

**APPENDIX 1: COVER PAGE**  
**RFP#2022-03 / Out-of-School Time Program**

The undersigned, as Proposer, does declare that no other persons other than the Proposer herein named has any interest in this proposal or in the contract to be taken, and that it is made without any connection with any other person or persons making a proposal for the same articles, and it is in all respects fair and without collusion or fraud. The undersigned further declares that he has carefully examined the specifications and is thoroughly familiar with their provisions and penalties.

<b>Organization Name:</b>	City of Pensacola Parks and Recreation Department		
<b>Telephone:</b>	850-436-5670	<b>Federal EIN:</b>	59-6000406
<b>Street Address:</b>	222 W. Main Street		
<b>City, State, Zip Code</b>	Pensacola, FL 32502		
<b>Escambia County District #:</b>	Districts 3 & 4		
<b>Contact person:</b>	Tonya Byrd		
<b>Title of contact person:</b>	Recreation Superintendent		
<b>Contact person e-mail:</b>	tbyrd@cityofpensacola.com		
<b>Proposed programming period:</b> <i>MM/DD/YYYY – MM/DD/YYYY</i>	January 2023 - December 2025		
<b>Proposed number of Escambia County children and youth served by the organization during the grant period:</b>	235 per academic year		
<b>Participant age range:</b>	5-12 years		
<b>Amount requested:</b>	\$1,690,128		
<b>Total organizational budget:</b>	\$10,880,535		
<b>Total program budget for this RFP:</b>	\$1,822,147		
<b># of full-time employees employed for OST program(s):</b>	6		
<b># of part-time employees employed for OST program(s):</b>	18		
<b># of AmeriCorps, Senior Corps or other service members engaged in OST program(s):</b>	0		
<b># of volunteers engaged in OST program(s):</b>	0		

Authorized Signature: \_\_\_\_\_

Name: Tonya Byrd

Title: Recreation Superintendent

***To receive consideration for award, this page must be returned as part of your application.***

## City of Pensacola Parks and Recreation Department – After School Program

### Response to Escambia Children’s Trust RFP #2022-03

#### A. Abstract

The City of Pensacola Parks and Recreation Department (PPRD) proposes to use the grant funding to offer free after school programming for K-5 students meeting federal income criteria at 4 existing program venues including: E.S. Cobb Resource Center, Fricker Resource Center, Gull Point Resource Center, and Woodland Heights Resource Center. We will seek reimbursement under the grant only for expenses involved in delivering services to youth who qualify for free tuition. PPRD will partner with multiple agencies to enhance current program offerings for students including STEM activities, performing arts, behavior and social support services, as well as outdoor recreation and conservation education.

We believe offering free access to these programs will increase the number of children enrolled in quality after school programming and ensure equal access to enrichment programs that are not currently available to many low-income families during out-of-school time. Additionally we seek to improve students’ overall well-being, confidence, school attendance, and academic performance through a variety of evidence based youth development practices used by the program.

After school programs and camps can deliver the kind of social equity of services that often cannot be provided for in academic and home settings for various reasons. Post pandemic behaviors and emotions have highlighted the issue of children’s mental health that needed to be approached holistically and in step with every child’s school and home life. Children need to be heard and feel understood for the sake of their mental health and often need guidance developing coping strategies to deal with the world around them. This has been magnified over the past three years and there doesn’t seem to be an end in sight. We hope to be able to make an impact on their ability to gain these critical life skills to help them mature into responsible and community-oriented adults who will in turn pass on these skills they’ve learned and inspire other children after them to do the same.

## **B. Program Design and Proposed Services**

PPRD operates four (4) after school programs in community resource centers. These programs are offered to all students and families living in Escambia County. Programming includes recreational sports and free play, homework assistance, and educational enrichment. In addition to staff-led activities and free play, there are scheduled visits from the police and fire departments for safety instruction, social service organizations, and non-profits providing after school enrichment services.

The programs operate from 2pm to 6pm Monday-Friday when school is in session, 41 weeks per year. Access is open to all students attending a K-5 school in Escambia County. Participants are transported by school bus, parents/guardians, and walking from nearby neighborhoods. Each participant is offered a nutritious snack as part of the after school program, which is a critical component of the program that helps eradicate food insecurity and improves health outcomes for participating youth.

PPRD offers full day programs to students on teacher work days and in-service days as well as seasonal breaks. PPRD community centers are closed on most federal holidays. PPRD seeks to offer these full day programs to income eligible students free of charge in order to ensure students are able to maintain a daily routine and provide parents with safe, accessible places for their child to participate in activities during scheduled days out of school.

