



Rushern L. Baker, III
County Executive

**PRINCE GEORGE'S COUNTY
DEPARTMENT OF FAMILY SERVICES
CHILDREN, YOUTH AND FAMILIES DIVISION**

REQUEST FOR APPLICATIONS

For

AFTER SCHOOL PROGRAMS

Issue Date: April 27, 2015

Application Submission Deadline: May 27, 2015

SECTION I: GENERAL INFORMATION

- Definitions..... 4
- Introduction..... 4
- Maryland Out of School Time Network..... 6
- MOST Quality Standards Framework..... 6
- Inquiries..... 6
- Recommended Readings..... 7

SECTION II: ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

- Submission requirements..... 7
- Availability of funds..... 7
- Compliance with Laws and Tax Requirements..... 7
- Payment Provisions..... 8
- Status of Subgrantee..... 8
- Prohibition of Discriminatory Employment Acts and Sexual Harassment..... 8
- Federal Lobbying..... 8
- Drug Free Work Place..... 9
- Monitoring..... 9
- Staffing..... 9
- Criminal Background Checks and Clearances..... 10
- Privacy/Confidentiality..... 10
- Review Process..... 10

SECTION III: AFTER SCHOOL PROGRAM

- Purpose 10
- Eligibility Requirements 10
- Consideration for Out of School Time Programs..... 11
- Required Collaboration..... 11
- Required Performance Measures 12
- Target Population..... 12

SECTION IV: APPLICATION INSTRUCTIONS

- Technical Application Format Outline..... 13-14
 - Application Cover Sheet
 - Table of Contents
 - Project Abstract
 - Project Narrative
 - Statement of Qualifications
 - Evaluation Plan/Sustainability
 - Financial Management Narrative
 - Proposed Budget/Budget Narrative

SECTION V. Terms and Conditions

- Audits..... 16
- Incurred Expense..... 16
- Insurance Requirement..... 16

- Attachment A—Application Cover Sheet
- Attachment B—Program Budget Form
- Attachment C—Schedule of Salary Costs
- Attachment D—Schedule of Equipment Costs
- Attachment E—Schedule of Consultant Costs

SECTION I. General Information

Definitions

Cost-reimbursement

Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk).

Local Management Board

Local Management Boards (LMB) identifies local priorities and target resources for child and family services. The major focus is to increase local authority to plan, implement, and monitor programs. Community Partnerships, formerly known as Systems Reform, began during the mid-1990s, in an effort to change the way services are provided to children and families in their communities. The Children, Youth and Families Division serve as the support staff to the Local Management Board. The Commission is responsible for conducting community needs assessments, as well as program planning, implementation and monitoring. The Commission also tracks County trends on various child well-being indicators.

Memorandum of Understanding

A Memorandum of Understanding (MOU) describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.

Transforming Neighborhoods Initiative

The Transforming Neighborhoods Initiative (TNI) is an effort by the County to focus on uplifting six neighborhoods in the County that face significant economic, health, public safety and educational challenges. Through this initiative, the County will improve the quality of life in those neighborhoods, while identifying ways to improve service delivery throughout the County for all residents. These six neighborhoods include East Riverdale / Bladensburg, Glassmanor / Oxon Hill, Hillcrest Heights / Marlow Heights, Kentland / Palmer Park, Langley Park, and Suitland / Coral Hills.

Introduction

The Prince George's County Department of Family Services, Children, Youth and Families Division (DFS/CYFD) is responsible for leading the coordination of a human service delivery system for children, youth and families that enhances the quality of life for County children, youth and families. The responsibilities are broad and include an assessment of needed services; strategic planning; program planning; development and implementation; program funding, monitoring and evaluation.

DFS/CYFD also serves as staff to the Prince George's County Commission for Children, Youth & Families (also known as the Local Management Board). Local Management Boards (LMB) were established by the State of Maryland and are found in all 24

jurisdictions in Maryland. The purpose of the LMB is to promote a stable, safe and healthy environment through a comprehensive and integrated approach that (1) provides a family and child-oriented continuum of care which (2) emphasizes prevention, early intervention, and community-based services, and (3) gives priority to children and families most at risk. All programs funded through the Commission are directed toward improving indicators in the following eight result areas: Babies Born Healthy, Healthy Children, School Readiness, School Success, School Completion, School Transition, Safety, and Stability.

