



### **Children's Services Council of Martin County (CSCMC) 2019 RFP**

#### **SAMPLE Application for Funding**

All Applicants must read and comply with the current CSCMC Program and Funding Policies document and the current CSCMC Sample Contract and Budget located at [cscmc.org](http://cscmc.org). For waivers to any CSCMC contract or policy requirements, please contact Laura Haase at [lhaase@cscmc.org](mailto:lhaase@cscmc.org) prior to submitting the application.

All organizations submitting a proposal for funding to the Children's Services Council of Martin County must have approval from their Board of Directors. In addition, the Board President and/or Chairperson must have read and approved the submission of this proposal.

**Organization:** [Martin County Board of County Commissioners](#)

**Program Name:** [AS/OS Programs \(After School/Out of School\)](#)

President/Chairperson of the Board: [Edward V. Ciampi](#)

Executive Director/CEO: [Taryn Kryzda, CPM](#)

Executive Director/CEO Email: [tkryzda@martin.fl.us](mailto:tkryzda@martin.fl.us) Executive Director/CEO Phone Number: [772-288-5939](tel:772-288-5939)

#### **APPROVAL DATE BY THE APPLICANT'S BOARD OF DIRECTORS FOR SUBMISSION OF THE APPLICATION:**

[February 12<sup>th</sup>, 2019 \(or scheduled for February 12, 2019\)](#)

#### **CSCMC Staff Assistance**

**For general application assistance, please contact:**

Laura Haase at [lhaase@cscmc.org](mailto:lhaase@cscmc.org)

For budget questions, please contact:

Jody Bailey at [jbailey@cscmc.org](mailto:jbailey@cscmc.org)

For any technical assistance with the application, please contact:

Jennifer Ahern at [jahern@cscmc.org](mailto:jahern@cscmc.org)

## Application Information

Program Contact Person and Title Kevin V. Abbate, Parks and Recreation Director  
Program Contact Email kabbate@martin.fl.us  
Program Contact Phone Number 772-221-1420  
Administrative Office 2401 SE Monterey Road Stuart, FL 34996  
Administrative Phone Number 772-288-5400  
Administrative Fax Number 772-419-4096  
Organization's Web Site Address martin.fl.us  
Program Information Phone Number 772-221-2328

## Funding Request

What is total funding amount requested from CSCMC? \$468,978

Is this program currently funded by CSCMC? Yes

If this program is CURRENTLY funded by CSCMC, what is the amount? (if applicable): \$404,626

What is the total Program Budget (CSCMC funds + other funds) for the proposed contract term? \$1,018,190

If this program is currently funded by CSCMC, are there any significant changes being proposed to the program model, participants served, program locations, staffing, or curriculum? If so, please explain. (750 words)

We will be adding an additional educational component to our programming, bringing in All About Achieving and other educational programs such as: summer slide, stride academy, STEAM to expand the educational opportunities to our participants. Each participant will build their skill level in areas such as science technology, robotics, engineering, chemistry, math, and other areas of education.

We will be adding additional county-wide teen events throughout the school year and during the summer. Summer events and programming were not done in previous years. We will also be adding "open hang nights" at multiple locations throughout the county during the school year and summer. Based on surveys conducted, we've identified a need and request from the teens for additional events and programming. The purpose of this proposed change is to provide safe, supervised programming opportunities in a positive and structured environment as opposed to the alternative. In addition, the County has traditionally run a VolunTeen Program in which teens have the opportunity to learn job skills, gain experience, and add to their resume or college applications (school-to-work job connection). We will expand this program to include additional teens and fund the screening process. The VolunTeen Program will be added as a performance measure and participants served will be increased.

-Seeking Board of County Commissioners approval to convert the part-time contracted Teen position to an FTE (Full Time Employee) position equivalent to a county employee.

- Add a contracted Recreation Aide (year-round) for the G.A.A.P. program due to the vacancy that will open up once the Recreation Coordinator (Teen) position moves to year round.