Fees are charged for after school and other Out-of-School Time (OST) programs based on residency. Sometimes the cost, regardless of how small, can be a deterrent for students from low-income households to be able to participate, especially households with multiple children. PPRD intends to utilize ECT funds to remove this barrier to quality after-school programming by waiving fees for students whose households meet the federal income requirements to qualify for free and reduced lunch. Students would not have to attend an Escambia County School District school to attend After-School, but must still meet the residency and income requirements to qualify for free tuition under the ECT grant.

FY23 After-School Fees:

<i>Locations</i>	<i>Resident</i>	<i>Non-Resident</i>
Cobb, Fricker and Woodland*	\$11 per week	\$14 per week
Gull Point	\$50 per week	\$70 per week

FY23 Daily Drop In or Holiday Camp Fees:

<i>Locations</i>	<i>Resident</i>	<i>Non-Resident</i>
Cobb, Fricker and Woodland*	\$10 per day, \$49 per week	\$15 per day, \$58 per week
Gull Point	\$20 per day, \$90 per week	\$25 per day, \$114 per week

\*Difference in price from Gull Point price subsidized by Recreation/Athletic Special Revenue Fund. We anticipate a \$5 per week increase in fees across the board in years 1 and 2 due to inflation and rising costs.

Currently PPRD partners with the CDAC Behavioral Healthcare, Inc., Boost Project to provide social and behavioral education programming via their Peaceful Alternatives to Tough Situations (PATTS) curriculum at E.S. Cobb Resource Center. The PATTS program is an aggression management program designed to help students increase positive conflict resolution skills and maintain the ability to forgive transgressions and reduce aggressive behavior. We are seeking to expand those services with funding from this ECT grant application to reimburse CDAC for 2 staff and program materials to offer the PATTS curriculum at Fricker Resource Center beginning in the spring of 2023. This specific location was recommended to CDAC staff for expansion by members of the Pensacola Police Department and carries this department's endorsement. A separate budget for this request is included as Appendix 5b.

PPRD After-School intends to partner with a variety of other agencies to deliver quality enrichment services including but not limited to the Pensacola MESS Hall, Tennis-4-Everyone, performing arts venues, and the Bayview Outdoor Pursuits Center to provide enrichment programs to benefit students including STEM activities, homework enrichment, performing arts, sports instruction, outdoor recreation and conservation education. Additionally PPRD offers wellness and other social support services. Some of these service providers are applying for OST grant funding through ECT to administer their specific programming to multiple providers in addition to PPRD properties, therefore we do not propose to be the lead agency for funding those programs with this proposal.

We propose to create an Out-of-School Time Program Coordinator position as a year-round funded position. This employee will be responsible for planning, organizing and implementing all OST programs and related activities. PPRD requests funding for the salary of this position as well as benefits detailed in the program budget.

The ideal candidate will have a minimum of 5 years of experience in providing OST programs in a recreational setting and knowledge of principles in evidence-based youth development programming. Additionally there will be guidelines regarding the types of enrichment services offered in After-School with quotas set for implementation of performing arts programming, STEM programming, and behavioral intervention programming. This position will also be responsible for coordinating at least once per quarter staff training opportunities to increase staff confidence and knowledge in providing positive youth development programming.

### **Target Audience and Participant Demographics**

PPRD aims to equitably serve households in each service area so that no child is priced out of receiving quality OST programming. Many families have expressed difficulty paying for more than one child to attend and we know that providing OST services at no cost would provide financial relief for many families in this difficult economy.

Currently PPRD serves 165 students in four after school programs as follows:

Service Locations	Enrollment	Maximum Capacity	Schools Served
E.S. Cobb 601 E. Mallory Street	74	90	A.K. Suter; N.B. Cook; Global; Brentwood; Scenic Heights; Escambia Christian; J. Harris; Pensacola Christian; Sherwood
Fricker 900 N. F Street	20	40	A.K. Suter; KAPS Academy; Global; Dixon School of the Arts; Ensley; Jacqueline Harris; Oak Crest
Gull Point 7000 Spanish Trail	17	40	Scenic Heights; N.B. Cook; Cordova Park; Ferry Pass
Woodland Heights 111 Berkley Drive	54	65	O.J. Semmes; A.K. Suter; KAPS Academy; Ferry Pass; Jacqueline Harris; Hope Horizon

All after school participants are ages 5-12 years and enrolled in elementary school or K-5 program. We do not currently collect data on race, gender, income, or housing status. At a minimum, PPRD would collect income data for eligibility to attend the program for free and can begin collecting data on any and all demographics required by ECT to fulfill the grant requirements.