CYFD recently released its 2014 Needs Assessment, Evaluation of Resources, and Strategic Plan, which focused on three of the eight priority indicators for Prince George's County family services: School Success, Safety and Stability. This funding serves to address each of the three priorities identified by the report.

According to the Maryland Governor's Office for Children, youth spend an average of 80% of their lives outside of school hours. Nearly one-third of youth in grades kindergarten through 12 in Maryland spend an average of ten (10) hours per week unsupervised during the Out-Of-School time (OST) hours. Between the hours of 3 p.m. and 6 p.m. have been identified as a vulnerable time when unsupervised young people are most likely to be both the victims and perpetrators of crime. However, the most at-risk students who could benefit from after school programs the most are the least likely to afford them. After school programs introduce youth to healthy lifestyles through nutrition education, positive decision making and, possibly most importantly, peer and adult supports that may not already exist in a young person's life.

After school programs are also effective tools for improving academic success, encouraging positive youth development and reducing both truancy and school dropout rates. In the last decade, after school programs nationwide have nearly doubled in number.

There are many reasons for this growth; however, the most compelling belief is that attendance in after school programs is important to the healthy development of children and youth. Research studies have found that participation in such programs promotes positive academic outcomes as measured through test scores, absenteeism rates, school dropout rates and homework completion.² Other studies have shown increased positive relationships with peers and reduced mental health issues in children and youth as a direct result of after school program participation.³ In recent years, after school programs have expanded to include parent and community involvement as a major component. Model programs nationwide have developed collaborative partnerships with businesses, civic groups, Universities and others in an effort to improve student outcomes and achievement levels. These programs are vital for Prince George's County families by providing youth with a safe, engaging and supportive environment that contributes to academic success and positive social and emotional development.

¹Durlak & Weissberg, n.d.

²Afterschool Alliance, 2010

³Welsh, et al, 2009

The Department is seeking vendors that can best provide quality after school programming, with a special focus on vulnerable youth in the TNI neighborhoods which include the following areas: Suitland/Coral Hills; Glassmanor/Oxon Hill; East Riverdale/Bladensburg; Hillcrest Heights/Marlow Heights; Landover and Langley Park. These areas are considered **priority areas** and special consideration will be given to those applicants that address these areas specifically. Other areas of the County will also be considered if the potential vendor can accurately demonstrate the high need for after school programming in their respective communities.

Maryland Out of School Time Network

The Maryland Out-of-School Time (MOST) Network was formed in 2007 and is comprised of community members, groups and organizations that collectively campaign for: 1) resources, 2) training, and 3) effective policies to ensure all children and youth in Maryland have access to developmentally appropriate activities during the out-of-school hours. It is funded and led by the Charles Stewart Mott Foundation with assistance from local donors.

MOST Quality Standards Framework

The framework can serve as a guide for program leadership and staff to build or enhance a culture of continuous learning and improvement, focused on effectively serving the young people of our state. The structure is as follows:

Administrative Quality Standards

- I. Youth Program Design and Accountability
- II. Youth Program Leadership and Sustainability
- III. Health, Safety and Program Space
- IV. Youth Program Staffing and Professional Development

Program Quality Standards

- I. Youth Program Climate
- II. Youth Development
- III. Family/Caring Adult and Community Engagement

The framework standards are measured for quality assurance through the Youth Program Quality Assessment tool (YPQI), which was developed by the Weikart Center for Youth Program Quality. This tool provides OST program staff the **what** and **how** of improving programming, beginning with a program self-assessment and leading to the creation of an improvement plan and targeted trainings.

