

DELTA HEALTH ALLIANCE  
Deer Creek Promise Community  
Summer Camps 2019 Funding Opportunity

Optional Informational Session: March 27th or April 2nd from 3:00 – 4:00 P.M.

Required Spring Workshop for summer timelines and deadlines: May 14 or May 20 from 3:30 – 5:00

Place: Delta Health Alliance Board Room, 435 Stoneville Rd., Stoneville, MS

Due date for application: April 12, 2019 at 4:00 p.m. CST

Estimated Number of Awards: Up to 8

Award Ceiling for Community Applications: \$25,000.00 (Funds will be awarded and reimbursed based on enrollment of students attending Hollandale or Leland School District.)

Project Period: Projects may incur reimbursable expenses from May 1, 2019 – August 31, 2019. However, activities for participants must begin on or after June 3, 2019 and must conclude on or before August 3, 2019.

## **I. Funding Opportunity Description**

### **1. Background**

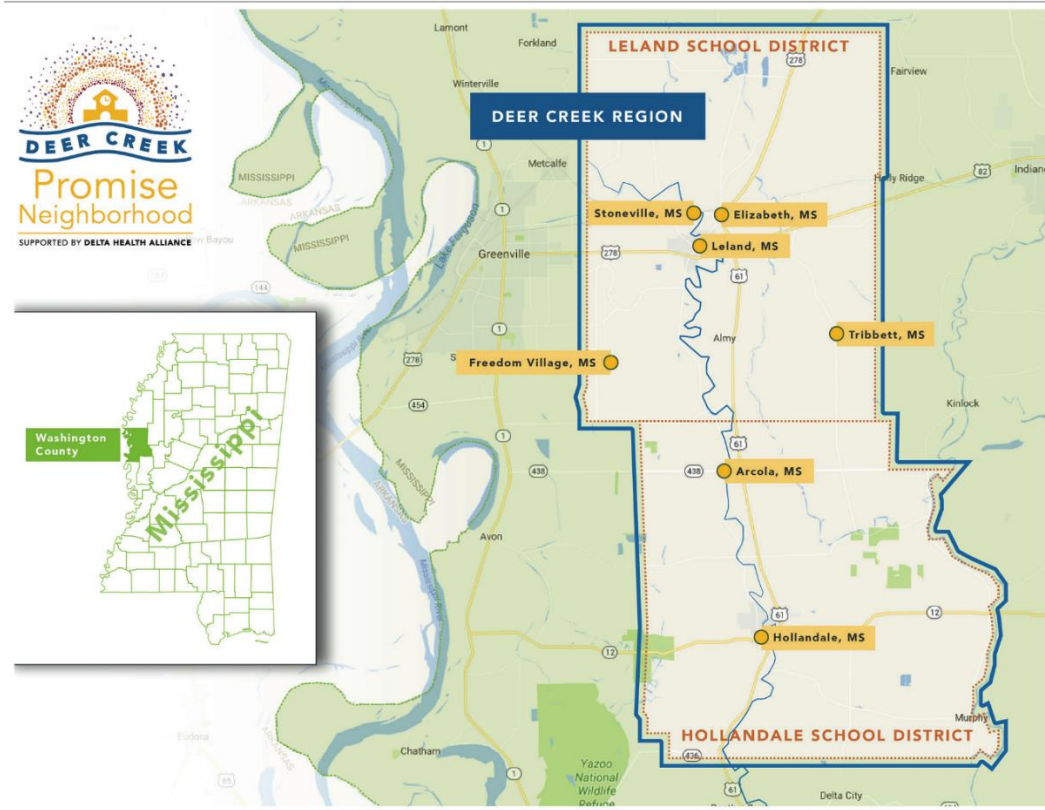
Current funding for this Request for Proposals is made possible through a grant from the Department of Education's Promise Neighborhood Program (Award # U215N160028) and matching contributions from area non-profits, state programs, area schools, volunteers, and local businesses. The total 2018 Department of Education funding of the Deer Creek Promise Neighborhood effort is \$5,999,980 with an expected match of \$3,395,595, or 36% of program costs.

