Audit of States, Local Governments and Non-Profit Organizations; when and to the extent such OMB Circular A-133 is superseded, the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidelines"); or 3) the Florida Single Audit Act, Florida Statutes 215.97, and rules of the Auditor General of Florida, then a single bound report is to be provided. Smaller agencies (those agencies with annual revenues less than \$500,000) may submit unaudited compiled financial statements prepared by a CPA. See RFP, Section V. C for fiscal requirements.

SEE ATTACHED/ USB

5. Does the Agency carry comprehensive general liability insurance?

 X Yes, state the amount: \$ _____

 No/ or if the amount is less than \$300,000, the Agency must agree to purchase a minimum of \$300,000 comprehensive general liability insurance prior to contract execution.

Affirm: Yes No

Indicate the Agency insurance coverage below:

	Yes	No	Amount of Coverage
General	X		Statutory
Professional	X		Statutory
Property	X		Statutory
Auto	X		Statutory

Please indicate whether your agency will be transporting clients: ☐ Yes ☐ No

6. List any CSC funding received in the last three years. **NOTE: Add or delete rows as necessary.**

CSC Type of Service	CSC Annual Amount	CSC Contract Period (mo/yr – mo/yr)

*If not applicable, please include a statement to that effect.

If you have received non-CSC funding for similar services in the past twelve (12) months, please indicate the funding information in the chart below. **NOTE: Add or delete rows as necessary.**

Funder	Annual Amount	Contract Period (mo/yr – mo/yr)	Type of Service
Community Development Block Grant	\$ 22,290	October 1, 2015 – September 30, 2016	Summer Youth Program
Community Development Block Grant	\$ 19,392	October 1, 2016 – September 30, 2017	Summer Youth Program

7. If applicable, please attach any previous monitoring reports, outcome performance data, and Results Based Accountability (RBA) information (i.e., How much did we do? How well did we do it? Is anybody better off?) for similar services completed within the past twelve (12) months **for non-CSC funded programs only. *Only submit the summary from the school district's Before and After School Child Care (BASCC) monitoring reports. List any Broward County Child Care Licensing and Enforcement areas of non-compliance that your agency and/or proposed sites have had since October 1, 2015.**

If not applicable, please include a statement to that effect.

See Attached.

8. If proposing a Fiscal Sponsor / Service Provider partnership, describe areas of expertise that will contribute to the proposed program. *(Limit 500 words - approx. 1 page)*

N/A

ORGANIZATIONAL CAPABILITY

9. All agencies funded under this RFP will be required to describe how they will implement culturally competent services. Strategies must address culturally sensitive outreach efforts that demonstrate an understanding of children and families living in disadvantaged neighborhoods, and children with special and behavioral health needs, and other diverse populations. Discuss how your services will be impactful and meet the needs of the target population for this RFP. Include any training and/or community work in this area. *(Limit 250 words - approx. ½ page)*

The City of Pompano Beach is committed to cultural diversity. The City is an equal opportunity employer and does not discriminate on any diversity issue in hiring or in providing services. Programming includes all cultures and employs diverse staff to insure cultural sensitivity. In addition, the City has a disciplinary matrix that is signed by all parents and explained to students participating in its' programs. The 10 week summer program offers daily recreational and weekly performing arts activities. Some examples of weekly performing activities include a talent show performed by the participants, and we also have a karaoke challenge. Participants will also receive instruction in social skills and character building, as well as field trips, swim lessons, theme weeks and special events. The City strives to improve the quality of life for children by providing opportunities to succeed through supportive programming.

10. Describe your history of successful community collaboration, including your participation with the major stakeholders and partners including the school district, Broward County Child Care Licensing and system building efforts serving the target population(s). Be sure to articulate the role your agency has played in helping to improve or enhance the overall system of care for the target population(s). Include information about your role on related committees for the Broward Children's Strategic Plan. *(Limit 250 words - approx. ½ page per population)*

We were the fiduciary agent for the MOST Grant for several years when CD 4 Youth received grant funds and ran a program out of the Mitchell Moore Annex Building. We work with the School Board with our Education Advisory Committee and we have afterschool programs that we pick up children from the local schools. We also offer aftercare programs at the Emma Lou Olson Civic Center, McNair Park, Mitchell Moore Park, and the Highlands Center. that service over 90 participants, these centers include

PROGRAM DESIGN

11. Please complete the following Site Chart for all program sites that would be funded under this RFP and provide a rationale for the service locations you have proposed.
- Attach Principal Authorization Letters (Attachment IX) for any school-based sites.
 - Attach current copy of Child Care License of Letter of Exemption from Broward County Child Care Licensing and Enforcement for each school year proposed site.
 - Attach Memorandums of Agreement for community site locations that are not under the direct control of the proposer. If using a community-based site, identify the schools from the Priority Title I School List from which the children will be targeted for recruitment.