Inquiries

The sole point of contact for the RFA is the issuing office listed below:

Prince George's County Department of Family Services
Children, Youth and Families Division
6420 Allentown Road
Camp Springs, MD 20748

Office: 301- 265-8446
Rick Missouri
remissouri@co.pg.md.us

Recommended Readings and Resources

Afterschool Alliance (2014). *Taking a Deeper Dive into Afterschool: Positive Outcomes and Promising Practices*. Washington, D.C.

Learning Point Associates and The Collaborative for Building After-School Systems (2010). *Integrating Expanded Learning and School Reform Initiatives: Challenges and Strategies*.

www.expandinglearning.org

www.mdoutofschoolltime.org

SECTION II: ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Submission Requirements

Applicants must submit applications complete with all accompanying materials by the application deadline. Only one application per applicant will be accepted. All applications must include the application cover sheet and adhere to the Request for Application format and structure. Applications must be received in person or hand delivered to the address listed under Inquiries found on page 6 no later than **5:00 pm on Wednesday, May 27th, 2015**. Applicant must provide one original and four copies of application packet. Copies will be date and time stamped with receipt given via e-mail or in person. Applications or modifications to applications received after that exact time will not be accepted. **NO EXCEPTIONS** will be made for late applications regardless of the circumstance. The Department reserves the right to accept or reject any and all applications, in whole or in part, received as a result of the RFA and to waive minor irregularities. Further the Department reserves the right to make a whole award, partial award or no award at all.

Availability of Funds

The funding period will be from August 1, 2015 through June 30, 2016. All grant expenditures and activities must occur during this time frame. Funding available through this solicitation will be contingent on funding received for FY 2016 from the Governor's Office for Children. DFS/CYFD reserves the right to reduce funding allotted under this solicitation or completely withdraw funds based on final funding levels for FY 2016. Continued funding will be based on the Subgrantee's performance as well as the availability of funding. Upon mutual agreement of the parties, this Agreement may be extended for up to three (3) additional years, as specified in writing by the County and subject to continued available funding by the **Governor's Office for Children**.

Compliance with Laws and Tax Obligations

By submitting a proposal in response to this RFA, the Applicant(s) hereby represents and warrants:

- It is qualified to do business in the State of Maryland, is in good standing (**submit as Appendix III**) and will take such action as, from time to time, may be necessary to remain so qualified. Applicant(s) not currently registered may contact SDAT/Charter Division via the web (www.dat.state.md.us), by phone (410.767.1340), email (charterforms@dat.state.md.us), or regular mail (**State Department of Assessments and Taxation, Charter Division, 301 W. Preston St., Room 801, Baltimore, MD 21201**) for guidance. Note: The certificate must be dated within 6 months of the closing date of this RFA in order to be recognized as current.

Payment Provisions

The Department of Family Services shall make bimonthly payments on a cost-reimbursement basis only. Details for the schedule of payments will be outlined in accordance with the terms of the grant agreement, which will be established with the successful applicant. The Department of Family Services may conduct an audit of the Subgrantee's expenditure statements at any time during the grant period and up to 3 years thereafter.

Status of the Subgrantee

The Subgrantee, by this Agreement, is designated an independent contractor and, as such, is not entitled to the rights, benefits and privileges of Prince George's County employees within and under the provisions of Subtitle 16 of the Prince George's County Code, and therefore, shall not be entitled to any County fringe benefits, including but not limited to: retirement, life insurance, holidays and/or sick leave.

Prohibition of Discriminatory Employment Acts and Sexual Harassment

The Subgrantee shall abide by all applicable County, State and Federal laws and regulations that prohibit Discriminatory Employment Acts and Sexual Harassment laws and regulations in accordance with services provided pursuant to this Agreement and any requirements set forth by the **Governor's Office for Children**. Further, the Subgrantee shall include this clause or a similar clause approved by the Department and/or the County, in all subcontractor agreements.

Federal Lobbying

The Subgrantee shall abide by all applicable Federal laws and regulations, and any requirements set forth by the **Governor's Office for Children** that prohibit the Subgrantee, its employees and/or subcontractors from using Federal funds for the purpose of lobbying congress or any Federal agency in connection with the awarding of a particular contract, grant, cooperative agreement or loan.

