A logo for a sports club

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**Request for Proposals (RFP) for**

**ARPA Youth Development and**

**Violence Prevention Programming for Under Served Youth 2024**

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| **Key Activity** | **Date** |
| RFP Release | April 1,2024 |
| Technical Assistance Period | April 2 -April 23, 2024 |
| Proposal Due | April 25, 2024 at 4:00 p.m. ET |
| BGCA Award Approval | May 3, 2024 |
| Programming Period | May 25, 2024 – August 30, 2025 |

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| **DATE:** | April 1, 2024 |
| **TO:** | Youth Development Service Providers |
| **SUBJECT:** | Boys & Girls Clubs of Athens ARPA Youth Development and Violence Prevention Programming for Under Served Youth 2024 |

## INTRODUCTION

You are invited to submit a proposal for American Rescue Plan Act (ARPA) funding administered by The Boys & Girls Clubs of Athens in agreement with the Athens-Clarke County Unified Government (ACCGov) to expand the accessibility of youth development and violence prevention programming that will serve Athens-Clarke County youth, under 18 years of age, beginning May 25, 2024 and ending on August 30, 2025. This funding may be awarded to multiple agencies.

## PROJECT GOALS

1. Funding of **existing** youth development and violence prevention programming serving ACC youth under 18 years of age during dung the time period spanning May 25, 2024 – August 30, 2025.
2. Focus on at least one but no more than three of the eligible activities listed on Section II of this RFP.
3. Prioritize youth development programming that serves youth ages 6-17 years of age whose primary residence is in Athens-Clarke County.
4. Prioritize proposals that are collaborations between at least two but no more than 3 providers.

## FUNDING REQUEST LIMITS

The estimated total funding for this offering is approximately $560,000. **Proposals should be for at least *$20,000 and not to exceed $150,000. Proposals over $150,000 may be considered, if the agency can prove capacity to manage funds and it does not exceed 25% of the organization’s 2024 approved budget.***

**APPLICANT ELIGIBILITY** Applicants must be/possess:

* A registered 501(c)(3).
* If a group has not yet obtained their 501(c)(3) status, they may partner with a 501(c)(3) agency. However, no qualifying agency should have more than two (2) non-qualifying partners.
* Demonstrated and successful experience providing youth development programs or services (ages 17 or under) for a minimum of one year.
* All necessary licenses and certifications, including background checks for those persons working and volunteering directly with youth.
* Willing and able to provide programs/services exclusively to Athens-Clarke County youth; and
* Demonstrated capacity to meet performance requirements for federally contracted funds, including compliance reporting and other Federal Grant funding requirements.

## PROPOSAL SELECTION PROCESS

* RFP Release: April 1, 2024
* Technical Assistance Period: April 2- April 23,2024 at
  + Technical Assistance Sessions (by appointment only)
* Proposal Due: April 25th, 4:00 p.m. ET
* Award Approval: May 3, 2024
* Programming Period: May 25, 2024 –August 31, 2025
* Boys & Girls Clubs of Athens reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the organization.

## PROPOSAL SUBMISSION

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Boys & Girls Clubs of Athens. Failure to comply with the written requirements for this proposal may result in rejection of the proposal.

**Proposals are due no later than April 25, 2024, at 4:00 p.m. ET. Proposals received after the deadline will NOT be considered. Incomplete applications will not be considered for funding.**

All proposals shall be submitted in one of two ways:

1. As a single complete PDF document via Boys & Girls Clubs of Athens e-mail: [Sterling@greatfuturesathens.com](mailto:Sterling@greatfuturesathens.com)
2. Drop off a completed printed copy of the proposal at the Joel E. Smilow Boys & Girls Club located at 705 Fourth Street Athens GA 30601. Proposal must be labeled: Expansion of Youth Development Programming with agency name. Hand delivered copies may be delivered to the above address ONLY between the hours of 9:00 a.m. and 4:00 p.m. E.T., Monday through Friday, excluding holidays.

## BUDGET REVISION AND UNDERWRITING

We reserve the right to grant less than what is requested or to restrict the use of funds. If budget revisions are deemed necessary, the applicant will be notified.

The project will be subject to review by Boys & Girls Clubs of Athens under its sole discretion, reserves the right to deny/decline any application for funding it feels is not feasible or does not meet the criteria of this Request for Proposals. Where Boys & Girls Clubs of Athens resolves that a project as proposed is not feasible or does not meet the funding criteria, the applicant will be notified.

## CONTACT INFORMATION

Inquiries regarding proposals and technical questions may be directed to Sterling Gardner V.P. of Workforce Initiatives, [sterling@greatfuturesathens.com](mailto:sterling@greatfuturesathens.com) 706-254-3089. Providers are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the Provider's submittal. Link to the RFP and budget forms can be found at: [www.greatfuturesathens.com/dpi](http://www.greatfuturesathens.com/dpi)

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# SECTION I – REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

## PROPOSAL FORMAT

Providers are expected to examine the specifications and all instructions. Failure to do so will be at the Provider’s risk. Each Provider shall furnish the information required by the solicitation. A checklist of all documents required can be referenced in Section VI.