- Indicate the number of days of programming (afterschool and non-school days) during FY 16/17 and FY 17/18 and how the scheduling meets the needs of the children and families. *(Limit 500 words – approx. 1 page - not including Site Chart below)*

SCHOOL YEAR		SUMMER		Site/School Name	Street Address	City	Zip Code
# of Children to be served during the School Year	# of Afterschool Non-School Days in SY <i>Minimum of 9 days</i>	# of Children to be Served during the Summer	# of Summer Days in Summer <i>Minimum of 39 days</i>				
		50	50	Mitchell Moore Park	901 NW 10 th Street	Pompano Beach	33060
		100	50	Highlands Park	1650 NE 50 th Court	Pompano Beach	33064
		50	50	McNair Park	951 NW 27 th Ave	Pompano Beach	33069
		50	50	Emma Lou Olson Civic Center	1801 NE 6 th Street	Pompano Beach	33060
		50	50	Skolnick Community Center	800 SW 36 th Ave	Pompano Beach	33069

*NOTE: Add or delete rows as necessary.

- 12.** Relationships with other support services are necessary for the success of a program. Describe other existing community resources and other support services that are available in the community for the families of the children you plan to serve. Demonstrate your knowledge of those services and how they support the target population and will fit into the continuum of care, such as referrals to community resources for food/clothing assistance, transportation and health and medical services. *(Limit 500 words - approx. 1 page)*

The City of Pompano Beach Parks, Recreation & Cultural Arts Department will partner with applicable and established community based organizations such as the Florida Department of Agriculture and Consumer Services Division of Food and Nutrition and Wellness; Broward County School Board Innovation Programs Department; Broward County Cultural Council; the E. Pat Larkins Senior Program; Broward County's Swim Central Program and others, to provide the services and activities within this application.

- 13.** Describe your population(s) to be served. Describe how you determined the number of participants to be served and why. Describe your program's waiting list procedures. Include proposed staff to child ratios and your rationale. *(Limit 250 words - approx. ½ page)*

We plan to serve 300 participants with our summer programs. This number is based on site specific capacity and also keeping a 1 to 10 ratio of counselors to kids. This will ensure that all kids are properly supervised by our counselors who are all over the age of 18. Each location will also have additional supervisory staff that oversees the program and helps to monitor the staff. The waiting list will be administered on a first come first serve basis and, as always, we look to accommodate everyone before

putting them on any waitlist.

14. Describe how your program will implement best practice (to benefit all children) inclusion strategies? Include the program's activities that will encourage typically developing children and children with special needs to work together. *(Limit 500 words – approx. 1 page)*

- No child is excluded from the program, provided that they can be safely accommodated.
- Each child is given the same opportunities for the length and duration of participation in the program.
- Staff members are trained and knowledgeable in adaption and modification of curriculum and the learning environment in order to reach all children.
- Staff members are responsive to the needs of children related to learning, socialization and play.
- Additional supports and assistive technology are provided as needed.

This program will serve residents from ages six through fourteen. The summer program is intended to enhance school success, social adjustment and physical fitness in addition to contributing to the child's personal growth and development, values and interpersonal skills. The early adolescents and late adolescents will learn about social transition and self-sufficiency. The program offers recreational, academic and performing arts activities. Campers will also receive instruction in social skills and character building, as well as participate in field trips, swim lessons, theme weeks and special events. Lunch and an afternoon snack will be provided. In addition we will do the following:

- Participants will remain safe through adequate supervision (1 to 10 ratio).
- Participants will improve basic academic skills.
- Participants will Increase their activity levels and improve their ability to make responsible choices and decisions.
- Participants will improve their social skills and interactions with their peers and adults.
- Participants will develop competence in different domains including art, reading for pleasure, leadership development and participation in community activities.