- Add a contracted Recreation Aide Nutrition Driver (year-round) who will pick up and deliver nutritious meals (snacks and lunch) provided by Martin County School District.

- In an effort to attract more qualified candidates, reduce the staff turnover rate, stay competitive with surrounding agencies, and provide a higher quality program, we will seek Board of County Commissioners approval in the budget process to add additional funding to increase hourly rates for contracted positions.

If your agency is **NOT** currently funded by the Children's Services Council of Martin County, please provide an agency overview including history, years of operation, general service mission, primary services provided, and target population. (500 words) **N/A**

#### Participants To Be Served

Please list estimated number of:

Primary Youth to be served with CSCMC funds: **300**

Primary Adults to be served with CSCMC funds: **0**

Group Youth to be served with CSCMC funds: **1500**

Group Adults to be served with CSCMC funds: **1000**

## Program Overview

What is the primary goal of this program? (250 words) The Martin County Parks and Recreation Department, through Board of County Commissioners, strives to provide a safe and supervised environment for children to learn through structured activities that promotes learning in a fun and stimulating way. To provide no-cost programming to families in the community who may otherwise not be able to afford child care, and to build good character, integrity, and positive life skills in our children to become successful young adults. Our overall mission of the Martin County Parks and Recreation Department is to cultivate programs, parks and services that improve quality of life, preserve natural resources and, satisfy the community needs for recreation, fitness and leisure. We strive to enhance the health, economy and well-being of our community through sustainable practices, leisure opportunities and environmental stewardship.

## Program Description

Provide a concise description of this proposed program and how it will be delivered. Explain how this program increases awareness and/or changes behavior. (1,000 words)

Centrally located in their respective neighborhoods, each after school program offers safe and supervised environments for the participants and their families. The target population is the elementary and middle school youth. The targeted youth are at risk for juvenile justice involvement, teen death, violence, teen parenthood, low FCAT scores and school dropout, due to the high risk factors associated with low family income and criminal activity in both areas. Each program offers daily homework help with subcontracted tutors, as well as specialized programming such as soccer, dance, and recreation and physical activities on a daily basis during afterschool, non-school days and early release days. The Staff at each program are positive role models and work to build character in the youth of the community. The G.A.A.P. program is located at the Cassidy Community Center in Lamar Howard Park in the Golden Gate area. The J.A.S.E. program is located at the Vince Bocchino Community Center at Langford Park in Jensen Beach. The R.E.A.C.H. program is located at the Costella Williams Learning Center in New Monrovia Park in Stuart. The P.L.A.C.E. program is held at Big Mound Park in Indiantown. Each of these locations has amenities such as large playgrounds, ball fields, basketball and volleyball courts, tennis courts, pickle ball courts, and racquetball courts, as well as access to a skate park near the J.A.S.E. location. Programs offer planned arts and crafts and sports on a daily basis in an effort to structure time and encourage positive lifestyle through education, fitness and creativity. Staff assists during homework in an effort to help children improve in math and reading skills. In house programs such as soccer and dance are offered weekly during the school year by qualified instructors at no cost to families. There were many "latch key" kids in the community prior to our program since many of the parents could not afford after school care. The ongoing attendance at the programs, including multiple siblings, attest the program provided is a safe, stimulating and fun environment for the participants. Programming focuses on building character, encouraging education and ensuring no juvenile justice involvement for its participants. Each program is a year-round program open Monday to Friday from 2:00 to 6:00 pm on school days; 12:00 to 6:00 pm on early release days and 7:30 am to 6:00 pm on non-school days (including summer). Each program is staffed with 1 Recreation Coordinator (Full Time) 1 Recreation Leader, and 1 Recreation Aide with an additional Recreation Aide at J.A.S.E and G.A.A.P. Recreation Supervisors (non-grant funded) oversee these programs. Additional Recreation Aides are added during the summer months for G.A.A.P, J.A.S.E. and R.E.A.C.H. The Recreation Coordinators at each location work approximately 40 hours per week, Recreation Leaders approximately 30 hours per week, and Recreation Aides approximately 20 hours per week during the regular school year. On days out of school and in the summer, staff work 8 hour shifts and up to 40 hours per week. Staff to participant ratio is 1:15.