***The proposal and budget must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Provider.***

Proposals must be limited to 5 pages or less. This page limit does not include the number of pages associated with submission of the required documents included on the checklist on Section V.

All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** Provide an introduction letter summarizing the unique qualifications of your organization to meet the needs of this service requirement. This letter should be signed by an authorized representative who has the authority to enter into a contract with The Boys & Girls Clubs of Athens on behalf of the organization. Additionally, include the name, address, telephone number, and email address of the individual who serves as the point of contact for this solicitation.

1. **Table of Contents:** Including all sections and subsections.

1. **Provider Information:** Provide information summarizing:
   * Full name and address of your organization
   * Name and contact information for point or points of contact for proposal.
   * Employer Identification Number (EIN)
   * Unique Entity Identifier Number (UEI), which may be requested via Sam.gov
   * Background information including number of years the Provider Organization has existed.
   * State(s) in which you are incorporated or licensed to operate.
   * Description of experience administering similar contracts or federal funded programs.
   * Description of your organization’s ability to work on a reimbursement basis for this project.
   * If your organization is unable to work on a reimbursement basis, please provide a detailed justification regarding the inability to work on a reimbursement basis, including detail regarding how much funding the applicant would need to have advanced in order to begin work on the Program.
   * If the Applicant plans for subcontractor(s) to provide some of the services, this information must also be provided for all subcontractors.
2. **Qualifications and Experience:** Please describe your organization’s experience in providing youth development or violence prevention programming/services, including the following:
   * Number of years the organization has provided youth development or violence prevention programming/services.
   * Types of youth development programs/services that are currently offered by the organization.
   * Age range of youth previously served.
   * Location of programs.
   * Qualifications or experience of key staff or volunteers associated with programming.
   * Description of licenses or certifications held by an organization associated with youth services, if applicable.
   * Description of background checks or other risk reduction measures that the organization performs for staff or volunteers working directly with youth.

1. **Need Statement (Not to exceed 200 words):** Please describe the conditions, problems, and community needs, as they relate to youth, that the program aims to address. Also, please describe the target population that is served.

1. **Program Narrative:** Please provide your proposed approach to the Scope of Work, including a detailed explanation of the program/service(s) you plan to offer inclusive of:
   * Location where program/service(s) will be offered.
   * Primary residence areas of expected program participants, which may be defined using prior participant lists.
   * Proposed start and end date.
   * Days per week program/service will be offered and times.
   * Target age range for program, baseline of youth served last year, and number of youths to be served if awarded the project.
   * Ratio of youth/adult, where applicable.
   * Recruitment method and community engagement.
   * Partnerships established to accomplish program activities/services.
   * Type(s) of eligible activities provided and how program activities may help prevent or reduce youth violence.
   * Goals you seek to accomplish by offering the proposed program/service; and,
   * How you will assess the effectiveness of the program/service you plan to offer.
2. **Proposed Budget:** Applicants should submit a budget and justification that describes line-item costs broken down into at least the categories set forth below.*: This budget will be a fixed budget.*
   1. Personnel (including position title, wage per hour, number of hours anticipated for the program, and the position’s role in the program)
   2. Materials and Supplies
   3. Transportation
   4. Food- Refreshments
   5. Administrative costs (not to exceed 10% of project cost)
   6. Other
   7. Total Requested

The budget must include the cost per projected participant served, which is derived from the total of your funding request divided by the number of youths served in your program *expansion. (Download a copy from* [*www.greatfuturesathens.com*](http://www.greatfuturesathens.com) *or request it from Sterling Gardner at sterling@greatfuturesathens.com).*

*Applicants should target administrative rates not to exceed 10%, with documented expenses which would include administrative costs associated with compliance reporting. Administrative rates above 10% will not be considered.*

1. **Programmatic Risk Assessment:** Applicants should complete the Programmatic Risk Assessment, which is provided in Section V of this document and submit it, along with required attachments, with their proposal.

**9.** **Equity Impact Assessment:** Applicants should complete the Equity Impact Assessment, which is provided in Section V of this document and submit it, along with required attachments, with their proposal.

**10. Required Attachments:**

* 1. 501(c)(3) determination letter of organization
  2. List of Board of Directors and their contact information (may use template on Section V)
  3. Organizational Chart and Job Descriptions of program staff
  4. Resumes of all relevant program staff (including CEO/Executive Director)
  5. Financial Statement and Audit
  6. Insurance Requirements & Estimate Letter:
* Service provider must have and maintain during the entire performance of contract, at least the kinds and minimum amounts of insurance specified under Minimum Insurance Requirements described in **Section II. F of this RFP**. As part of the application, applicants are required to **obtain and submit an insurance estimate letter for all kinds and amounts of insurance listed below**. If approved for funding a current Certificate of Insurance must be submitted after awards have been made. During contracting, selected Providers will also be required to submit their insurance policy and declarations page along with the additional insured, primary and non-contributory endorsement documents. These documents can be requested through the organization’s insurance provider.
  1. Mandatory Proposal Forms included in RFP Section V. Service provider must complete and submit each of the mandatory proposal forms contained in Section V.