One challenge to meeting the goal of increasing enrollment is transportation. Currently we rely on the school system to provide transportation from district schools. We anticipate that driver shortages and limited bus routes may create some challenges with filling these needs. We will seek alternative transportation options, as needed and up to what is allowable by Department of Children and

Families regulations, for students who attend the program for free under the ECT grant.

Historically we know that E.S. Cobb, Fricker and Woodland Heights primarily serve minority populations and are in low to modest income neighborhoods. While Gull Point Resource Center serves a middle-class demographic with pockets of poverty within the service area of that neighborhood community center. We know that without access to quality after school programs, children in these neighborhoods are most at risk for falling into behaviors that do not support their social, mental, or academic development and overall well-being.

### **C. Capacity to Provide Required Services**

The City of Pensacola Parks and Recreation Department's primary vision and focus with regard to youth programming is to provide equitable access to recreation and other resources in our community that lead to healthy youth development and encourages successful growth into adulthood with life-long skills and habits. Our department has provided quality youth programming in various forms and methods since 1928.

Leadership staff for the After School programs include the following individuals. Each individual has extensive experience in the management of youth development programming and administering budgets, staff recruitment and retention, and training. Currently each after school site provides training and support for their



program staff. Once the Out of School Time Coordinator is hired, developing a consistent staff training program and retention strategies will fall into their area of responsibility.

*Tonya Byrd – Recreation Superintendent* – Ms. Byrd manages the Recreation Division of Pensacola Parks and Recreation and has over 22 years of experience in the delivery and administration of recreation programming in a municipal setting. Prior to her employment with PPRD in 2014, Ms. Byrd was the Deputy Director of Recreation and Community Services for the City of Clarksville Parks and Recreation Department in Clarksville, TN from 2008-2014. She has also served both cities in many other capacities including recreation programming, marketing and public relations, budgeting, and strategic planning. She is a graduate of Austin Peay State University in Clarksville with a B.S. in Corporate Communications

*Heather Matteson – Recreation Supervisor at Gull Point Resource Center* – Ms. Matteson has over 25 years of experience in youth development programming. She is a graduate of Southern Illinois University-Carbondale with a B.S. Degree in Recreation Administration and Management. Her experience includes 1 year with the City of Pensacola, 11 years at Huntley Park District, and 4.5 years at Cary Park District in Illinois. Ms. Matteson was the Youth Recreation Manager for 6 years for Huntley Park District, overseeing all out-of-school time programs including summer camp, before and after school, as well as teen and art camps. She also held positions as Recreation Supervisor over Extended Time & Day Camps for Huntley, and 4.5 years as Extended Time Program Supervisor at Cary Park District. Ms.

Matteson also served in the following roles: After School Program Leader & Summer Camp Director at Chesterbrook Academy in Bartlett, IL; Recreation Intern for City of San Antonio Parks and Recreation in Texas; Assistant Recreation Supervisor for Union City Housing Authority in Anna/Jonesboro, IL; and Aquatic Supervisor, Lifeguard, WSI Swim Instructor and Day Camp Counselor at the YMCA of McHenry County in Crystal Lake, IL.

*Michael Mims – Program Coordinator (Area Manager) over Fricker Resource Center and Theophalis May Resource Center* – Mr. Mims has worked with youth from various backgrounds and abilities throughout his 22 year career. Mr. Mims has worked for the City of Pensacola Parks and Recreation as a Program Coordinator (Area Manager) for five years facilitating youth sports and youth development programming. He holds a B.A. in History from the University of South Alabama. Some of his previous posts in youth programming include Athletic Director for Boys and Girls Clubs of South Alabama, Program staff at YMCA of South Alabama, Executive Director of Tuskegee-Macon County YMCA, and Program Director at Dearborn YMCA. Mr. Mims background in education includes serving as a classroom teacher for children with exceptionalities at the private school Melmark New England in Woburn, MA and as a teacher for 3 and 4 year olds at Tuskegee-Macon County Head Start. In addition to his regular duties with Parks and Recreation Mr. Mims is the head coach for the G.O.A.T. Farm High School Track & Field/Cross Country Team for Fricker Resource Center.

*Reba Smith – Program Coordinator (Area Manager) over Cobb and Woodland*

*Heights Resource Centers* – Ms. Smith has been employed by the City of Pensacola for 26 years (16 years full-time and 10 years part-time) in the implementation and administration of youth development programs. She has an A.A. degree in Business Administration and Health, Leisure Sports Ms. Smith has coached recreational basketball and tee ball through Cobb and Woodland Heights Resource Center for over 15 years and has been a Youth Bowling Coach through Pensacola Progressive TNBA for 18 years.