We also provide Teen Events that are scheduled at various locations throughout the county such as Langford Park, Halpatiokee Regional Park, Mary Brogan Park and Post Family Park. The Teen Program also hosts alcohol and drug free events county-wide that are scheduled year round. The Teen Recreation Coordinator meets with the Teen Advisory Board (T.A.B.) twice a month to establish programs that are of interest to the middle and high school youth. The Advisory Board meetings are designed for the members to create new ideas to make events more enjoyable, exciting and accessible to the teens in the community. Some of the teen events include; Summer Slam Jam, Teen Dancing in the Streets, Dodgeball & Basketball Tournaments, outdoor and indoor movies, and trivia nights. The most successful event last year was our Dodgeball Tournament at Langford Park where we had 16 teams and over 200 participants for the event. The winner of the event was taken on our end of the year T.A.B. trip to Universal Studios and Islands of Adventure where they enjoyed park hopper passes to each park, as well as express passes for a more enjoyable experience. Additional events and "Open Hang Nights" will be added during the summer and school year with the addition of the year-round Recreation Coordinator (Teens). These "Open Hang Nights" will be held at different locations throughout the County to reach those teens that could benefit from these programs.

The Volunteering Program provides middle and high school youth with an opportunity to learn job skills, gain experience, and add to their resume or college applications (school-to-work job connection) by assisting staff in the afterschool and summer camp programs.

#### Research-Based Practices:

Is this program locally developed or is it a research-based program that has been implemented and successfully replicated elsewhere? If so, can it be replicated with fidelity in Martin County? Briefly outline the research that supports this program. (500 words)

- 1) For close to 25 years, these programs have successfully been measured, set and met each funding year since inception. These programs have been proven through evaluations, tracking, SAMIS, surveys, on-site reviews, and participant feedback. The specialized programs that are utilized within the afterschool and summer camp programs are programs which have been established in the community, are research based, have successfully been implemented and replicated in other afterschool locations around the county, and have been proven to achieve results. We network and collaborate often with other organizations in the county that utilize these types of programs and we share ideas and track the success of these programs. The research that supports this program is documented in SAMIS.

#### Program Dosage:

Indicate how long and with what frequency and intensity this program's services will be delivered. (250 words) These programs offer 12 months of programming services to area children. Hours of operation are Monday through Friday from 2:00pm-6:00pm on regular school days, 12:30pm-6:00pm on early release days, and from 7:30am-6:00pm on out-of-school weekdays and through the summer months. Teen events and programming will be held evenings and weekends during the school year and summer.

*For Example: The participants will attend the program weekdays from 4:00-6:30 PM for 14 weeks.*

#### Target Population:

Describe the target population to be served by this proposed program. Define the eligibility requirements for participants and describe the intake, screening, and enrollment process. (350 words) These programs offer specialized educational programming, recreation and physical fitness activities during the after school

days, non-school days, and throughout the summer. Programs are located in several county-wide locations where families fall below the federal poverty guidelines. The target youth are at risk for juvenile justice involvement including teen births, school drop-out rate, low FCAT scores, teen deaths and substance abuse. According to "America's After-School Choice: Juvenile Crime or Safe Learning Time, Fight Crime: Invest in Kids", juvenile crime is at its peak between 3-6pm, and children with no extracurricular activities are more likely to get involved in high risk behaviors if not in a safe and supervised environment during those at-risk hours. Program participants between the ages of 5-18 years old are deemed eligible if they live in Martin County and are currently enrolled in school. Families typically hear about our programs through referrals from friends, family, school and other collaborating agencies. Families will contact the Recreation Coordinator at each site to start the registration process. The participant registration form captures the information that is needed to determine eligibility.