15. Describe your understanding of the benefits of using a sliding fee scale and your process for assessment and collection. *(Limit 250 words - approx. ½ page)*

The benefits of using a sliding fee scale allows for lower fees for services determined by family income and size. This insures that the program is affordable for all families applying for summer camp. Families with lower incomes or more children pay less than families with higher incomes or fewer children. The agency utilizes the CSC required sliding fee scale to determine application and weekly fees. Proof of household income is required in the form of 2 current employment pay stubs, unemployment pay stubs, wage or income determining letters for household members and birth certificates for each child. If none are available, and the household receives DCF benefits, proof of benefits are downloaded from the DCF website and used. Application fees, if applicable, are required at registration by the administrative assistance. Weekly fees, if applicable, can be paid in full or on a weekly basis and collected by City of Pompano administrative staff.

PROPOSED STAFF INFORMATION

- 16.** In the chart below, describe how the program will be staffed to ensure appropriate staff to child ratios. List all positions that will be providing direct and support services. Include the job title; minimum education (including degree area), training, and experience requirements; primary duties, and the percent of each position's time that will be devoted to this program. *Staff positions must match positions in proposed budget. Include positions that may be subcontracted or in-kind match. NOTE: Add or delete rows as necessary.*

# of staff	Position	Education/ Training	Experience	Primary Duties	% of time devoted to the program
5	Recreation Supervisor	College Degree/ related experience	Strong experience in recreational program development and facility management. Ability to supervise staff and maintain effective work relationships with the public served.	Directs and supervises duties of assigned staff, volunteers and contracted entities. Assigns workloads and establishes work schedules. Monitors facilities to determine program capacity utilizing safety and maintenance levels.	50
5	Recreation Leader	College Degree/ related experience	Experience in organizing and overseeing large groups and/or special events; planning, coordinating, and implementing recreation programs and summer camps. Possess experience, maturity, enthusiasm, and a strong desire to be a positive role model.	Organizes and participates in a wide variety of indoor and outdoor recreation activities for varying age groups and interests. Supervises part time personnel. Oversee camp program.	100
30	Summer Camp Instructor	High School graduate/ some college	Two (2) years or eight (8) seasons of full-time paid experience (preferably in a supervisory position) involving recreation programs.	Monitors and participates in a wide variety of recreation activities for the summer camp programs. Supervising groups of school-aged children.	100

# of staff	Position	Education/ Training	Experience	Primary Duties	% of time devoted to the program

17. Describe your program's method of guaranteeing that all staff working in the program have complied with Level 2 background screening and fingerprinting requirements, and are re-screened every five (5) years. *(Limit 250 words - approx. ½ page)*

All staff are required to pass all background check requirements which is completed by our human resources department which includes a level 2 screening and until cleared by our human resources department cannot work with our programs.

18. Provide a timeline for hiring and training of staff including the start-up period, to be fully operational by the beginning of the school year and/or summer. *(Limit 250 words - approx. ½ page)*

Our Recreation Supervisors and Recreation leaders are already on staff as they are full time employees. All new staff (Summer Camp Instructors) will be hired one month prior to the start of the summer camp program.

19. Consistency is important to the success of services. Explain what efforts you will make to maintain staff and reduce turn-over of trained, experienced staff within the program. Include historical turnover information for your organization and current staff recruitment and retention efforts. *(Limit 250 words - approx. ½ page)*

Our Recreation Supervisors and Recreation Leaders are permanent full time staff with the City of Pompano Beach. The only turnover we have will be the summer camp instructors, however we consistently have about a 50 percent return of those staff members from summer to summer.

20. Describe the staff training requirements (not including those requirements of Broward County Child Care Licensing) and costs associated with the program. How will program staff be trained and prepared to identify child abuse and neglect? Additionally, discuss strategies to educate staff on behavior management and inclusion practices. Discuss how staff will be supervised to ensure quality program delivery. Please include any additional training that will be provided in order to best serve the target population(s). *(Limit 500 words - approx. 1 page)*

All staff (Year round and Summer Camp Instructors) will be hired one month prior to the start of the summer camp program and participate in a mandatory summer camp orientation covering our policies and procedures. Topics include but are not limited to child abuse and neglect, behavior management and inclusion practices. They attend an additional summer camp training the weekend before the program begins in which all staff receive an employee camp manual which explains in greater detail the role/responsibility of a camp counselor.