Further, the terms and provisions of this Agreement shall govern the Subgrantee and its subcontractors' obligation, if any, to file a "Disclosure of Lobbying Activities" form

(Federal Form SF-LLL), in conjunction with all applicable uses of Federal and non-Federal monies.

Drug Free Work Place

The Subgrantee certifies that it will provide a drug free workplace in accordance with all applicable County, State and Federal laws and any requirements set forth by the **Governor's Office for Children** in conjunction with all services provided pursuant to this Agreement. The Subgrantee further agrees to maintain and make available, if requested, a list of all locations where the services will be provided pursuant to this Agreement.

Reporting

Funded programs will be required to adhere to the reporting requirements as determined by DFS/CYFD. Programmatic reports are required to be submitted electronically and will be due on a monthly, quarterly, semi-annual and annual basis. Reports will outline progress of performance measures and allow the organization to describe barriers, successes and request technical assistance. Upon approval of the contract, the Subgrantee will be able to request a 25% advance of their funding and subsequent fiscal requests will be due on a bimonthly basis. These fiscal requests must be signed in blue ink, scanned in color, and submitted electronically to the designated program monitor.

Monitoring

Subgrantee agrees that satisfactory performance of services rendered in accordance with this Agreement shall be determined by the designated Department Program Monitor, based upon the result of review of the program reports, consultation with the Subgrantee, and/or program site monitoring visits. Program director will participate in a minimum of 2 site visits with at least one held on site. One or more shadow visits, in which the designated program monitor shall observe program session(s), will also take place during the course of the grant. Monitoring procedures will be outlined in further detail in the grant agreement that will be established with successful applicant.

Staffing

It is mutually understood that and agreed upon that the Subgrantee shall not re-assign, transfer, divert or otherwise replace and staff identified by DFS/CYFD as "Key Personnel" under this Agreement to any assignments other than this project without the previous written consent of DFS/CYFD. Should the Subgrantee wish to make a change in its staffing assignments under this Agreement, the Subgrantee must notify DFS/CYFD of its intent at least two (2) weeks in advance of the change and submit justification, including proposed substitutions, in sufficient detail as to permit evaluation of the impact on this project. Replacement of any "Key Personnel" shall be with individuals of equal or better ability, qualifications and experience. In no case shall such consent relieve the Subgrantee from his/her obligation or change the terms of the Agreement.

At least two (2) staff member involved in the program must participate in and complete the required YPQI training for the purpose of continuing quality assurance by conducting self-assessments and program improvement plans.

Criminal Background Checks and Clearances

A National and State criminal history records check is required for any individuals working with youth (paid or unpaid) in accordance with State law, including Family Law Article, Title 5, Subtitle 5, Annotated Code of Maryland and COMAR 12.15.02. Background checks must be completed by the contract start date.

Privacy/Confidentiality

Unless otherwise required by law, all of the reports, documents, information, data, materials, etc., provided to, received by, prepared or assembled by the Consultant under this Agreement are owned by the County, confidentiality, and the same shall not be made available to any individual or organization without the prior written approval of the County. Neither party to this Agreement shall use or disclose any confidential information to identify a recipient of any service provided or received pursuant to this Agreement for any purpose not directly related to the administration of these services, except upon written consent of the other party and the consent of the recipient of service(s) or the responsible parent or guardian of any minor recipient of services, unless the disclosure is required by court order, or for program monitoring by authorized agents and representatives of the Department and/or the County. The Subgrantee shall be in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Review Process

Applications will be reviewed and evaluated by an independent review panel. The panel will review only those applications that respond to and comply with all requirements of this RFA. Rating of the application will be based on the criteria outlined in Section IV. The review panel will make award recommendations based on the evaluation/rating and forward its recommendations to the Department Director through the LMB Director. Upon approval of the Director, applicants will be notified of their status.

SECTION III: After School Program

Purpose

The intent of the After School Programs will be to provide quality programming that offers services that ensure the well-being of children and their families to enhance all domains of child development. Each program description must include components outlined in the Maryland Out-of-School Time Quality Standards Framework and the requirements for out-of-school time programs found below.