#### Staff Recruitment, Training and Retention:

What is the staffing needed for this program? Explain what efforts will be made to recruit, train, and retain qualified, experienced staff within this program. Indicate how this program will build the professional capacity of your staff. Please include staff-to-participant ratio. (750 words)

- 1) These programs are staffed with 5 Recreation Coordinators, 4 Recreation Leaders, and 7 Recreation Aides (1 additional Recreation Aide during the summer). There are 3 Recreation Supervisors (non-grant funded) that oversee each program. These programs are licensed through the Florida Department of Children and Families who require each staff person to complete specialized training to gain a better knowledge of their job and provide more experience in this field. These trainings are vital to help assist in recruiting and retaining qualified and experienced staff for our programs. Staff to participant ratio is 1:15. Recruitment is done through social media, on the County's website, flyers and posting at facilities, and job fairs. Also, through market research done by our Human Resources Department, our goal is to add additional hourly rate increases to staff positions in an effort to retain and recruit qualified individuals. Overall, we feel the key to running successful programs is to maintain qualified staff members who are committed, dedicated, and passionate about what they do and the children they serve.

#### Program Service Components

Below, list the specific program service components that will be offered by this program, a description of each service, and the number of participants who will receive each service. Participants may receive more than one service.

Please List:

Program Service Component Name- Club Z Tutoring, DJJ (Department of Juvenile Justice), Volunteer Program, and All About Achieving

Number of Participants to be Served- 300

Description of Service Component (150 words) Please List Program Location(s)

Club Z Tutoring- Tutoring will be facilitated by certified teachers to participants based on need. Participants will be divided into groups daily for 1 hour of "Homework Time" in which tutors will work with participants on their assigned homework and any academic struggles that requires one-on-one attention.

All About Achieving- Participants will be actively engaged with certified teachers working with hands on programs such as science technology, engineering, and math. These specific programs provide expanding education to participants and will build advanced skill levels for their age group. Programs such as Stride Academy and Summer Slide will also be utilized as an added educational component.

DJJ- A service component in which enrolled participants who frequently attend the program are measured by data during the academic school year.

Volunteens- Participants between 13-17 years of age who assist during program hours to develop leadership skills that will help them become successful adults.

Identify the location(s) where services will be delivered. If locations vary, indicate the most common locations where services will be delivered, and list them below:

**Services will be delivered equally on a daily basis at each site location**

## Collaboration

### Existing Programs:

Identify similar programs in Martin County that are currently serving the needs of this program's target population and explain how this proposed program will augment or complement those similar programs. (500 words) The majority of participants that attend our programs are from various elementary school and middle school locations throughout Martin County. There are 12 elementary schools located near or around our program locations that provide an extended day program which services the targeted population. However, families that choose to have their children attend our programs; do so in large part because they cannot afford the associated fee with the extended day program, especially those families with multiple children. Each of our program site locations have been identified as a targeted area of low income and high risk factors for youth criminal activity and other risky behavior. There are several Boys and Girls Club locations throughout the county, as well as the YMCA and City of Stuart Youth Initiative who services the targeted population as well. However, most families have expressed to staff members that the geographical locations of these other agencies are not convenient to meet their transportation and work needs. These collaborating agencies are necessary, important and complement one another, and if parents have the means to afford the extended day fees, or fees at another agency, the children can go directly there once the school day is over. However, our parents prefer our no cost after school care for their children who may not otherwise have supervision after school and on non-school days due to cost and/or transportation issues, as our participants are bused directly to our facilities. The P.L.A.C.E. program staff walks the participants from Warfield Elementary to the program facility. Working parents feel secure knowing their children are transported to a safe, supervised program during the after school days, early release days, and non-school days while they are at work. Parents can then pick up their children after work, or children may walk home from the center depending on distance to home and parent permission.