The Deer Creek service area coincides with the service area for the Leland and Hollandale School Districts, where residents of Leland, Hollandale, Arcola and surrounding communities struggle with chronic social, health and economic problems. There are few major industries in this community and the community is coping with a soaring unemployment rate. Many of the parents who do have jobs must commute a long distance for employment. This means that some children may be unsupervised for an extended amount of time when school is not in session. Providing a positive and academically enriching experience for these children is a major objective of the Deer Creek Promise Community Summer Program. To help keep students motivated and learning during the summer, the Deer Creek Promise Community will offer a summer vocabulary and

reading comprehension enrichment program to provide opportunities to students living in these communities or enrolled in the Leland and Hollandale Public School Districts.

### Map of the Deer Creek Service Area

DCPN | Service Area



### On the Deer Creek Promise Community

The Deer Creek Promise Community (DCPC) is a community-led initiative unique to the Delta which offers programs that touch the lives of people in impoverished, rural communities of Washington County, Mississippi by improving access to quality healthcare, by providing programs for early childhood development and literacy and addressing the social needs of children and adolescents as well as their families. The Deer Creek Promise Community is a multi-year project to establish a “pipeline” of coordinated programs, building upon an incredible amount of work and involvement from the community in each phase. The goal of DCPC is to build a continuum of programs that will blanket the region with programs that cover significant unmet needs of children from prenatal care to college preparation, focusing specifically on health care, adult literacy, early childhood development, parenting, after school tutoring, healthy lifestyles, and

social needs for children and teens. All programs work together to create a path that leads a child from infancy into the job market.

## **2. Purpose**

This announcement solicits summer program applications in 2019 for children and adolescents in Washington County, Mississippi attending Hollandale or Leland School District. The purpose of the Summer Camps 2019 Funding Opportunity is specifically to establish innovative opportunities that support youth **vocabulary and reading comprehension enhancement**, over the summer months, while school is not in session. The goals of the program are to foster vocabulary development, gain an appreciation for literature, improve reading comprehension skills, reduce dropout rates, and minimize loss of knowledge over the summer. Children from families of lower socio-economic status are at greater risk for poor performance in language and literary skills and the summer months tend to widen this gap.

This RFP is specifically looking for programs that utilize an innovative, fun, and creative approach to developing vocabulary and reading comprehension skills. Examples might include: plays, drama theatre, dance classes, music classes, scavenger hunts, creative play, community service programs, or other activities designed to improve vocabulary and reading comprehension.

### **Target Population:**

Targeted groups may include elementary students, middle school students, high school students, or youth seeking alternative routes to education (ABE/GED) who attend school at Hollandale or Leland School District. Community-based camps should target students who are performing at or above-grade level academically. Costs will be reimbursed based on the percentage of students from the camp's verified roster who attend school at Hollandale or Leland School District. (Example: A camp is awarded \$25,000. The camp's total enrollment is 50 students, however has a verified number of 40 students who attend school in the Leland School District and 10 students from other school districts, the camp will be reimbursed 80% of the costs associated with the camp. Applicants may choose to target multiple groups or only one population group within Leland or Hollandale School District catchment areas. Applicants should also indicate if a specific range of ages or grades will be targeted within these groups (e.g. children 8-10 years old, grades 11 & 12 only, etc.). The age ranges or grade ranges targeted and number served per group must be identified in the cover sheet.

Applicants are welcome to propose serving sub-sets within these populations, if appropriate to their proposed program, such as students interested in careers within specific fields (e.g. healthcare, agriculture, etc.), students who are pregnant, students who are disabled, etc.

To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of disability, race, color, sexual orientation, national origin or religion. Proposals for camps that serve only one gender are allowed if it is appropriate to the program, however DHA will ensure that overall, both genders have equal opportunities for summer enrichment programs.

The student to adult ratio in a summer program can have a serious impact on the students' learning and academic performance. It can be an indicator of the amount of individual attention a student is likely to receive and how well that child's safety needs are met. To better ensure positive outcomes, DHA has established summer camps will have a 1 to 10 teacher to student ratio (1 teacher/adult to every 10 students).

