



City of Norwich

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Request for Proposals RFP 23-52

The City of Norwich will receive Submittals of Qualifications for **Therapeutic Youth Mentoring** until **4:00 P.M. prevailing time on March 20, 2023**, at which time they will be opened by the Director of Human Services. All bids are to be submitted to Kate Milde (Director of Human Services) at:
kmilde@cityofnorwich.org

Paper applications will also be accepted, with the same deadline, in the Human Services office at City Hall, 100 Broadway, Rm. 212.

Award notices will be provided electronically by Friday, March 31st, at 4:00 pm.

Funding Opportunity Information

The City of Norwich is making available up to \$100,000 in American Rescue Plan Act funds to support youth programs that help address the negative impacts of the pandemic on Norwich residents. Program proposals must address issues of public health, particularly for those who may be disproportionately impacted by the pandemic due to preexisting disparities. Proposed programs should provide opportunities and/or activities that promote things like physical activity, pro social engagement, positive youth development, and contribute to the overall health and emotional well-being of our Norwich youth.

This funding is governed by the U.S. Department of Treasury as outlined in the Final Rule. Awardees must comply with rules and guidelines set forth and reporting on the use of funds will be required. The Final Rule is available online at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Eligibility

To be eligible to receive this funding through the City of Norwich, the applicant must be a 501c3 in good standing or have a fiscal sponsor that meets the criteria. Programs funded under this opportunity *must serve Norwich residents only*.

Applicant Instructions

For your application to be considered complete, it must include the following components:

- Cover Sheet with completed checklist. This document is provided to you as an attachment.
- Narrative. This should be no more than 2 pages and include the following as three separate sections:
 - Section 1 - Introduction of organization and program
 - Section 2 - Program description
 - Section 3 - Description of the population served and how the program is marketed to reach its target audience. Please provide the number of youth to be served in this paragraph.
- Budget and budget narrative. Your budget should be a full program budget and include other funds received and all of the expenses that are necessary to implement the program. The budget narrative must include a brief description of each revenue and expense line. Please also include a brief statement on how you will implement your program if you are not fully funded by this request. **You may apply for up to \$15,000.**
- Attachments as outlined on the Cover Sheet provided to you as part of this application packet.

Please see page 2-3 for more detail on the information that needs to be included in each section of the Narrative.

Format

The narrative and budget narrative should be on 8-1/2 x 11 inch paper, 1-inch margins, with Arial or Times New Roman font, 12 pt, and at least 1.08 spacing; please no single-spaced. Please be sure to number all of the pages in your funding application.

Timeline

Applications must be submitted by Monday, March 20th at 4:00 pm to Kate Milde, Director of Human Services – kmilde@cityofnorwich.org If, for any reason, electronic submission is a barrier for your organization, a paper application will be accepted, with the same deadline, in the Human Services Headquarters at 23 Union Street, Lower Level.

Award notices will be provided electronically by Friday, March 31st at 4:00 pm.

Selection Criteria

Applications will be scored based on the following rubric:

Application and program demonstrate alignment with goals of ARPA funding and requirements set forth by the U.S. Treasury.
Program demonstrates ability to achieve proposed goals and impact.
Organization has capacity to implement program; ie. Demonstrate adequate staffing and funding.
Budget is complete and appropriate for the program.
Program is cost effective in delivery of service and impact.

Scoring will be from 0 to 5 and is defined as follows:

- 0-Proposal does not meet goals, criteria, standards, and/or expectations
- 1-Proposal partially meets goals, criteria, standards, and/or expectations
- 3-Proposal meets goals, criteria, standards, and/or expectations
- 5-Proposal exceeds goals, criteria, standards, and/or expectations

The City reserves the right to partially fund a proposal. The City also reserves the right to select a proposal with a lower ranking score if it more closely matches the criteria as outlined by the U.S. Department of Treasury or provides a greater impact for those who have been disproportionately impacted by the pandemic.

Information to be provided in the narrative

The below information should be included in the narrative section of your application.

Section 1 – Introduction of organization and program

Please provide a brief description of your organization and program including how long the organization and program have been in existence. If this program is new for your organization, please include information on any similar program you have run in the past or any relevant experience that demonstrates your knowledge and ability to successfully implement this one.

Include the dollar amount being requested for the program.

Section 2 – Program description

Please include the objectives and goals of the program and how it addresses and/or mitigates the negative impact of the pandemic on Norwich youth.

Describe how your program achieves its goals and any previous successes.

If your program uses any evidence based practices or other methodologies, please include them.

Please include information on how your program is staffed.

Provide location of the program.

Include duration and program schedule.

Section 3 - Description of the population served and how the program is marketed to reach its target audience. Please provide the number of youth to be served in this paragraph.

If your program is new, please describe your marketing plan to ensure you reach your target audience and succeed in serving the number of youth proposed.

If this is an existing program, please share a strategy that has been successful for you in the past.

City of Norwich Human Services

Request for ARPA funding

Please include this cover sheet as page one of your application.

- Application Narrative
- Budget and Budget Narrative
- Documentation of 501c3 status, status as a municipality, school or government agency, or proof of fiscal sponsorship by an eligible organization.

- Most recent financial statement - 990, audited financials or recent board reports
- List of board of directors or governing body
- Program brochure or flyer, if available

Amount requested in this proposal

Organization website

Contact person

Date

Organization name and address

Phone number

Email address

Please disclose any potential conflict of interest, perceived or real. A conflict of interest would include applicant or any board member being related to a City of Norwich employee or Council member. Please note a conflict of interest will not necessarily exclude your organization from funding but must be disclosed.