### Collaboration List

**Note:** Please list only those collaborative partners or subcontractor agencies that provide services without which the proposed program could not successfully operate. Agencies that solely provide referrals to your program or receive referrals from your program do not need to be listed.

Subcontract Agreements for the provision of any portion of services funded by CSCMC that are delivered by a third party must be listed below. Subcontractor Agreements and Certificate(s) of Insurance related to those Subcontractors should NOT be submitted with this application. If the applicant receives notification of funding approval, Subcontract Agreements will be required to be submitted no later than with the applicant's return of a signed CSCMC contract.

All Collaborative Agreements and Subcontract Agreements must be updated annually and must include the dates of the proposed CSCMC contract term dates.

List all Collaborative Partners or Subcontractors and describe the resources and/or services provided to the program. (350 words)

4-H Extensions- Provides educational information and programming on nutrition, healthy eating habits, gardening and basic home financing

Ignite Sports- Weekly Programming/Physical Activity

Gym Class Nation- Weekly Programming/Cultural/Arts Activity

Albion Soccer- Weekly Programming/Physical Activity

Club Z Tutoring- Weekly Programming/Tutoring and Educational-Provides tutoring to identified children



All About Achieving- Provides tutoring services as well as opportunities for children to expand on science technology, engineering and math activities

Boys and Girls Club- Integration of both partners programs wherever possible and feasible

DJJ (Department of Juvenile Justice) - Annual statistical information

Martin County Library- Provides age appropriate activities to program and collaborates on Teen programming

New Monrovia Community- Integration of both partners programs wherever possible and feasible

Martin County Sheriff's Office- Presents crime and substance abuse activities to staff and program participants

Tykes and Teens – Integration of both partners programs wherever possible and feasible

United Way of Martin County- Provides training and training materials for staff and program participants

Whole Child Connection- Provides training and technical assistance to the Whole Child System

City of Stuart- Integration of both partners programs wherever possible and feasible

### Performance Measurements

CSCMC will discuss and negotiate Performance Measurements with the Applicant after the Application for Funding is submitted. Final approval of all Performance Measurements are to be completed by a date specified by CSCMC and will be made part of the Contract, contingent upon funding approval by the Council.

List the performance measurements that are in place with CSCMC if this program is currently funded, or that you recommend if not currently funded by CSCMC. List a minimum of four measurements. Attach copies of all Measurement Instruments (e.g. pre-test, post-test, screening or assessment tools, etc.) for each Performance Measurement listed.

Performance Measurements and Data Management: Explain the steps you will take to ensure that every child/family completes the performance measurements as required. Describe the internal controls utilized to ensure that data integrity is maintained and that test results are accurate and reported in accordance with the outcome schedule. (500 words)

**Academic Achievement-** 80% of registered participants who regularly attend the program (defined as 10 or more days per month) will log a minimal of 10 hours per month engaging in high-grade educative activities such as Stride Academy, I-Ready, STEAM( Science, Technology, Engineering, Art, and Math) and/or Homework Help. With our program our participants will have an impact on both social-emotional and academic outcomes. Our programs have a set of educational activities that emphasize active learning in which we focus on building social and emotional skills that every child needs to become successful adults.

**Develop Creative Skills II-** 85% of registered participants in the creative arts, dance, music, or enrichment activities will demonstrate new or improved talents as measured by a skills checklist overseen by instructors. Our programs serve enrichment for after-school activities that can offer our children the opportunities to demonstrate new talents and learn skills through cultural activities that they may not get in school. This can be very important not only for developing new interests, but also for our children to experience competence in different areas.