The target population for each proposal may focus on one age group or a range of ages, from elementary through high school. The program funding is limited to students that attend Hollandale or Leland School District. DHA will strive to select proposals so that a wide range of ages are served. The camps may operate for six to eight weeks to include academic fields trips and a final showcase. The camps must have at least six (6) weeks of academic instruction and shall be at least four (4) hours each day and at least four (4) days per week, not including lunch (e.g. camp begins at 8:00 AM and goes through 12:00 Noon and then campers eat lunch at 12:00 Noon or camp begins at 8:00 AM goes to 11:00 AM/campers eat lunch from 11:00 AM to 11:30 AM and camp lessons begins again from 11:30 AM to 12:30 PM).

Proposals for summer camps must be led by an agency that has previous experience working in Mississippi and must either be led by or include a partner who is located in Washington County, Mississippi.

Additional resources: <http://www.summerlearning.org/>,  
[http://www.ted.com/talks/emily\\_pilloton\\_teaching\\_design\\_for\\_change.html](http://www.ted.com/talks/emily_pilloton_teaching_design_for_change.html),  
<http://archive.education.jhu.edu/PD/newhorizons/strategies/topics/Arts%20in%20Education/brewer.htm>  
<https://gradelevelreading.net/our-work/summer-learning-loss>

### **Summer Camp Outcomes**

All winning proposals will be subject to a rigorous evaluation component to determine the impact of their intervention on the targeted population(s). This evaluation will include collection by Delta Health Alliance of baseline data of all participants prior to the delivery of services and of post-intervention data for comparison. Applicants are welcome to also collect additional data to evaluate the impact of their specific intervention. Proposals should discuss how they will secure permission from parents for data collection and demonstrate how they have the capacity to collect these permissions. Project plans should include days at the beginning of the camp and end of the camp (timeline attached).

Summer camp programs are also required to utilize evidence-based practices or promising models. A 'promising model' is defined as one with at least preliminary evidence of effectiveness in small-scale interventions or for which there is potential for generating data in diverse populations and settings. Delta Health Alliance will conduct pre- and post-testing of participating children (see timeline attached), to identify the impact programs have had on the vocabulary and reading comprehension skills of participants. Camps will also be required to conduct pre and post testing based on the intervention proposed. DHA will provide incentives for camp participants who attend 85% of camp sessions and who complete the evaluations. Proposals should suggest nominal, reasonable incentives to encourage participation and the achievement of academic goals, but not budget for them, as those costs will be covered separately by DHA. Summer Camp programs that demonstrate statistically significant success in 2019 are expected to receive preferential funding status, in subsequent years, if this program is repeated.

## II. Award Information

### 1. Type of Award

Funding will be provided in the form of a sub-contract between Delta Health Alliance, Inc. and the lead applicant for each winning proposal. Final decisions may be subject to review and approval by the Department of Education.

### 2. Summary of Funding

This program expects to provide funding for summer programs that encompass the vision of the Deer Creek Promise Community that every youth in the rural communities of Washington County will have opportunities for academic success. Awards will be made on a competitive basis.

**Funding:** Community applicants may apply for a ceiling amount of \$25,000. Funding will be dispersed based on a reimbursement system. Costs will be reimbursed based on the attendance rate of each participant, per participant cost, and the percentage of students from the camp's verified roster who attend school at Hollandale or Leland School District. Each camp will be awarded based on the number of participants in their camp(s) and the attendance rate of those participants. Camps will be awarded **a maximum funding amount of \$825 per participant.** Pending on the funder's choice and comments, pending on rather or not the camp retains the number of students agreed upon to be served. **If the camp does not serve the number of students agreed upon, that camp may be subject to a decrease in funding amounts.** Eligibility of costs will be limited to appropriate federal and state regulations, and cannot include costs for construction, renovations or equipment (unit items of \$5,000 or more).

