



DELTA HEALTH ALLIANCE
Indianola Promise Community
Summer Camps 2021 Funding Opportunity

Informational Session (optional): Individual appointments can be setup in February.

Required Spring Workshop: Individual appointments will be scheduled upon notification of award.

Place: Indianola Promise Community 135 Front Street, Indianola, MS.

Due date for application: March 12, 2021

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 Lockard Elementary School apart of Sunflower County School District Schools in Indianola. Camps will be awarded a maximum funding amount of \$825 per participant)

Project Period: Projects may incur reimbursable expenses from May 1, 2021 – August 31, 2021. However, activities for participants must begin on or after June 1, 2021 and must conclude on or before August 6, 2021.

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 # U215N120032) and matching contributions from area non-profits, state programs, area schools, volunteers, and local businesses. The Department of Education total funding of the Indianola Promise Neighborhood effort (7/1/2018 – 6/30/2020) is \$ 6,000,000 with an expected match of \$3,090,909 or 34% of program costs.

On the Indianola Promise Community

The Indianola Promise Community (IPC) is a community-led initiative unique to the Delta, which offers programs that touch the lives of people in Indianola, 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 Indianola

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 IPC is to build a continuum of programs that will blanket Indianola 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 2021 for children in Indianola, Mississippi attending Lockard Elementary. The purpose of the Summer Camps 2021 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.

The camps may operate for six to eight weeks to include approved 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).

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).

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 Sunflower County, Mississippi.

Additional resources: <http://www.summerlearning.org/>,
<https://gradelevelreading.net/our-work/summer-learning-loss>

Target Population:

The target population for each proposal may focus on one age group or a range of ages in lower elementary. Targeted groups include rising Kindergarten, 1st, 2nd, and/or 3rd grade students. The program funding is limited to students that attend Lockard Elementary. The age ranges or grade ranges targeted and number served per group must be identified in the cover sheet. Costs will be reimbursed based on the percentage of students from the camp's verified roster who attend school at Lockard Elementary. (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 at Lockard Elementary and 10 students from Carver Elementary, the camp will be reimbursed 80% of the costs associated with the camp.)

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.

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.

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. Summer Camp programs that demonstrate statistically significant success in previous years 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 Indianola Promise Community that every youth in Indianola 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 Lockard. 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 whether 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 1, 2021 and must conclude on or before August 6, 2021, although reimbursement for planning, registration and staff training may occur as of May 1, 2021. 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 4th). There will be no "carryover" requests granted, and all expenditures must be incurred by August 31, 2021.

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 Sunflower County, MS, or be partnered with a local agency located in Sunflower 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/).

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) Fringe benefit costs are not allowed within this project.
- d) Participant incentives. To ensure compliance with federal regulations, participant incentives may not be charged to this budget.
- e) 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 **March 12, 2021, 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 March 10, 2021 and** should be sent at least via Priority Mail or 2nd Day mail. DHA is not responsible for reviewing any hardcopy proposals that are not postmarked by March 10. Application packages must be complete by the March 5 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: Allison Poindexter

apointexter@deltahalliance.org

Subject Line: Summer Camp 2021

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: IPC Summer Camp Programs

Award notifications are expected to be made around **April 9, 2021**.

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 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 do not 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 optional informational session will be offered by DHA staff by request only. Interested partners can request an appointment by calling Allison Poindexter at (662) 822-3346 or emailing apointexter@deltahalliance.org. If proposal receives a funding award, a representative **must** attend the required spring workshop that will be scheduled between DHA project director and program camp director.

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.

5. 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 2015/2020 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 *five* review criteria:

project description
goals, methodology, and evaluation plan
project design
resources and capabilities
budget and budget justification.

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. 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, staff sign-in sheets, 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/)

c. Status Reports

- 1) **Progress Report(s)**. Each awardee must submit a progress report to DHA on a monthly 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). A template with reporting requirements will be provided. 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:

Allison Poindexter
Deer Creek Promise Community
Delta Health Alliance, Inc.
435 Stoneville Rd.
Leland, MS 38756
Telephone: (662) 822-3346
Email: apoindexter@deltahealthalliance.org

**TEMPLATE FOR
APPLICATION
PACKAGE**

IPC 2021 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:

For office use only: PAST PERFORMANCE: Did project receive funding in previous years? Yes No

<i>Retention Rate</i>	<i>Attendance Rate</i>	<i>Budget</i>	<i>Change in Math, PR</i>	<i>Effectiveness in Math</i>	<i>Change in Reading, PR</i>	<i>Effectiveness in Reading</i>

Project Narrative

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

Insert information about your project here including project description, project goals, methodology, evaluation plan, project design, resources and capabilities, and budget and budget justification. Directions should be erased.

A. Project Description (10 points)

Provide a detailed description of entire project and the need for your project. Discuss how this project directly benefits students.

- *What is the need for your project?*
- *Who will the project serve?*
- *Who will you target?*
- *How will your project benefit students, specifically around the need for vocabulary and reading comprehension of the targeted students?*
- *Will you have any partners in your project?*

B. Project Goals, Methodology (Curriculum, Strategies, Activities), and Evaluation Plan (45 points)

Explain the steps your program will take to measure and track progress of students.