ADDITIONAL REQUIREMENTS

21. Participant engagement and retention is a strong indicator for success. Describe the plan to **engage and retain** children in the program. It is expected that children in the MOST GP/Inclusion programs will maintain an average daily attendance rate of 85% or higher during the school year and summer components. The average daily attendance rate for children in the MOST Special Needs programs is 75% during the school year and summer components. Different daily attendance rates must be explained. Identify specific techniques and practices that the program will implement in order to ensure consistent and long term participation. *(Limit 250 words - approx. 1/2 page)*

Starting with staff, the city emphasizes its' mission to provide a safe and nurturing environment that makes learning fun. Participants that are engaged in fun while learning activities will want to attend the program. Approximately 80% of students return each summer and have developed relationships with staff and look forward to attending each day. Parents are advised at the initial parent meeting of the importance of their child attending in order to gain the full benefits of the summer program and should advise the administrative staff when vacations are planned or if their child will be away for an extended number of days. If students are absent for more than two days without any notification, administrative staff will make phone calls to assess if they will be returning. During the application process we accept many applicants and spots are filled up on a first come first served basis. A waiting list of applicants is maintained so that vacancies can be filled.

22. Proposals that include individual transportation to home or home school are not encouraged under this RFP. Daily transportation to transport youth from Broward County Public School sites to proposed MOST sites during the school year may be provided, in accordance with CSC policy guidelines for daily transportation. (See CSC website <http://www.cscbroward.org/> for CSC Transportation Guidelines.) Is your agency requesting daily transportation?

Yes_____ No_X_

If yes, provide a clear rationale that explains why this transportation is critical for the children served. Justify why partnering with other entities to provide daily transportation is not feasible and/or provide a detailed cost sharing plan to describe how your agency/partners will offset the cost of the daily transportation. (*Limit 500 words – approx. 1 page*)

PERFORMANCE MEASURES AND DATA MANAGEMENT

23. Explain the steps you will take to ensure that every child completes the performance measures as required. Pre, mid (if applicable), and post-testing is required to measure child progress and program impact. Describe the specific internal controls utilized to ensure that data integrity is maintained and test results are accurate and reported in accordance with the outcome schedule. (*Limit 250 words - approx. ½ page*)

The City incorporates many best practices in regards to program planning and uses many resources to create a diverse schedule of activities. On a weekly basis, recreation staff will be following up with all lesson plans, service learning projects and social skills activities. Each site will have monthly program calendars which staff will administer and notify supervisors of changes. To measure the learning gains of the participants and to ensure that they are staying on track, the staff will conduct mid- and post-progress surveys. Supervisory staff is on site daily to make sure staff is adhering to the programmed activities.

PROPOSALS FOR SUMMER ONLY PROGRAMS SKIP QUESTIONS 24-30

PROGRAM COMPONENTS – SCHOOL YEAR

24. Explain how the required one (1) hour per day of homework assistance and/or supplemental activities will be provided. Describe the supplemental learning activities that will take place when time allows and how they will make learning fun. Describe the numbers and types of staff available to provide the activities. Be specific in your response including the teacher and staff to child ratios. (*Limit 500 words – approx. 1 page*)
25. Explain how the required minimum of forty (40) minutes per day of fun and age appropriate SPARK physical fitness activities will be provided. If an alternate curriculum is proposed, the proposal must clearly demonstrate that the curriculum meets the curriculum criteria specified in the RFP. (*Limit 250 words – approx. ½ page*)

26. Explain how your program will meet the nutritional needs of the children. Describe how the children will receive one (1) healthy snack and one (1) healthy supper daily through the Florida Department of Health. Describe how nutrition education will be delivered using creative methodologies to educate children about the importance of proper nutrition and a balanced diet. *(Limit 250 words – approx. ½ page)*
27. Describe how the Promoting Alternative Thinking Strategies (PATHS) curriculum will be used in a creative and meaningful way to enhance social emotional learning. *(Limit 500 words – approx. 1 page)*
28. Explain why it is important for afterschool programs to expand their approach to family engagement by helping parents and extended family members broaden their networks of social support and gain access to multiple resources? Describe how program staff will encourage reciprocal communication with families and collectively identify family engagement events. Describe two (2) family engagement opportunities that will be offered and how they will help children and families develop strong connections with their community. *(Limit 500 words – approx. 1 page)*
29. Describe the benefits of Community Service to children and families in your program and describe one (1) community service initiative that will be completed and how it will help children to develop strong connections with their community. *(Limit 250 words – approx. ½ page)*
30. Demonstrate how your program will provide a diversity of cultural arts and enrichment activities to the children served. Describe the types of activities the program will provide and how the children will benefit from the activities, as well as any past experience in this area, especially in reference to utilizing resources through Broward County's Cultural Arts Division. Programs must include a minimum of four (4) cultural arts activities found in the Broward County Cultural Division – *The Arts in Education Directory*. *(Limit 250 words – approx. ½ page)*