**SUBMITTAL FORMAT**

**Proposals are due no later than April 25, 2024 at 4:00 p.m. ET. Proposals received after the deadline will NOT be considered. Incomplete applications will not be considered for funding.**

Providers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Boys & Girls Clubs of Athens for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or improper address. **Proposals via facsimile will NOT be considered**.

# SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

## A. Introduction

**BACKGROUND**

The American Rescue Plan Act (ARPA) of 2021 was signed into law by President Biden on March 11, 2021. The legislation established the Coronavirus-19 State and Local Fiscal Recovery Fund (SLFRF), which is intended to support state and local governments as they address the health and economic impacts of COVID-19 on their communities, residents, and businesses.

According to guidance issued by the U.S. Department of Treasury, “Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act, which includes “respond[ing] to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.”

The Unified Government of Athens-Clarke County Mayor and Commission allocated $7,500,000 of SLFRF ARPA funds to youth development and violence prevention. The funding is to be used to increase the well-being of at-risk youth and decrease involvement in violence as well as to create a potential longitudinal case management of youth participants through early adulthood. Of this $7,500,000 allocated to youth development and violence prevention, the Mayor and Commission awarded $2,875,000 to the Boys & Girls Clubs of Athens for the implementation of its Delinquency Prevention Initiative (DPI). The DPI program includes an allocation of $565,000 to be awarded to qualified youth development and violence prevention subgrantees to reach underserved youth and provide services using the DPI model and other evidence-based programs.

**PURPOSE**

The Boys & Girls Clubs of Athens desires to solicit proposals for American Rescue Plan Act (ARPA) funding to expand the accessibility of youth development programming that will serve Athens-Clarke County youth, under 18 years of age, during the period of May 25, 2024 through August 31, 2025. This funding may be awarded, in varying amounts, to multiple agencies.

Programs should focus on at least one of the following eligible activities:

* **Academic Support Services:** summer learning loss prevention, academic enrichment and support services, and standardized test taking;
* **Crisis Intervention:** services that reduce youth, family, and gang violence, as well as services that promote physical and mental wellness;
* **Cultural Enrichment:** prosocial activities that expose youth to different historical events and interaction of different cultures and experiences;
* **Individual/Group/Family Counseling**: therapeutic services to improve sense of wellbeing;
* **Juvenile Justice Services:** services aimed at reducing juvenile delinquency and entrance in to the justice system;
* **Recreational Activities:** summer camps or programs to address out of school time, including sports, arts, STEM and other summertime activities;
* **Life Skills:** programs to develop skills to assist youth in successfully transitioning to adulthood;
* **Outreach Services:** programs that provide outreach services to disconnected populations of youth, such as gang-involved youth, runaways, and homeless youth;
* **Substance Abuse Prevention:** services and programs that reduce the incidence of substance abuse among youth;
* **Youth Employment:** summer youth employment, job training, and meaningful work experiences, as well as career exploration for youth; or
* **Youth Leadership Programs:** programs to foster character building, positive growth, and empowerment of youth.

**Proposals must be for already existing operating programs or projects. ARPA Youth Development and Violence Prevention funds will only cover the additional cost of expansion, not the full program costs.** Expansion of youth development programming for the purposes of this RFP could mean:

* + Increasing the duration of programming (days or times);
  + Increasing the number of youth participants for existing programming, including expansion to underserved youth through scholarship programs;
  + Enhancing existing programming to include additional activities or skill development; or
  + Adding a new element to an existing program/service.

Proposals that do not meet one of the above criteria for expansion of youth development programming must provide a justification in their proposal as to how the funds would be used to expand already existing, operating youth development programs or projects.

Priority will be given for youth development programming that serves youth ages 12-17 years of age whose primary residence is in a Qualified Census Tract and/or the Gaines, Alps, or Howard B. Stroud elementary zones.

## B. APPLICANT ELIGIBILITY

Applicants must be/possess:

* A registered 501(c)(3);
  + If a group has not yet obtained their 501(c)(3) status, they may partner with a 501(c)(3) agency. However, no qualifying agency should have more than two (2) non-qualifying partners.
* Demonstrated and successful experience providing youth development programs or services (ages 17 or under) for a minimum of one year;
* All necessary licenses and certifications, including background checks for those persons working and volunteering directly with youth;
* Willing and able to provide programs/services funded through ARPA exclusively to Athens-Clarke County youth; and
* Demonstrated capacity to meet performance requirements for federally contracted funds, including compliance reporting and other Federal Grant funding requirements.

## C. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

* RFP Release: April 1, 2024
* Technical Assistance Period: April 2-April 23, 2024
  + Technical Assistance Sessions (by appointment only): April 2 -April 23, 2024
  + Final Date for Questions: April 23, 2024
* Proposal Due: April 25, 2024, 4 p.m. ET
* Award Approval: May 3, 2024
* Programming Period: May 25, 2024 – August 31, 2025

## D. CONTACT PERSON

Inquiries regarding proposals and technical questions may be directed to [sterling@greatfuturesathens.com](mailto:sterling@greatfuturesathens.com). Providers are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the Provider's submittal.