Eligibility Requirements

Applicants are limited to public and private human service providers including community based and faith based organizations that are proposing to deliver services to residents of Prince George's County. Organizations located outside the County proposing to provide services to residents of Prince George's County may also apply, provided they describe how they will be linked with resources in the County and assure access to services by having a County based site. Program will not deny or refuse to render services to any eligible individual on the ground of race, color, national origin,

sexual orientation, creed, sex, age, marital status, religion, ancestry, physical and/or mental disability.

Requirements for Out-of-School Time Programs

Out-of-School Time programs proposed must comply with the following:

- A. Comprehensive programs that serve elementary and middle school students programs should run fifteen (15) hours a week during the school year and high school programs should serve students at least nine (9) hours a week.
- B. Comprehensive summer programs should run at least six hours per day, five (5) days a week, and for the duration of at least four weeks.
- C. Comprehensive programs should incorporate several core components:
 - 1. Time for home work completion with support (school year)
 - 2. Nutritious snack and/or meals
- D. All eligible programs are required to participate in At-Risk Supper/Summer meals programs.
- E. Recreation and physical activity (at least thirty (30) minutes for every three (3) hours of programming).
- F. Intentional and/or project-based learning:
 - 1. Utilize research-based curricula for academic instruction.
 - 2. Connects to but does not repeat school day learning.
 - 3. Integrate academic skills with hands on and engaging activities.
 - 4. Projects and curricula are chosen based on the needs of participants and/or targeted outcomes for the program.
 - 5. Learning opportunities are developmentally appropriate.
 - 6. Programs that serve older youth should have increased opportunities for leadership and participation in decision making as well as include a focus on career and college readiness.
- G. Parent/Family Engagement – All programs should:
 - 1. Have a well-designed schedule that apportions time appropriately between activities that is shared in advance with staff, families, and participants.
 - 2. Delineate a detailed plan for transition to and from the school day in between activities and for orderly and safe dismissal (including a transportation plan if necessary).
 - 3. Have appropriate staff to student ratios for activities (recommend 10 to 1 for academic; 15 to 1 for general activities).
- H. Programs must adopt and apply the Maryland Out-of-School Time (MOST) Quality Standards Framework: sharing and reviewing the framework with all staff in program.
- I. Funded programs must participate in the related Quality Improvement System – including all required trainings, professional development opportunities and internal and external assessments.

Required Collaboration

The recipient of funding must agree to collaborate with the Department of Family Services, Children, Youth and Families Division and other agencies as necessary, such as

Prince George's County Public Schools, the Department of Juvenile Services (DJS), mental health providers, and other community resources. If applicants intend to provide programming on site of a school, they should be able to provide documentation showing they have met with the prospective schools proposed in their application and that the schools have agreed to enter into a Memorandum of Understanding (MOU) if the applicant is selected.

Required Performance Measures

All applicants are required to submit suggested performance measures that align with the purpose of the program. Performance measures should convey the efficiency, quality and effectiveness of the proposed program. Performance measures are values used to measure program outputs and outcomes.

- Outputs measure the products of a program's implementation or activities, such as amount of services delivered, number of staff persons hired, number of sessions conducted, materials developed, etc...
- Outcomes measure the benefits or changes for the individuals or other systems involved such as the county, the school system, or society as a whole. They are often related to behavior, skills, values, attitudes, knowledge or other attributes.

Some anticipated performance measures that will be required by DFS/CYFD are as follows:

- i. Youth attendance in program
- ii. Youth attendance in school
- iii. Pre-post survey designed to measure targeted outcomes for program
- iv. Youth and parent satisfaction with program
- v. Parent participation and involvement
- vi. Programs offer opportunity for youth to (demonstrate and document mastery of skills as related to targeted outcomes for program).
- vii. Educational progress of enrolled youth

Target Population

For the purposes of this RFA, the anticipated target population will be children and youth enrolled in Prince George's County elementary, middle or high schools. The intent of after school programs is to provide opportunities for children, youth and their families to engage in enrichment activities that complement in-school learning without repetition of classroom lessons. In addition, these activities should be inclusive of the community at large, as well as incorporate parent involvement activities.