**Indirects:** Indirects, or Facilities and Administrative costs, are not allowed as a (%) of direct costs within this program, however costs that normally fall within indirects (rent, telecommunications, administrative support, etc.) can be charged as direct costs if those costs directly relate to the activities proposed.

**Project Period:** Activities for participants must start on or after June 3, 2019 and must conclude on or before August 3, 2019, although reimbursement for planning, registration and staff training may occur as of May 1<sup>st</sup>. The summer camp programs must have a minimum of academic instruction for six weeks during this date range but do not need to be consecutive (e.g. may be broken up into two 4-week sessions if desired or a week break for July 4<sup>th</sup>). There will be no “carryover” requests granted, and all expenditures must be incurred by August 31, 2018.

### **3. Cost Sharing / Matching**

To support program sustainability past the grant funded period, a dollar for dollar match is asked to be shown through either cash or in-kind services recorded by the program.

### **4. Other**

Applications that **exceed** the ceiling amount of \$25,000.00 will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements, page limitations, or application requirements will be considered non-responsive and will not be considered for funding under this announcement.

Multiple applications from an organization are allowable but must be submitted as separate applications. Delta Health Alliance reserves the right to limit awards to one per organization regardless of scoring if the organization’s capacity to conduct multiple camps is of concern. Consortium partners may be a part of multiple applications.

## **III. Eligibility Information**

### **1. Eligible Applicants**

To be eligible for an award under this RFP, the proposal must:

- Be a not-for-profit or for-profit organization with prior experience providing academic enrichment programs within the state of Mississippi. Examples include community-based organizations, faith-based organizations, civic groups, health care organizations, daycare centers, boys/girls clubs, YMCA, schools and others.
- Either be located in Washington County, MS, or be partnered with a local agency located in Washington County, MS, to ensure community participation in the development and delivery of services;

- Be responsive to any unique cultural, social, religious, sex/gender differences, and linguistic needs of the target population.

## 2. Eligible costs

This program is subject to eligibility rules and regulations set forth by the U.S. Department of Education and by the Office of Management and Budget, A-110 and A-122 ([http://www.whitehouse.gov/omb/circulars\\_index-education/](http://www.whitehouse.gov/omb/circulars_index-education/)).

Due to the specific nature of this RFP and the short time frame of services, the following costs are also ineligible for funding support from this source:

- a) Equipment costs for durable items costing \$5,000 or more per unit.
- b) Indirects, or Facilities and Administrative costs, are not allowed as a % of direct costs within this program, however costs that normally fall within indirects (rent, telecommunications, administrative support, etc.) can be charged as direct costs if those costs directly relate to the activities proposed.
- c) Participant incentives. To ensure compliance with federal regulations, participant incentives may not be charged to this budget. DHA will make available incentives for your program's participants if desired and will work with winning applicants to customize incentives to be appropriate to their intervention but will pay for those items separate from the Summer Camp budget. Applicants should propose ideas for incentives and their estimated costs, but not include those costs in the proposal budget as DHA will pay for them separately.
- d) Food is not an allowable cost.

## IV. Application and Submission Information

### 1. Submission of Application Package

DHA offers applicants the choice of submitting their proposals electronically via email or via hard copy through the mail. Electronic submissions must be received by DHA by **April 12, 2019, at 4:00 pm CST** and are limited to 5 MB total file size. DHA will email applicants to notify them of successful receipt of email application within 24 hours. Applicants that elect to submit a hard copy of their proposal must be **postmarked by April 10, 2019**, and should be sent at least via Priority Mail or 2<sup>nd</sup> Day mail. DHA is not responsible for reviewing any hardcopy proposals that are not postmarked by March 6. Application packages must be complete by the March 8 deadline; DHA will not accept supplemental information submitted after the deadline, unless it is in response to specific information requested by DHA during the review process.

Electronic Submission: Katelyn Ables, Project Manager

[kbienemann@deltahalthalliance.org](mailto:kbienemann@deltahalthalliance.org)

*Remember: DHA's server will not accept emails over 5 MB in size.*

Hard Copy Submission: Delta Health Alliance

P.O. Box 277

Stoneville, MS 38776

Attn: DCPC Summer Camp Programs

Award notifications are expected to be made around **May 3, 2019**.