- *What are the goals and objectives of the project (measures should be both qualitative and quantitative)?*
- *What are your strategies and activities to meet those goals and objectives?*
- *What evidence-based approach or promising practice will your project follow? State the research that supports your plans.*
- *How will you utilize fun and creative approaches to develop vocabulary and reading comprehension skills?*
- *Will your program have any extra-curricular and enrichment activities? If so, please list activity plans.*
- *How will you measure the impact on your goals, specifically the measurable difference in the vocabulary and reading comprehension skills of participants?*

Note: Summer camp programs are highly encouraged 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

C. Project Design (10 points)

Outline the planning process in developing the project plan.

- *Who was involved in the developing of project plans?*
- *Who will be implementing your project plans?*
- *How will you recruit students and what criteria is used to select students?*
- *Does your project anticipate any barriers or challenges? How will you resolve these challenges?*

D. Resources and Capabilities (20 points)

Management: Describe your organization's experience in managing and operating a project.

- *Who is the lead agency or partners operating this program?*
- *Does the lead agency or partners have prior experience in operating programs in Sunflower County and a physical presence in the area?*
- *Who will oversee and lead the budget and reporting requirements of the grant?*
- *What is their capacity to oversee budgets and reporting requirements of the project, including accurate and timely submission of invoices and reports?*

Daily Operation: Provide the names and qualifications of the person that will be primarily responsible for the implementation and completion of the proposed project.

- *Who will be the site coordinator that runs the daily operation of your project?*
- *What are their qualifications- experience, skills and relevant knowledge?*

Staff: Describe the requirements that an applicant must establish "to be hired" in key positions if the grant is received. Staffing needs should have a clear link to the activities proposed in the project narrative and budget portion of the application.

- *Who is necessary to staff this project?*
- *How will you staff your project?*
- *What are the requirements of the staff? What are their qualifications- experience, skills, and knowledge?*
- *How will you train your staff?*

Note: 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 always have a 1 to 10 teacher to student ratio (1 teacher/adult to every 10 students) during any academics and enrichment activities.

Budget and Budget Justification (15 points)

Develop a detailed budget to include costs to support project activities and provide that information at Appendix A. 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 your program reasonable given the scope of work proposed, target population, and realistic estimation of the # of participants to be enrolled?*
- *How does each item listed in budget connect to the project's goals?*
- *Is there funding from other sources? How will you provide cost-sharing/matching dollars or services to the project?*

Note: Camp Travel and Trips must receive prior approval from project director. Travel and trips must be educational.

Appendix A. Budget and Budget justification

Project Title: _____

Category	Budget from DHA	Cash or In-Kind Match
a. Personnel	\$.00	
b. Fringe Benefits	Not allowable	
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 and goals. Services for enrolled camp participants must occur between the dates of June 1, 2021 and August 6, 2021. The total budget period may begin May 1, 2021 and must end by August 31, 2021, 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 and 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. Total personnel costs should not be more than 25% of the awarded budget. Personnel is defined as any staff working directly with the project. This funding opportunity will not support fringe benefit costs.

Travel: List travel costs according to local travel, utilizing the standard federal rate of \$0.575/mile or whatever the cost is beginning May 1, 2021 through August 31, 2021. 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, educational materials, and administrative consumables. Each category of supply must be listed separately (itemize and give detail). DHA recommends most of the supplies be purchased by June 30, 2021.

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.

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 if agency/partner is occurring extra costs by hosting a summer camp program.

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 B. Job Descriptions for all key positions and staff resumes for known personnel

Note: Please review job duties of grant administrator below in 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 C. Anticipated Timeline for Summer Camps 2021

(Please add rows for tasks and objectives your project will need to complete, including such items as recruiting students, recruiting staff, staff training, etc. Please fill in and complete any blank dates for DHA assigned tasks. These directions should be erased.)

Item	Person (s) Responsible	Date Needs to be Completed By
Release RFP	DHA, Communications	February, 2021
RFP Information Session (Optional)	DHA	By appointment only
Proposals Due	Community	March 12, 2021
RFP Information Session (Optional)	DHA	March 26 - April 31, 2021
Notifications sent to awarded camps	DHA	April 9, 2021
Spring Workshop	DHA, Camps	May 2021
MOA created and sent for processing	DHA	April – May 2021
Recruitment of Students	Camps	April – June, 2021
First Rosters of Campers Due	Camps	Friday before camp
Enrollment and Consent Forms Completed and Due to IPC for all roster students	Camps	1 st day of camp
IPC Staff Confirms Campers	DHA	1 st week of camp
Camp Begins	Camps	
Last date to add campers	Camps	1 st Friday of camp
Last day to turn in enrollment and consent forms for any added campers	Camps, DHA	1 st Friday of camp
Pre-Assessments Completed	Camps	1 st Friday of camp
T-shirt sizes due	Camps	1 st Friday of camp
Share pre-assessment data with camps (if applicable)	DHA	
1 st Monthly Report Due	Camps	July 9, 2021
All Reimbursements for the month of June Due	Camps	July 13, 2021
Post Assessments Completed (No trips/ceremonies/ or activities planned before posttest is complete)	Camps	Last week of camp
Camp Ends	Camps	
Last Monthly Report Due	Camps	August 6, 2021
Last Final Financial Reports Due	Camps	August 10, 2021
Final Reimbursements for 2021 Summer Camps Due	Camps	August 24, 2021
Debrief with 2021 Camps	DHA, Camps	Fall 2021

Appendix D. Letters of Support or existing Memorandums of Agreement (Optional)

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