PROPOSALS FOR SCHOOL YEAR ONLY PROGRAMS SKIP QUESTIONS 31-38

PROGRAM COMPONENTS – SUMMER

31. Demonstrate how Project Based Learning (PBL) will be incorporated into the summer program. Include a detailed lesson plan for a one week theme outlining a sample of a PBL theme from start to finish and how it would be implemented in your program. *(Approx. 5 pages)*

We will incorporate the following PBL found on pblu.org for our summer program:
[Community Photojournalists](#)

Content & Standards

The Community Photojournalists project teaches students the following English Language Arts content and skills and how to apply them in a real world scenario:

- How to choose a topic on which to research and report;
- How to conduct a variety of research, including analyzing primary documents and secondary sources;
- How to prepare for and conduct an interview;
- How to write a nonfiction narrative that explores a theme and includes the use of appropriate rhetorical devices;
- How to revise original writing for voice and enhance meaning for a public audience; and
- How to publish writing, photography, and audio recordings with selected multimedia technologies.

Need to Know

After selecting the aspect of their community and culture to share in a photojournalism story, students will conduct behind-the-scenes site visits, photographic hunts, and interviews with adults, witnesses, or experts that offer compelling reasons to learn within the context of the project. The need to be an outstanding storyteller through visual media and writing provides important motivation to acquire and practice writing techniques. The nature of the project also allows students to fully embrace the critique process and pursue a variety of primary and secondary source material research.

Launching the Project

Create four large signs in your room that read “A,” “B,” “C,” and “D.” Post each sign in a different corner of the room. Pose any of the following questions to your students, and have them go to the corner of the room with the label that matches their answer. You may also post the questions on a whiteboard or screen to help students remember them.

Four Corners questions can include:

When I grow up, what do I want to be?

- A) A doctor, EMT, firefighter, police officer, veterinarian, or someone similar.
- B) A construction worker, architect, engineer, lawyer, or someone similar.
- C) An artist, musician, designer, photographer, writer, editor, chef, or someone similar.
- D) A public figure like a mayor, business leader, teacher, or someone similar.

After students go to their corner, give them a few minutes to discuss among themselves why they made their selection and what job seems most interesting to them. Then, call on students from each corner to share their reasons for choosing the corner they did.

What is my favorite part of my community?

- A) Somewhere outdoors, like a park, woods, field, playground, beach, etc.
- B) My house; a friend or relative's house; or another home to which I go regularly.
- C) A business, like a specific restaurant, store, gym, pool, or similar establishment.
- D) A community or science center, museum, zoo, or similar building.

When students arrive at their corner, tell them to share with one other person what their specific place is, and what it is like: Is it the house where they take piano lessons? Is it the playground where they play basketball? Is it a restaurant? Is it somewhere wild, like a part of the woods? After they talk within their group, call on students in each corner to tell the class about their favorite place, including what they like about it, what it looks like, how they feel while they are there, and more.

When I grow up, where do I imagine myself living?

- A) A very large city.
- B) A rural environment.
- C) In another state or country.
- D) In the community in which I grew up.

After students get to their corner, ask them to tell each other where they would like to live. Would they like to live near their parents? Do they see themselves in a career that will take

them somewhere else? Would they like to travel? Would they like to live surrounded by nature or in the bustle of a large city? Have they lived somewhere previously that they would like to live again? Do they have relatives or friends they want to live near?

If I could hear stories from someone in the community, who would it be?

- A) Someone who has served in the military or a service unit, such as the Peace Corps or AmeriCorps.
- B) Someone from another culture or country.
- C) Someone who lived in another era or through an historic event.
- D) Someone who invented something, built something, or created something.

When they are in corners, ask students to tell each other why they selected the answer they did. Do they have a particular interest in history? Have they ever been to another country? Do they have any family members who have served in the military or another service program?