## E. INSURANCE REQUIREMENTS

Service provider must have and maintain during the entire performance of contract, at least the kinds and minimum amounts of insurance specified under Minimum Insurance Requirements below.

Commercial Liability

Each Occurrence Limit $1,000,000

Personal & Advertising Injury Limit (Any One Person/Organization) $1,000,000 Medical Expense (Any One Person) $5,000

Damages To Premises Rented To You (Any One Premises) $100,000

Products/Completed Operations Aggregate Limit Included

General Aggregate Limit $2,000,000

Professional E&O Liability Each Incident $1,000,000

Professional E&O Liability Aggregate $2,000,000

Abuse And Molestation Each Claim $100,000

Abuse And Molestation Aggregate $200,000

**Bonding Requirements:**

If applicable, selected Providers shall comply with the bonding requirements of 2.C.F.R 200.326 (Bonding Requirements)

## F. ADDITIONAL INFORMATION/ADDENDA

The Boys & Girls Clubs of Athens will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Providers should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the Provider's name, address, phone number, and email address.

***Providers must acknowledge any issued addenda on the form included in Section V of this RFP. Proposals which fail to acknowledge the Provider’s receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner’s requirements.***

## G. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified by the Provider for a period of **sixty (60) days** following the time and date designated for the receipt of proposals, and each Provider so agrees in submitting his proposal, unless requested by The Boys & Girls Clubs of Athens. Negligence on the part of the Provider in the preparation of his proposal shall not be grounds for the modification of a proposal after the time set for proposal closing.

Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered. Providers may choose to withdraw a proposal if circumstances change, and the provider would not be able to fulfill the proposal if selected. Withdrawn proposals may not be resubmitted after the proposal deadline.

## H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the Provider represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the Provider has not directly or indirectly induced or solicited any other Provider to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the Provider has not in any manner sought by collusion to secure to that Provider any advantage over any other Provider.

By submitting a proposal, the Provider represents and warrants that no official or employee of the Boys & Girls Clubs of Athens has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

## I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the Provider verifies its compliance with O.C.G.A. §13-10-91. The Provider further agrees to maintain records of such compliance and shall provide a copy of each such verification to The Boys & Girls Clubs of Athens, at the time the subcontractor(s) is retained to perform such services.

## J. COST INCURRED BY PROVIDERS

All expenses involved with the preparation and submission of proposals to The Boys & Girls Clubs of Athens, or any work performed in connection therewith shall be borne by the Provider(s). No payment will be made for any responses received or for any other effort required of or made by the Provider(s) prior to the commencement of work as defined by a contract approved by The Boys & Girls Clubs of Athens.

## K. EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of The Boys & Girls Clubs of Athens that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

## L. HOLD HARMLESS AND INDEMNIFICATION

The Provider agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County and The Boys & Girls Clubs of Athens its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Provider, its officers, employees, and agents under any of the terms of this contract.

## M. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing Provider’s past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible Provider whose proposal represents the best value after evaluation in accordance with the factors listed in [Section IV](#_SECTION_IV_-) herein. The Boys & Girls Clubs of Athens may reject any or all proposals if such an action is in The Boys & Girls Clubs of Athens interest.

## N. QUALIFICATION OF PROVIDERS

The Boys & Girls Clubs of Athens may make such reasonable investigations as deemed proper and necessary to determine the ability of the Provider to perform the work and the Provider shall furnish to Boys & Girls Clubs of Athens all such information and data for this purpose as may be requested. The Boys & Girls Clubs of Athens reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Provider fails to satisfy The Boys & Girls Clubs of Athens that such Provider is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Proposals from any Provider that is in default on the payment of any taxes, license fees, or other monies due to The Boys & Girls Clubs of Athens will not be accepted.

## O. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Providers shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

## P. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10**. If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

# SECTION III - SCOPE OF SERVICES

The subgrantee shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for funded youth development programming as per the scope of services outlined below for the period of May 25, 2024 – August 30, 2025

## A. Award Term Period

The anticipated contract award term will be May 25, 2024 – August 30, 2025. Boys & Girls Clubs of Athens

may terminate or amend a contract to extend the Term as they deem necessary. Contracts are subject to available funding and compliance with contract terms.