**Decrease Juvenile Justice Involvement-** 80% of registered participants who frequently attend the program (defined as 10 or more days per month) will have no new referrals to the Department of Juvenile Justice while enrolled in the program as measured by DJJ data at the end of the academic year. After-school

programs have been statistically proven to improve the youth's psychosocial and academic outcomes, especially in low-income children. By having our after-school program open from the hours 2:00p.m-6:00p.m, which are considered peak hours for risky behaviors our program provides a structured place where they are able to avoid violent situations. They will also learn to solve problems nonviolently by enhancing strong peer relationships and will learn how to interpret behavioral cues which will result in them gaining understanding and knowledge on conflict resolution skills.

**Volunteer Program:** Every year we have an average of 15-20 teens register for our summer camp programs. These teens are given an opportunity to come and assist at our summer camps in which they learn to develop different fundamental skills that will help them become successful adults. They assist counselors in developing fun, engaging and age appropriate camp programming. They also assist in preparing, organizing and helping keep our programs clean and safe. The benefits these teens gain from attending a program like ours is gaining leadership skills in a dynamic and fun setting. Gain experience in working with children from ages 5- 12, from various cultural backgrounds and diversity. They will also contribute to the positive, healthy development of our youth. Our program also helps them gain knowledge in a variety of different professions which is an additional benefit for their college/work resumes. Our teens become a part of something special and make a positive change in the lives of our younger campers throughout our communities. Target goal is 85% of teens who register.

## Funding

### Funding Diversification:

Describe the organization's plan to diversify this program's funding base. (250 words)

- 1) We anticipate a gain of matching funds in the amount of \$98,608 from the Board of County Commissioners (BOCC) that will total \$532,337 in matching funds to occur during the upcoming CSCMC contract term. This will be a positive impact in our programming as we add additional educational components as well as a staff rate increase for retention purposes and less staff turnover. All About Achieving and other educational software and programs will enhance our existing educational component by keeping our participants more engaged and at a level of higher learning, which is extremely vital to the success of our programs and our participants. There are no anticipated gains, reductions, or elimination of funding from our other funding source of Martin County School District for the 2019-2020 CSCMC contract terms. BOCC has an agreement with an outside firm (Grants Consultant) that works directly with the Parks and Recreation Department to seek additional grant funding to supplement and enhance programming. The Martin County Parks and Recreation Department and the BOCC, through its budgeting process, allocate funding to improve and maintain facilities in which these programs operate. Examples include its CIP (Capital Improvement Plan) and FARB (Fixed Asset Replacement) in addition to facility maintenance and operating costs. These additional funds cover operating costs such as electric, water, air conditioning and cleaning as well as needed improvements and enhancements so that we can maintain DCF standards for our programs, reinvest into our facilities, and provide a quality and safe environment.

### Supporting Documents

The Following Documents Should NOT be submitted with this application. If the applicant receives notification of funding approval, the provider will be required to submit the requested documents no later than with the applicant's return of a signed CSCMC contract.

Current Certificate(s) of Insurance indicating that the provider maintains all insurance coverages required by CSCMC per the CSCMC Program and Funding Policies Document, located at [www.cscmc.org](http://www.cscmc.org).

All organizations applying for funding must submit (upload to the online application):

Most recent IRS Form 990 including all schedules

Most recent Audited Financial Statement (including management letters, and responses to the management letter, if applicable).

Board Member List (include member's name, affiliated organization, and e-mail address)

**If you are NOT currently being funded by CSCMC, please include the following documents: (If you are currently being funded by CSCMC, you may skip this section.)**

Articles of Incorporation

Documentation of the organization's 'ACTIVE' not-for-profit status ([www.sunbiz.org](http://www.sunbiz.org))

Documentation verifying registration with the State of Florida Department of Agriculture and Consumer Services

Approval Verification

Has this application been approved by the Board of Directors?

Yes or No February 12<sup>th</sup>, 2019 (or scheduled for February 12, 2019)

Has the President/Chairperson read and approved the application and grant request?

Yes or No February 12<sup>th</sup>, 2019 (or scheduled for February 12, 2019)

***Electronic Signature will be required.***