## **2. Content and Form of Application Submission**

Proposals must be typed (single-spaced), utilize a 12-point standard font with no smaller than 1" margins, and submitted on standard 8 ½ x 11 inch paper. Each proposal will consist of the one-page Cover Page, the Project Narrative (limited to a maximum of 10 pages) and the Appendices, which will include the Workplan Matrix, Budget and Justification, Job Descriptions and Resumes, Letters of Support or MOAs, and other relevant documentation (e.g. evidence of non-profit status, etc.). Do not reduce margins or manipulate font sizes to try to save space. The total size of all emailed files may not exceed 5 MB. Proposals that fail to follow these directions may be deemed unresponsive and not be scored. A template for the application is provided at the end of this RFP.

## **3. Informational Session and Spring Workshop**

An informational session and development proposal workshop will be offered by DCPC staff on March 27<sup>th</sup> or April 2<sup>nd</sup> at **the Delta Health Alliance Office; 435 Stoneville Rd., Leland, MS, from 3:00 – 5:00**. All interested organizations have an option to attend the information session. A representative **must** attend the required spring workshop either May 14 or May 20. Please call the Deer Creek Promise Community staff at (662) 686-3842 to RSVP at least three businesses days prior to the day (s) you plan to attend.

## **4. Review and Selection Process**

An External Review Team will be established to review and rank all applications which meet the guidelines outlined in this RFP. The team will provide an objective review of proposals received and provide comments regarding each application's Strengths and Weaknesses. A Scoring Sheet which contains the review criteria from this RFP will assist reviewers in ranking applications. The Scoring Sheet will provide pertinent information related to that criterion and provide the



reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring amounts. All components are required elements for all proposals.

### **Review Criteria**

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Summer Camp programs that demonstrated statistically significant success in 2015/2018 are expected to receive preferential funding status, in subsequent years, if this program is repeated. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

Review Criteria are used to review and rank applications. The Indianola Promise Community Summer Camp program has 6 (six) review criteria:

#### **A. NEED (10 points)**

- The extent to which the application demonstrates an understanding of the need for vocabulary and reading comprehension enrichment among the population targeted by the proposal.
- The extent to which the application identifies existing barriers to addressing that need, which the proposal will have to overcome.
- The extent to which the application identifies what other local services or programs exist for that need, and how will this proposal compliment or work in partnership with those existing services.

#### **B. RESPONSE / METHODOLOGY (45 points)**

- The extent to which local residents, businesses, faith-based groups or agencies were involved in the developing of project plans and will be involved in the implementation of services.
- The apparent strength of the proposed approach to be utilized to recruit participants, and the criteria by which applicants will be selected, including strength of plans to promote diversity among participants.
- The extent to which the proposed project is based on an evidence-based approach or on a promising practice which fits with their community's need. State the research that supports your project plans.
- The use of innovative solutions to integrate learning about vocabulary and reading comprehension topics in a fun, interesting and engaging manner.
- The extent to which the proposed program demonstrates that it will make a measurable difference in the vocabulary and reading comprehension skills of participants.

- Proposed activities ensure that possible cultural, racial, linguistic, geographic, gender, social and religious differences of target populations are identified and addressed.
- The extent to which the project plan addresses and resolves identified challenges and anticipated barriers and the quality of approaches to resolve such challenges.
- The strength and feasibility of the proposed work plan (Appendix B) that is logical and easy to follow, clearly addressing the project activities, responsible parties, the timeline of the proposed activities, anticipated outputs, and the steps that must be taken to achieve each of the project goals, strategies, activities, process measures, and outcome measures.

### **C. RESOURCES AND CAPABILITIES (25 points)**

Applicants should describe a clear coherent plan for staffing that includes requirements necessary to run the project. Specifically, the following should be addressed:

- Describe current experience, skills, and relevant knowledge of individuals on project staff. Include materials published, and previous work experience of a similar nature.
- The prior experience of the lead agency or partners in operating programs in Sunflower County, and a physical presence in this area.
- The requirements that the applicant has established to fill other “to be hired” key positions if the grant is received.
- The capacity of the lead applicant to oversee the fiscal management and reporting requirements of the project, including accurate and timely submission of invoices and reports.