Children are excited to tell stories and discover more about the world they know best: their family and local community. By turning students into photographers, interviewers, authors, journalists, explorers, anthropologists, sociologists, and documentarians, the Community Photojournalists project offers rich opportunities for elementary school students to explore and share their world. Students cultivate storytelling abilities by investigating community-based or cultural stories that are eventually packaged as photo essays and audio recordings that adhere to professional photojournalism and publication guidelines. To carry out the project, students pitch their story ideas to editing partners, conduct interviews with community members, and photograph the people and places on which they report. Through critique and revision, each student finds an angle for the story, explores and develops a theme, and decides what he or she wants to say to a specific audience. Finally, the Community Photojournalists publish their stories in the camp newsletter.

32. Explain how the required minimum of forty (40) minutes of combined indoor and outdoor physical activity for every three and one-half (3 1/2 hours) children are in attendance will be implemented. Fun and age appropriate SPARK physical fitness activities should be provided. If an alternate curriculum is proposed, the proposal must clearly demonstrate that the curriculum meets the curriculum criteria specified in the RFP. *(Limit 250 words – approx. ½ page)*

The City has a daily schedule of activities that will include at least one (1) hour per day specifically for SPARK physical fitness. Participants will be grouped according to their age level. All of our sites have sufficient outdoor space to accommodate multiple groups of students. In addition, in case of inclement weather, the facility has multiple indoor spaces that staff can use to implement physical activity.

33. Explain how your program will meet the nutritional needs of the children. Demonstrate how the children will receive one (1) breakfast or healthy snack and one (1) healthy lunch daily through the Simplified Summer Lunch Program and an afternoon snack which may be included in the program budget. Describe how nutrition education will be delivered using creative methodologies to educate children about the importance of proper nutrition and a balanced diet. *(Limit 250 words – approx. ½ page)*

In partnership with FLIPANY (Florida Introduces Physical Activity and Nutrition to Youth) the City of Pompano Parks and Recreation Department utilizes the Summer Food Service Program, a federally funded program operated nationally by the US Department of Agriculture to provide one (1) snack and lunch for each child. All of the selections will incorporate nutrition and healthy meal choices. The program empowers youth and their families through physical activity, nutrition education and developing a healthy lifestyle.

34. Describe how the Promoting Alternative Thinking Strategies (PATHS) curriculum will be used in a creative and meaningful way to enhance social emotional learning. *(Limit 500 words – approx. 1 page)*

The summer program schedule of activities will designate two (2) hours per week to engage students in social skills building. The PATHs methodology equips students with the social and emotional skills needed to successfully manage their feelings, relationships and work. Participants who learn these skills are less disruptive in classroom settings. Teachers use less time managing behavioral problems and more time to teach. Participants also benefit in that they see improvement in academic achievement and learn to control impulses, develop problem solving, reasoning, planning skills and working memory.

- 35.** Explain why it is important for afterschool programs to expand their approach to family engagement by helping parents and extended family members broaden their networks of social support and gain access to multiple resources? Describe how program staff will encourage reciprocal communication with families and collectively identify family engagement events. Describe two (2) family engagement opportunities that will be offered and how they will help children and families develop strong connections with their community. *(Limit 500 words – approx. 1 page)*

For many years, research evidence has been growing that engaging families in children's learning has a powerful, positive, and lasting impact on students' academic outcomes and life prospects. Most of this research has been done in schools, but there is ample reason to consider applying what has been learned to programs that provide expanded learning opportunities to children and youth after school hours and during the summertime. Staff will communicate frequently with families about their child's progress and about ways they can address their child's unique learning interests and needs. Every week the summer program will have a newsletter that goes out to parents that gives them a quick snapshot of what is going on in camp as well. Every year we host two parent engagement activities during the summer: A Summer Talent Show and a Family Fun Day. Both these events help bring the parents and participants together by experiencing camp activities which help strengthen their connection with each other and the community.