## B. Roles and Responsibilities

Selected Providers that are awarded ARPA funds are required to:

1. Operate and administer the youth development and violence prevention program(s) in accordance with requirements described herein, as well as all local, state, and federal laws and any applicable rules and regulations.
2. Provide and administer the Program at such locations as it deems necessary.
3. Complete and submit the Programmatic Risk Assessment provided in Section V of the RFP, including submitting all related attachments.
4. Properly account for the expenditure of all funds in such a manner as may be requested on a monthly basis.
5. Submit monthly data and reports electronically as may be required.
6. Maintain records associated with the Program, including but not limited to completed expenditure documentation and demographics of youth participating in ARPA-supported youth development programming, for a minimum of 10 years after the end of the contract in accordance with Treasury Regulations related to the use of ARPA Funds.
7. Ensure that waivers are signed by the parent(s) or guardian(s) of youth participants to release the organization and Boys & Girls Clubs of Athens from liability prior to participation.
8. Obtain a copy of the youth’s medical insurance card in the event there is an injury while under the Provider’s care.
9. Provide Boys & Girls Clubs of Athens with their insurance and declarations page along with the certificate of insurance, as well as primary and non-contributory endorsements, prior to contract execution. Additionally, an estimate of the costs of required insurance should be submitted with the application. Agencies should consult with their insurance carrier before submitting an application to ensure they can be covered to the levels required by The Boys & Girls Clubs of Athens.
10. Indemnify Boys & Girls Clubs of Athens, its assignees, officers, agents, and employees, and to hold each of them harmless against any and all claims, damages, losses, expenses, and liability resulting from, or relating to, any act or omission arising from the Provider’s performance in the Program.
11. Maintain all necessary licenses and certifications throughout contract award performance period.
12. Obtain a SAM.gov Unique Entity Identifier, as required by the Treasury Department.

|  |  |
| --- | --- |
| **Organization** | **Responsibilities** |
| Provider | * Provide services according to RFP and contract criteria * Spend funds in accordance with federal grant awards * Operate and administer youth development programming in accordance with RFP and contract requirements * Collect all mandatory data elements for documenting youth development programming. * The primary applicant shall be responsible for collecting and submitting data for each of their partners/subcontractors. * Submit monthly invoices to Boys & Girls Clubs of Athens consistent with approved budget. * Provide any additional documentation that may be required for compliance purposes. * Retain records for ten (10) years |
| Boys & Girls Clubs of Athens | * Award selected Providers * Enter into and administer contracts with Providers * Provide funding to the Provider for youth development programming and related administrative costs, as awarded by Boys & Girls Clubs of Athens, upon receipt of approved documentation * Perform, or cause to perform, compliance monitoring |

## C. Performance Outcomes and Required Data

The following data shall be submitted monthly to The Boys & Girls Clubs of Athens by award recipients and their subcontractors and/or partners:

* Number of individuals participating in youth development and violence prevention programs;
* Demographic characteristics, including household income bracket, age group, race/ethnicity, and gender of the individuals that participated in the programs;
* In addition, organizations shall propose performance outcomes which demonstrate success in the specific program areas the organization will be providing. For example, if providing academic support, then the organization could conduct pre- and post-tests to measure participant progress.
* DPI Pre-test / Post test to measure resistance to gang activity.

## D. Contract Amount

Contract amounts will vary based on the number of persons expected to be served and the ability of the Provider’s proposal to reach at-risk youth. Priority will be given to proposals that anticipate serving youth ages 12-17.

Boys & Girls Clubs of Athens intends to provide contract awards to the Provider on a reimbursement basis. Partial, advanced payments will be considered; however, the applicant should provide a detailed justification regarding the applicant organization’s inability to work on a reimbursement basis. Please provide detail regarding how much funding the applicant would need to have advanced in order to begin work on this program. The final terms of advance payments will be identified during the contracting process.

## E. Federal Award Compliance

Organizations and Providers that are awarded funding through this solicitation will serve as a sub-grantee of ARPA federal grant awards. Subgrantees are expected to implement the funded program consistent with the grant award, as well as all applicable federal statutes and regulations.

## F. Audits & Inspections

All records with respect to any matters covered by this RFP award shall be made available to the Boys & Girls Clubs of Athens, at any time during normal business hours, as often as deemed necessary, to audit, copy, examine, and make excerpts or transcripts of all relevant data, books, records, reports, documents, and papers as they reasonably deem necessary for as long as such records, reports, books, documents, and papers are retained. This right also includes timely and reasonable access to Provider’s personnel for the purpose of interview and discussion related to such documents.

Additionally, per 2 C.F.R. Part 200, Subpart F, the selected Providers may be subject to a Single Audit performed on non-federal entities expending federal grant funds of more than $750,000.00 in a year. For audit purposes, Selected Providers shall consider and describe the funds provided pursuant to this Agreement as federal “subaward” funds.

## G. Restrictions on Use of Funds – Generally

Selected Providers are prohibited from using funds from this RFP or personnel employed in the administration of the Program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

* Hatch Act: Selected Providers shall agree that no funds provided, nor personnel employed under this RFP, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.
* Religious Activity: Selected Providers shall agree that funds provided under this RFP will not be utilized for inherently religious activities such as worship, religious instruction, or proselytization.
* Selected Providers shall agree that any current Boys & Girls Clubs of Athens employee involved in the proposed activities shall not receive any financial or other type of compensation from funds provided under this RFP.

# SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Boys & Girls Clubs of Athens intends to evaluate proposals and award contracts in varying amounts to multiple Providers.