Staffing needs should have a clear link to the activities proposed in the project narrative and budget portion of the application.

### **D. BUDGET and Budget Justification (20 points)**

Develop a detailed budget to include costs to support overall project activities and provide that information at Appendix B. Items listed in budget should clearly relate to specific goals of the proposed program. The budget must include a written budget narrative that explains the amounts requested for each line item in the budget. The budget justification should provide sufficient detail to justify the amount and purpose of each line item for the entire project period.

- Is the overall cost per participant for the program as a whole reasonable given the scope of work proposed, target population, and realistic estimation of the # of participants to be enrolled?
- Note: Grant funds cannot be used to reimburse grant writers for their work on the proposal. A Grants Administrator is allowed up to a rate of \$2,500 pending on the amount of job duties. Please review Appendix C under job descriptions in order to get more clarity on grant administrator’s role.
- Camp Travel and Trips must be approved through the project manager before any is taken.

## **V. Award Administration Information**

### **1. Award Notices**

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's strengths and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed.

A contract between DHA and winning applicants will be developed to set forth the number of funds granted, the terms and conditions of the award, expected deliverables, the budget period for which initial support will be given, and the total project period for which support is contemplated. The contracts must be fully authorized before authorization is granted to begin activities.

### **2. Administrative and National Policy Requirements**

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 Uniform Administrative Requirements for Awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations or 45 CFR HRSA-13-157 41 Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments, as appropriate.

### **3. Documentation**

The successful applicant under this funding opportunity announcement must comply with the following reporting and review activities:

#### **a. Audit Requirements**

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default). DHA reserves the right to audit the fiscal records of any funded project if deemed necessary or required by our funding agency.

#### **b. Payment Management Requirements**

Submit bi-monthly reimbursement requests to DHA for eligible project expenditures. The request must identify expenditures against the authorized funds for the agreement. Reimbursement requests must be accompanied by copies of invoices, receipts, payroll records or other authorized forms of documentation to provide evidence of costs. Additional information and forms will be provided by DHA upon notification of award. Reimbursements may take up to 21 days to process. Cash advances are not allowable under this program; therefore, the funding agency must have the resources to cover the costs until reimbursements can be processed. Eligibility of expenditures is subject to the terms of the award contract as well as Office of Management and Budget circulars A-110 and A-122. ([http://www.whitehouse.gov/omb/circulars\\_index-education/](http://www.whitehouse.gov/omb/circulars_index-education/))

### **c. Status Reports**

1) **Progress Report(s)**. Each awardee must submit a progress report to DHA on a bi-weekly basis. Further information and a template for reports will be provided by DHA.

2) **Final Report**. A final report is due within 10-21 days after the project period ends (depending on the discretion of the project management team). The final report collects program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the awardees achieved the mission, goal and strategies outlined in the program; grantee objectives and accomplishments; barriers encountered; and responses to summary questions regarding the grantee's overall experiences over the entire project period. The final report must be submitted electronically via email to your assigned DHA Program Manager. Failure to comply with reporting requirements may delay processing of a project's final reimbursement request.

### **d. Transparency Act Reporting Requirements**

New awards issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier sub award of \$25,000 or more in Federal funds and executive total compensation for the recipient's and sub recipient's five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>).