SECTION IV: APPLICATION INSTRUCTIONS

Technical Application Format Outline

All pages must be single spaced using 8 ½ by 11-inch paper. Margins must be no less than one inch and a font size of 12-point is required. All pages must be consecutively numbered. The review panel will not review applications that do not conform to these specifications. Charts may be single spaced using a font no smaller than 10-point.

Each application must contain the following information:

1. Application Cover Sheet (Attachment A)
2. Table of Contents **(5 Points)**
3. Project Abstract **(Not to exceed 1 page) (5 Points)**
The abstract is a summary overview of the applicants total grant application.
4. Project Narrative **(not to exceed 7 pages) (25 Points)**
The project narrative is a description and justification of the program to be implemented. The program narrative should include the following:
 - a. Target population to be served;
 - b. Specific, measurable and clearly defined program objectives;
 - c. Specific services to be provided;
 - d. Soundness of innovative service methodology with incorporation of MOST model;
 - e. Methods to engage families;
 - f. Strategies to achieve effective management and administration as well as sound financial practices for proposed project;
 - g. Outline of proposed infrastructure that promotes School Success, Safety and Stability;
 - h. The number of clients to be served;
 - i. The proposed impact of the program on the target population;
 - j. The cultural relevancy and appropriateness;
 - k. The extent to which access barriers to the target populations are addressed, including physical and geographical access;
 - l. The extent to which the project will enhance continuity of services ;through collaborative efforts with schools and other community based organizations.
5. Statement of qualifications **(not to exceed 2 pages) (15 Points)**
The statement of qualifications is the program narrative that demonstrates the organization's knowledge and experience relevant to the service applied for and in serving the target population. The statement of qualifications should include the following:
 - a. Demonstration of ability to develop an efficient work plan.
 - b. Demonstration of a willingness and flexibility in program hours including weekends, evening hours and summer months, when necessary.

- c. Organization's ability to promote cultural competency, sensitivity and appropriateness (racial, ethnic, economic gender, disability, sexual orientation, etc...)
 - d. Any materials demonstrating qualifications, experience, expertise, and capacity (of both the organization as well as current and/or anticipated staff) to achieve program outcomes (does not count towards page total.)
 - e. Inclusion of any supporting reports, outcome data, letters of support, presentations, awards, certifications, resumes, and/or references (does not count towards page total.)
 - f. List of current and/or previous contracts or MOUs with other agencies or organizations (does not count towards page total.)
6. Evaluation Plan/Sustainability **(Not to exceed 3 pages)** **(20 Points)**
The evaluation plan captures the impact of programming. The evaluation plan should include the following:
- a. A timeline for key startup and implementation activities.
 - b. A description of internal quality assurance controls and mechanisms.
 - c. The methodology to obtain measurable program performance standards and client outcome criteria using the YPQA model.
 - d. If it will be an outside evaluator or internal staff member that will complete ongoing evaluation of the project throughout the course of the fiscal year.
 - e. Sustainability plan to seek alternative funding in order to reduce dependency on Departmental funds.
7. Fiscal Management Narrative **(Not to exceed 2 pages)** **(15 Points)**
- a. Applicant must provide evidence of sound financial management and financial stability through the submission of appropriate copies of annual audits and financial statements.
 - b. Applicant must demonstrate ability to provide cost effective services and demonstrates a cost per child and activity ratio.
 - c. The applicant outlines a plan to spend down funds used for the cost of services for this program only within the allotted timeframe.
8. Budget Documents **(15 Points)**
Applicants must use budget forms and instructions attached to this RFA. Budget forms include:
- a. Program Budget (Attachment B)
 - b. Budget Narrative—description of each line item in program budget (printed on organization letterhead)
 - c. Schedule of Salary Costs (Attachment C)
 - d. The following forms are optional and contingent upon program needs:
 - i. Schedule of Equipment Costs (Attachment D)
 1. If anything to be purchased exceeds \$500, this form must be completed

ii. Schedule of Consultant Costs (Attachment E)