**EVALUATION CRITERIA**

Based on the proposal format as outlined in Section II, the evaluation criteria in order of importance are as follows:

|  |  |
| --- | --- |
| **Criteria** | **Scoring Points** |
| Past Experience and Qualifications: Provider’s experience and qualifications in operating and administering youth development programming | 25 |
| Applicant Organization’s Approach and Program Narrative: Program content, focus on youth violence prevention, delivery and number of youth projected to be served to meet the need identified by the agency. | 20 |
| Organization has proposed performance outcome which demonstrate success in program areas which organization will be providing. | 5 |
| Proposed Budget: costs and budget are reasonable | 20 |
| Priority Program:   * Program serves target youth population (ages 12-17): 10 points. * Program primarily serves youth residing in QCTs\*: 5 points | 15 |
| Programmatic Risk Assessment | 15 |
| **Total Possible Score** | **100** |

\* Applicants may consult the ARPA funding reference maps page to determine whether their location falls within a QCT or one of the listed elementary school zones. These points are intended for organizations operating programs within the specified priority areas, who typically draw >50% of their participants from within those priority areas. Organizations providing programs at more than one location may receive partial points.

## PROPOSAL EVALUATION AND CONTRACT AWARD

Proposals will be evaluated and ranked according to the criteria and score values set forth in the above Criteria Table. After a recommendation and award is made, negotiations of a contract with the selected agencies will commence. All proposers will be notified of their standing immediately following the Boys & Girls Clubs of Athens decision.

The Boys & Girls Clubs of Athens shall not be bound or in any way obligated until both parties have executed a contract. The Boys & Girls Clubs of Athens also reserves the right to delay the award of a contract or to not award a contract.

# SECTION V - PROPOSAL FORMS

## A. PROPOSAL FORM

|  |
| --- |
| **MANDATORY SUBMITTAL** |

Proposal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "Provider"), organized and existing under the laws of the State of Georgia, doing business as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*.

In compliance with your RFP, the Provider hereby proposes and agrees to perform and furnish all work for the requirement known as Boys & Girls Clubs of Athens ARPA Youth Development and Violence Prevention Programming for Under Served Youth 2024 in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Provider certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Provider has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Provider agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | | |
| Contact: |  | | |
| Address: |  | | |
|  | | |
| Phone: |  | Fax |  |
| Email: |  | | |

By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in RFP Youth Development and Violence Prevention Programming for May 25, 2024 – August 30, 2025.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative/Title Authorized Representative Date

(print or type) (signature)

**MANDATORY SUBMITTAL**

## B. ADDENDA ACKNOWLEDGEMENT

The Provider has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Addendum No. |  | dated |  | Acknowledgement |  |
| Addendum No. |  | dated |  | Acknowledgement | Initial |
| Addendum No. |  | dated |  | Acknowledgement | Initial |
| Addendum No. |  | dated |  | Acknowledgement | Initial |
|  |  |  |  |  | Initial |

Providers must acknowledge any issued addenda. Proposals which fail to acknowledge the Provider’s receipt of any addendum would result in the rejection of the proposal if the addendum contained information which substantively changes the Owner’s requirements.

**MANDATORY SUBMITTAL**

## C. GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT FORM

The Boys & Girls Clubs of Athens and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

(1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor’s compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this

Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVIT ON FOLLOWING PAGE*

**MANDATORY SUBMITTAL**

## CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-1091, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13- 10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Work Authorization Company Identification Number Date of Authorization

Name of Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Public Employer: The Unified Government of Athens-Clarke County

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024 in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Officer or Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_, 2024.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public My Commission Expires

**MANDATORY SUBMITTAL**

## D. AFFIDAVIT VERIFYING STATUS FOR PUBLIC BENEFIT-REQUIRED BY THE GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

**SAVE AFFIDAVIT**

By executing this affidavit under oath, as an applicant for an Athens-Clarke County contract or other public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1 *as amended*), the undersigned applicant representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of business), verifies one of the following with respect to my application for a public benefit.

\_\_\_\_ (1) **I am a United States citizen**

(document example: Driver’s License, US Passport, US Military Card, etc.)

\_\_ \_ (2) **I am a legal permanent resident of the United States**

(document example: I-551 Permanent Resident Card, Certificate of Citizenship, etc.)

\_\_\_\_ (3) **I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.**

**My alien number issued by the Department of Homeland Security or other federal immigration agency is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(document example: Temporary Resident Card; Employment Authorization Card, etc.)

**The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1-(e), with this affidavit.**

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 1610-20, and face criminal penalties as allowed by such criminal statute.

Executed on the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_ in \_\_\_\_\_\_\_\_\_\_ (city) \_\_\_\_\_\_ (state)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Signature of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

DAY OF \_\_\_\_\_\_\_ 20 \_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE COMPLETE THIS AFFIDAVIT AND SUBMIT A COPY OF THE IDENTIFICATION DOCUMENT (front and back) FROM THE LIST ON THE BACK OF THIS FORM. THIS AFFIDAVIT CANNOT BE NOTARIZED BY HCD OR LEISURE SERVICES DEPARTMENT.

## Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

## Issued August 1, 2011 by the Office of the Attorney General, Georgia

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

* A United States passport or passport card
* A United States military identification card
* A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
* An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
* A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or listed sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <https://www.bia.gov/service/tribal-leaders-directory/federally-recognized-tribes>
* A United States Permanent Resident Card or Alien Registration Receipt Card
* An Employment Authorization Document that contains a photograph of the bearer
* A passport issued by a foreign government.
* A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard - A Free and Secure Trade (FAST) card
* A NEXUS card
* A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
* A driver’s license issued by a Canadian government authority.
* A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
* A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
* In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.

**MANDATORY SUBMITTAL**

## E. CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and County law prohibits employees and officials of The Boys & Girls Club of Athens ( Grantee) from participating on behalf of the Grantee in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for State and Local Fiscal Recovery (SLFRF) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a Grantee employee or consultant, or a member of the Grantee’s Board of Directors?

Yes No

If yes, please list the names(s) below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will the SLFRF funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a Grantee employee, consultant, or a member of the Grantee’s Board of Directors?

Yes No

If yes, please list the names(s) below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of the Grantee’s employees, consultants, or a member of the Grantee’s Board of Directors?

Yes No

If yes, please list the names(s) below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have answered “YES” to any of the above, The Boys & Girls Club of Athens review committee will review to determine whether a real or apparent conflict of interest exists.

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant’s Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Official’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## F. APPLICANT CERTIFICATIONS

**Certification of Good Standing:**

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization Name) is in good standing with The Boys & Girls Clubs of Athens.

I understand that the following documentation and/or certifications are required to receive SLFRF funds from the Boys & Girls Clubs of Athens:

* Non‐profit determination (if applicable)
* List of Board Members
* Designation of Authorized Official(s)
* Board Resolution Authorizing Grant Signatories
* Annual Financial Statements
* Signed Anti‐lobbying Certification
* Signed Drug Free Workplace Certification

Signature Date

**Certification of Drug Free Workplace and Anti-Lobbying:**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, I certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization name):

**Drug Free Workplace –** Will begin or will continue to provide a drug‐free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug‐free awareness program to inform employees about ‐
   1. The dangers of drug abuse in the workplace;
   2. The grantee's policy of maintaining a drug‐free workplace;
   3. Any available drug counseling, rehabilitation, and employee assistance programs; and
   4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will
   1. Abide by the terms of the statement; and
   2. Notify the employer in writing of his or her conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying Boys & Girls Clubs of Athens in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted ‐
   1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug‐free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying –** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form‐LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti‐lobbying certification be included in the award documents for all sub‐awards at all tiers (including subcontracts, sub‐ grants, and contracts under grants, loans, and cooperative agreements) and that all sub‐ recipients shall certify and disclose accordingly.

**Section 3 --** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization name) will comply with section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

Signature (Authorized Official): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANDATORY SUBMITTAL**

## G. RISK ASSESSMENT QUESTIONNAIRE (RAQ)

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients that are pass‐through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass‐through entities. To comply with the federal risk assessment requirements of 2 CFR Part 200.332, the Unified Government of Athens‐Clarke County must review the programmatic risks posed by all applicant agencies requesting State and Local Fiscal Recovery Funds/American Rescue Plan funding.

This risk assessment includes such factors as:

* The subrecipient's prior experience with the same or similar sub-awards;
* The results of previous audits including whether or not the subrecipient receives a Single Audit;
* Whether the subrecipient has new personnel or new or substantially changed systems; and
* The extent and results of Federal awarding agency monitoring (*e.g.,* if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The Boys & Girls Clubs utilizes this questionnaire to comply with federal requirements. **This should be completed by the main applicant in a collaboration for funding.**