## **VI. Agency Contacts**

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

Katelyn Ables  
Project Manager  
Deer Creek Promise Community  
Delta Health Alliance, Inc.  
435 Stoneville Rd.  
Leland, MS 38756  
Telephone: (662) 686-6849  
Email: [kbienemann@deltahealthalliance.org](mailto:kbienemann@deltahealthalliance.org)

**TEMPLATE FOR  
APPLICATION  
PACKAGE**

**DCPC 2019 SUMMER CAMP APPLICATION COVER SHEET**

Project Title: \_\_\_\_\_

Applicant Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project Director Name: \_\_\_\_\_

Contact Phone Numbers (Voice, Fax): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Site Address, if applicable: \_\_\_\_\_

Total Request for Funding: \_\_\_\_\_

Age groups of targeted programs, and number of estimated participants within each group:  
(multiple groups are allowed if appropriate to your program)

- Age range or grade range: \_\_\_\_\_ Number enrollees: \_\_\_\_\_
- Age range or grade range: \_\_\_\_\_ Number enrollees: \_\_\_\_\_
- Age range or grade range: \_\_\_\_\_ Number enrollees: \_\_\_\_\_

Date Range of Entire Project (including time for training, enrollment, data collection):

\_\_\_\_\_ - \_\_\_\_\_

Date Range for Participant Involvement in Project (dates youth will receive services):

\_\_\_\_\_ - \_\_\_\_\_

One paragraph summary of project:

**Project Narrative**

*10 page limit. 1" margins, size 12 standard font, single-spaced.*

*Insert information about your project, the need for the area selected, methodology, resources and capabilities here. These directions should be erased.*

**APPENDIX A. WORK PLAN MATRIX**

**Project Title:** \_\_\_\_\_

*Goal One: (# of goals, objectives and activities will depend upon your proposed plan, please add rows or delete as needed)*

Objective	Activities	Evaluative Measures	Responsible Parties	Time Line
A)	1. 2. 3.			
B)	1. 2. 3.			
C)	1. 2. 3.			

**Goal Two:**

Objective	Activities	Evaluative Measures	Responsible Parties	Time Line
A)	1. 2. 3.			
B)	1. 2. 3.			
C)	1. 2. 3.			



**Appendix B. Budget and Budget justification**

**Project Title:** \_\_\_\_\_

<b>Category</b>	<b>Budget from DHA</b>	<b>Cash or In-Kind Match</b>
a. Personnel	\$ .00	
b. Fringe Benefits	.00	
c. Travel	.00	
d. Equipment	Not allowable	
e. Supplies	.00	
f. Contractual	.00	
g. Construction	Not allowable	
h. Other	.00	
j. Indirect Charges	Not allowable	
k. TOTALS	\$ .00	

**Budget Justification**

Provide a budget justification narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. Services for enrolled camp participants must occur between the dates of June 3, 2019 and August 3, 2019. The total budget period may begin May 1, 2019 and must end by August 31, 2019, to allow time prior to camp services for training, participant enrollment and development, and after camp activities are complete to allow for data collection, reporting and invoice reconciliations. Please make a notation if line item is supported by cash or in-kind and how it is calculated.

The budget justification MUST be concise but must also provide detail as to how costs were determined or calculated (e.g. justify the anticipated expenses using price quotes, historical costs, etc.). Do not use the justification to expand the project narrative. Include the following in the Budget Justification narrative:

**Personnel Costs & Fringe Benefits:** Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency (# hours/week), annual salary, and the exact amount requested for each staff

position. Also provide the fringe benefit rate paid for personnel. Total personnel costs should not be more than 25% of the awarded budget. Personnel is defined as any staff working directly with the project.

**Travel:** List travel costs according to local travel, utilizing the standard federal rate of \$0.54/mile or whatever the cost is beginning May 1, 2019 through August 31, 2019. For all travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops relevant to the project activities. Out of state and overnight travel expenses (e.g. hotels) will not be reimbursable through this program.

**Equipment:** Equipment is defined as any durable goods with a unit cost of \$5,000 or more. Due to the short nature of these programs, this funding opportunity will not support equipment costs.

**Supplies:** List the items that the project will purchase for use in its program. Supplies could include paper, pencils, desktop computers, laptops, educational materials and administrative consumables. Each category of supply must be listed separately (itemize and give detail).

**Contractual:** Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Note: Grant funds cannot be used to reimburse grant writers for their work on the proposal. A Grants Administrator is allowed up to a rate of \$2,500, pending on the job duties. Please review Appendix C. for detailed description.