1. If a consultant is to be hired, this form must be completed

The following items must be placed in the Appendices and are not counted in the page total of the Project Narrative or the Evaluation Plan:

- Appendix I – Organizational Chart
- Appendix II – List of Board of Directors
- Appendix III – Certificate of Status (Good Standing), Department of Assessment & Taxation

SECTION V. Terms and Conditions

All grants awarded under this program shall be subject to the following terms and conditions:

Audits

- a. Any grantee receiving in excess of \$300,000 in DFS/CYFD funds must submit an independent financial audit report that includes separate revenue and expense schedules of CYFD funds, with accompanying notes and any management letters.
- b. For any grantee receiving less than \$300,000 in DFS/CYFD funds must submit a copy of the Organization's Independent Financial Audit Report, with accompanying notes and any management letters.

Incurred Expense

The County shall not be responsible for any cost incurred by any applicant in preparing and submitting an application in response to this RFA.

Insurance Requirement

During the term of the grant, all Subgrantees will be required to obtain and keep in force general liability insurance, to include off-premises activities when applicable, covering all bodily injury, death and property damage. The terms of the County's Insurance requirements are as follows:

- Workman's Compensation- \$500,000/\$500,000 per occurrence/aggregate
- Commercial General Liability/Bodily Injury and Property Damage Liability \$1,000,000/\$2,000,000 per occurrence/ aggregate
- Premises Medical Payment \$5,000
- Personal Injury Advertising \$1,000,000
- Physical and Sexual Abuse coverage \$100,000/\$300,000
- Auto Insurance/ Bodily Injury Property Damage Liability \$1,000,000 Combined Single Limit (if transportation services are to be provided)
- Miscellaneous Professional Liability- \$1,000,000 per occurrence

All vendors who intend to contract with Prince George's County, must list Prince George's County, Maryland as additional insured on their respective Certificate of Insurance.

**Prince George's County Department of Family Services
Children, Youth and Families Division**

Application Cover Sheet

Name of Applicant(s): _____

Date _____ **Fiscal Year:** _____

Business Address of Applicant: _____

Federal EIN: _____

Telephone Number: _____ **Fax Number:** _____

Contact Person Name & Title: _____

Email Address: _____

Provide a short statement summarizing the purpose and activities of the organization(s) applying for funding and the date(s) it first started delivering services:

Provide a summary of the proposed project expenses (*Note: This summary should match the budget detail provided in your response to the RFA*):

Total Annual Funding Requested *	
Total Annual Cash Resources	
Total Annual In-kind Resources	
Total Annual Budget for Program	

Authorized Representative/Title: _____

Authorized Representative's Signature: _____

**Prince George's County Department of Family Services
Children, Youth and Families Division**

PROGRAM BUDGET

ORGANIZATION: _____ **DATE SUBMITTED:** _____

STREET ADDRESS: _____ **PROGRAM TITLE:** _____

CITY, STATE, COUNTY: _____ **CONTRACT PERIOD:** _____

ZIP CODE: _____ **FISCAL YEAR:** _____

PHONE NUMBER: _____ **NON PROFIT?** YES NO

LINE ITEM MAY NOT BE CHANGED	DFS/CYFD FUNDING REQUEST	OTHER FED/STATE COUNTY FUNDING	OTHER FUNDING	TOTAL PROGRAM FUNDING
COMPENSATION				
FRINGE				
UTILITIES				
PRINTING				
POSTAGE				
COMMUNICATION				
MEMBERSHIPS				
TRAINING				
TRANSPORTATION				
CONSULTANT				
LEGAL/ACCOUNTING/AUDIT				
OFFICE SUPPLIES				
EQUIPMENT				
RENT/LEASE				
MAINTENANCE/REPAIR				
CLIENT SERVICES				
MISCELLANEOUS (Attach Detail)				
INDIRECT COST				
Cannot exceed 10% of total budget				
TOTAL COSTS				