- 36.** Demonstrate how your program shall provide a diversity of cultural arts and enrichment activities to the children they serve. Describe the types of activities you intend to provide and how the children will benefit from the activities, as well as any past experience you have had in this area, especially in reference to utilizing resources through Broward County's Cultural Arts Division. Programs must include a minimum of one (1) enrichment activity each week of summer programming and must include at least three (3) cultural arts activities found in the Broward County Cultural Division – *The Arts in Education Directory*. *(Limit 250 words – approx. ½ page)*

Throughout the summer we have many themed special events, such as *Mardi Gras* and *4th of July* celebrations, which provide a diversity of cultural arts and enrichment activities to the children we serve. Once a week the participants take part in a social skills activity such as writing down different social skills on individual slips of paper and put them in a bowl, hat, etc. Then we have the student pull out a slip of paper from the bowl, ask him/her to say what the social skill means, have them give an example, and/or ask them to tell the rest of the group why that skill is important. Staff gives as much guidance and support as needed. We will also be implementing three cultural arts activities found in the Broward County Cultural Division – *The Arts in Education Directory*.

- 37.** Describe the supplemental learning activities that will take place when time allows, the purpose of the activities, and how they will make learning fun. *(Limit 250 words – approx. ½ page)*

The summer program offers many supplemental learning activities but one in particular is the Journal writing activity. At the beginning of the program all participants receive their own personal journal. Every day during camp, at least 30 minutes is set aside for students to write/draw in their journal so they can

express their thoughts and use their imagination. There is not a set topic or subject for these journal entries and we encourage all the participants to be as creative as they want. At the end of the program, they take it home and get to share with their parents the collection of stories and/or drawings they have compiled from the entire summer. This provides a fun, creative and safe outlet for them to express themselves. Staff will routinely check in on them and assist as needed.

- 38.** Describe your program's plan to provide the required water safety and in-water swimming component including how these services will be provided, benefits to the children and plans for coordination of lessons with SWIM Central. (*Limit 250 words – approx. ½ page*)

The City's summer program schedule of activities will include water safety two (2) days per week provided by Swim Central, the coordinating agency for water-safety instruction and awareness in Broward County. It maintains the most comprehensive database in Florida for swimming pools and water-safety programs in the county.

With thousands of swimming pools, beaches, canals, lakes and water ways, drowning is the number one killer of children in South Florida. Broward County 1990 indicators show an average of five drowning deaths per year in children ages 4 through 7. Swim Central's programs train our children water safety which significantly reduces the number of deaths and injuries due to drowning.

BUDGET

- 39.** Proposals must include a line item budget for each proposed site. Include the *budget summary* and the *budget narrative* for all requested funding. Budgets should be completed on the budget forms that can be found in this download. Applicants proposing services at only one (1) site should complete a single-site budget. Applicants proposing services at two (2) or more sites should complete a multi-site budget form.

Year Round and School Year Only proposals cross fiscal years (16/17 and 17/18). A separate budget must be done for each fiscal year. FY 16/17 must include 29 days of afterschool services (August and September 2016). FY 17/18 must include 180 days of afterschool services and a minimum of 9 non-school days during the school year. Year Round proposals must also include summer 2017 programming for a minimum of 39 days.

Summer Only programs will not cross fiscal years and will only require one budget (FY 17/18) for a minimum of 39 days during the summer of 2018.

When completing the budget narrative, describe each expense/item requested in detail, and ensure that your method of calculation is clearly indicated (e.g., *5 staff background screenings at \$91.74 per screening*). All budget items must relate to the services described in the program proposal and must reflect reasonable costs. **DO NOT PDF YOUR BUDGET FORMS!**

If you have difficulty accessing the forms in the RFP download, please contact Colleen Carpenter at (954) 377-1000 or ccarpenter@cscbroward.org.

OPTIONAL FAMILY ENGAGEMENT & RACIAL EQUITY PILOT (VOLUNTEER PROJECT)

40. Please indicate whether your agency is interested in being considered for participation in the Family Engagement & Racial Equity Pilot as described in Section II. H. of the RFP.

_____ Yes ☒ No

If yes, describe your familiarity with the concept of racial equity, and how you would engage and retain families in this endeavor.

(This is a non-rated question). (Limit 500 words – approx. 1 page)

OTHER REQUIRED DOCUMENTS

Although the following list of items are not required for your proposal, please note that if funded, you must provide the following to CSC prior to contract execution:

- Current Insurance Certificate (with professional liability coverage)
- Current Signature Authority
- Current Board Information (List of members)
- Client Non-Discrimination Policy
- Incorporation Certificate (where applicable)
- 501(c) 3 status from IRS (where applicable)
- Equal Employment Opportunity/Affirmative Action Policy
- American with Disabilities Compliance Policy
- Women/Minority Business Certificate (where applicable)
- Drug Free Workplace Policy
- Completed and attached IRS Form W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>