**Other:** Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category. This may include rental costs, insurance, postage, phones, etc.

**Note:** In-directs or Facilities & Administration costs are not allowable as a percentage of direct costs, but items such as rent, utilities, phones, etc. may be accounted for under the Other category.

**In-Kind:** If any in-kind donations or matching is planned, please describe it in this section. Examples of an in-kind match might be rent, space, supplies, volunteers, curriculum, donations, etc.

## **Appendix C. Job Descriptions for all key positions and staff resumes for known personnel**

**Note: Please review job duties of grant administrator below order to receive entire \$2,500.00 stipend. Please note that your grant administrator should be paid an amount depending on the amount of job duties they have been assigned.**

### **Grant Administrator Job Description**

1. Guides and facilitates faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements.
2. Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment.
3. If in a Central Core Office, serves as a central negotiator and liaison between funding agencies and contract entities; researches, drafts, and approves formal responses to requests for proposals, quotation, contracts, and agreements.
4. Analyzes and evaluates awarded proposals, contracts, which may include clinical trial agreements, and subcontracts for compliance with funding agency, federal, state, and university requirements.
5. Assists in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet university requirements; researches appropriate federal, state, and local requirements to facilitate compliance by all parties; assists in arbitration and resolution of conflicting interests, as necessary.
6. Coordinates receipt of awards and contract documentation; maintains proposal and funding records in database systems, and prepares scheduled and special reports, studies and analyses.
7. Participates and/or assists in special projects, and performs associated administrative duties, as assigned; may provide functional direction to lower level technicians on assigned work.
8. Performs miscellaneous job-related duties as assigned.

## **Appendix D. Letters of Support or existing Memorandums of Agreement**

### **Appendix E. Other relevant information to the project (optional)**

## Anticipated Timeline for Summer Camps 2019

Item	Person (s) Responsible	Anticipated Date Needs to be Completed By
*Edit RFP	Beth/Allison/Katelyn	January 2019
Approve RFP	Carolyn/Karen	February 2019
Release RFP	Communications Department (Jobyna France)	March 2019
Informational Workshops	Katelyn/ Allison/Karin	March 27th or April 2
Proposals Due	Katelyn /Electronically	April 12, 2019
Proposals sent to Reviewers	Linda/Katelyn	April 15, 2019
Score sheets due from Reviewers		March 22, 2019
Compile score sheets and send to Carolyn	Linda	April 26, 2019
Notifications sent to awarded camps	Carolyn	May 3, 2019
Revisions due from camps		May 10, 2019
MOA created and sent for processing	Katelyn	May, 2019
Recruitment of Students	Camps	April – June, 2019
First Rosters of Campers Due	Camps	May 37, 2019
Enrollment and Consent Forms Completed and Due to DCPC for all roster students	Camps	1 <sup>st</sup> Thursday of Camp
DCPC Staff Confirms Campers	Katelyn	1 <sup>st</sup> Friday of Camp
Spring Workshop	Katelyn/Allison	May 14 or May 20
Camps Begin		June 3, 2019
Last date to add campers		June 7, 2019
Last day to turn in enrollment and consent forms for any added campers	Camps	June 7, 2019
Pre-Assessments Completed	DCPC Staff	June 7, 2019
T-shirt sizes due	Camps	June 7, 2019
Share pre-assessment data with camps	Karin Scott (Research Team)	June 14, 2019
1 <sup>st</sup> Monthly Report Due	Camps	July 5, 2019
All Reimbursements for the month of June 2018 Due	Camps	July 10, 2019
Post Assessments Completed (No trips/ceremonies/ or activities planned before posttest is complete)	DCPC Staff	July 22 - 26 (12:00 Noon on the 26 <sup>th</sup> ), 2019
Last Monthly Report Due	Camps	August 5, 2019
Last Final Financial Reports Due	Camps	August 12, 2019
Debrief with 2018 Camps	Katelyn/Allison	August 16, 2019
Final Reimbursements for 2018 Summer Camps Due	Camps	August 31, 2019