|  |  |
| --- | --- |
| **APPLICANT & ORGANIZATIONAL INFORMATION** | |
| Organization Name: |  |
| Program Associated with this RAQ: |  |
| Individual Completing this RAQ: |  |
| Contact Information for Person  Completing this RAQ (Phone and Email): |  |
| Mission Statement: |  |
| Brief Description of  Organization and Previous Experience with Federal Funding: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please check yes, no, or na for the following:** | **YES** | **NO** | **NA** |
| Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of: |  |  |  |
| General staff management policies and procedures. |  |  |  |
| Code of Conduct for all agency staff. |  |  |  |
| Code of Conduct for board members. |  |  |  |
| Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff. |  |  |  |
| Conflict of interest (real or perceived) for board members. |  |  |  |
| Complaint/grievance resolution policy and procedures relative to agency staff. |  |  |  |
| Complaint/grievance resolution policy and procedures relative to clients. |  |  |  |
| Program participant eligibility, if applicable. |  |  |  |
| **FINANCIAL ACCOUNTABILITY:** | | | |
| **Please check yes, no, or na for the following:** | **YES** | **NO** | **NA** |
| Organization has policies and procedures in place governing all financial transactions. |  |  |  |
| Organization has procedures for financial transactions provide for adequate separation of duties. |  |  |  |
| Claims for reimbursement are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary. |  |  |  |
| Organization operates within a budget approved annually and reviewed by its Board of Directors no less frequently than quarterly. |  |  |  |
| Organization maintains a chart of accounts for all financial accounts/codes. |  |  |  |
| Organization has at least (3) years’ experience managing federal funding. |  |  |  |
| Organization’s general ledger separates revenues and expenses by source of funding/program. |  |  |  |
| Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required. |  |  |  |
| Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually. |  |  |  |
| Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially. |  |  |  |
| Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually. |  |  |  |
| Organization files a 990 annually. |  |  |  |
| **AGENCY GOVERNANCE** | | | |
| **Please check yes, no, or na for the following:** | **YES** | **NO** | **NA** |
| Organization has and follows approved by‐laws. |  |  |  |
| Organization has an active Board which meets regularly or as required in approved by‐laws. |  |  |  |
| Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting. |  |  |  |
| Organization is able to comply with all statutory requirements of SLFRF (Interim Final Rule [https://www.govinfo.gov/content/pkg/FR‐](http://www.govinfo.gov/content/pkg/FR)2021‐05‐ 17/pdf/202110283.pdf). |  |  |  |
| **HISTORY OF PERFORMANCE** | | | |
| **Please check yes, no, or na for the following:** | **YES** | **NO** | **NA** |
| Organization has at least (5) years’ experience managing grants of comparable scope and/or capacity. |  |  |  |
| In the last two fiscal years, the organization has always submitted required reports on time. |  |  |  |
| In the last two fiscal years, the organization has sometimes submitted required reports on time. |  |  |  |
| In the last two fiscal years, the organization has never submitted required reports on time. |  |  |  |
| In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards. |  |  |  |
| In the last two fiscal years, has your organizations had Special Conditions placed on a grant award. |  |  |  |
| Organizations have a system in place to adequately track program beneficiary income and demographics. |  |  |  |
| **STAFFING** | | | |
| **Please check yes, no, or na for the following:** | **YES** | **NO** | **NA** |
| Organization maintains up‐to‐date job descriptions for all staff positions. |  |  |  |
| Organization routinely notifies funders, as appropriate, when a change in program staff occurs. |  |  |  |
| Organization has a system in place to adequately track program‐specific work performed. |  |  |  |
| **CERTIFICATION** | | | |
| By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415) | | | |
| Authorized Signature | Date | | |

## H. BOARD OF DIRECTORS LIST

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Board Position** | **Address and Telephone** | **Professional Affiliations** | **Service Term** | | **Membership Category** |
| **Start Date** | **End Date** | **Example:**  **Private/Community**  **Sector, Public**  **Sector/Public**  **Official, Low**  **Income Sector** |
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## I. EQUITY ASSESSMENT

1. How will your organization ensure this program fits into the DPI framework?
2. Will there be any fees associated with the DPI services you provide? If so, how will you ensure low-income youth will be served if payment is a barrier to their participation?
3. How will you evaluate the effectiveness of the DPI program?
4. Is your organization adequately resourced to achieve the intended outcomes of the desired program? (i.e. staffing, funding)
5. Are there any language barriers? If so, how do you plan to address them? Will your organization be able to translate resources and materials?
6. How will your organization address transportation barriers? Will your program be located along bus routes, or will transportation be provided?

## SECTION VI - DOCUMENTS CHECKLIST

**Purpose**: This checklist serves to support applicants in applying for ARPA Youth Development and Violence Prevention Programming in Summer 2023 funds. This document lists the required components of the Proposal and application supporting documentation required.

|  |  |
| --- | --- |
| **1.** Cover Letter | Yes |
| **2.** Table of Contents | Yes |
| **3.** Provider Information | Yes |
| **4.** Qualifications and Experience | Yes |
| **5.** Need Statement | Yes |
| **6.** Program Narrative | Yes |
| **7.** Proposed Budget | Yes |
| **8.** Programmatic Risk Assessment | Yes |
| **9.** Equity Impact Assessment | Yes |
| **10.** Additional Attachments |  |
| a. 501(c)(3) Determination Letter | Yes |
| b. List of Board of Directors and their Contact Information | Yes |
| c. Organizational Chart and Job Descriptions of Program Staff | Yes |
| d. Resumes of all relevant program staff (including CEO/ED) | Yes |
| e. Financial Statement and Audit | Yes |
| f. Estimate Letter for Required Insurance | Yes |

**MANDATORY PROPOSAL FORMS (SECTION V)**

|  |  |
| --- | --- |
| Proposal Form | Yes |
| Acknowledgement of Addenda | Yes |
| Georgia Security & Immigration Compliance (GSIC) Act Affidavit | Yes |
| SAVE Affidavit | Yes |
| Conflict of Interest Questionnaire | Yes |
| Applicant Certifications | Yes |

THIS PAGE IS INTENTIONALLY LEFT BLANK TO SIGNIFY THE END OF THE RFP PACKET