*Theyuka Thomas – Recreation Supervisor at Woodland Heights Resource Center –*

Mr. Thomas has 32 years of volunteer coaching experience and 6 years of experience in youth development programming. During his time with the City of Pensacola, he has held the positions of Program Specialist, Assistant Recreation Supervisor and Recreation Supervisor, all at Woodland Heights Resource Center. Mr. Thomas has been an integral team member in building that location's out-of-school time programming planning and organizing after school, summer camps, theater, musicals, poetry, painting, piano lessons and talent shows. In addition to these roles, he has provided community service and mentoring hours for children and youth working with their JPO's and family members to create second chance opportunities. Mr. Thomas also serves on the School Advisory Committee for O.J. Semmes Elementary School and is an ordained pastor with A.M.E. Zion Church serving that ministry for 29 years.

We plan to recruit children through our promotional and marketing efforts which include advertisement in local parent resources and media, Parks and Recreation Playbook activity guides, social media, city website, press releases, email distribution to school district partners and other family service organizations, and on-site at each location. We will also seek approval from the Escambia County School District to promote the program via flyers sent home with students at target schools. Retention will be gained through continuous delivery of the proposed services and excellent service standards.

We will evaluate at least quarterly to determine if program goals are being met or exceeded through site supervisor program evaluations, staff observation, individual surveys of participants and parents, as well as direct communication with schools served regarding effectiveness.

As described in Section B. Program Design and Proposed Services, we intend to partner with other organizations for OST enhancement and curriculum from experts for STEM programming, performing arts education and opportunities, outdoor education and behavioral health services. These partnerships will be managed and evaluated by an Out-of-School Time Coordinator with at least 5 years of experience in after school program administration. These enrichment areas are intended to provide each child with exposure to a variety of skills and interests that will encourage their healthy development into adolescence and encourage life-long habits for successful growth and maturity.

## **Partner References**

Pensacola MESS Hall – Megan Pratt – [megan.pratt@pensacolamesshall.org](mailto:megan.pratt@pensacolamesshall.org)

(877) 937-6377

PPRD intends to partner with the MESS Hall in two locations to provide STEM programming to youth attending after school.

CDAC Behavioral Health Inc. – Denise Manassa – [DManassa@cdac.info](mailto:DManassa@cdac.info), (850)

434-2724

PPRD currently partners with CDAC to provide the PATTS curriculum through Project Boost at Cobb Resource Center after school program. We intend to expand services to the Fricker Resource Center after school program with approval of the ECT grant.

Tennis-4-Everyone – Rita Dotson – [t4erita@aol.com](mailto:t4erita@aol.com), (850) 380-5458

PPRD currently partners with Tennis-4-Everyone for tennis instruction and homework assistance at Fricker Resource Center on Monday.

## **D. Program Measures**

We will measure and track progress via in person surveys or questionnaires administered to participants and staff, online surveys to parents, and requests for academic performance from participants' schools to determine whether we are

meeting the goals set forth in the application. Quarterly progress reports will be submitted to ECT as well as a final report once the academic year has concluded.

PPRD OST staff will collect data at least once per nine-week grade period in the following areas:

- Program attendance compared to enrollment
- School attendance
- Behavior in program
- Behavior in school
- School grades
- Social and emotional learning (SEL) skills and well being
- Program staff and/or volunteer experiences and satisfaction

**Project Goals and Outcomes**

**RFP#2022-03 / Out-of-School Time Program**

Organization Name: City of Pensacola Parks and Recreation Department

Program Name: Play Pensacola Parks and Recreation After-School Program

<b>Goals</b>	<b>Activities and Timeframe</b>	<b>Expected Outcomes</b>
<p>Goal 1: Provide equitable access to quality after school programming for students in Escambia County.</p>	<p>Timeframe: School year months, January 2023-Dec 2025</p> <p>Activities: Waive fees for participants with household incomes meeting federal guidelines for free and reduced lunch.</p>	<p>30% increase in overall enrollment of the PPRD After School program.</p> <p>90% retention rate in students enrolled year to year, except those students who have aged out of the program.</p>
<p>Goal 2: Exposure to performing arts, outdoor education, STEM, and behavioral interventions increases children's knowledge and appreciation for program focus areas.</p>	<p>Timeframe: School year months, March 2023-Dec 2025</p> <p>Activities: Community partners provide instruction in focus areas on site for participants.</p>	<p>90% of students report increased knowledge and appreciation for subject areas provided, measured by pre-program surveys to post-program surveys on their interest in subjects offered.</p>
<p>Goal 3: Improve student behavior and socialization by reinforcing healthy problem solving and adversity coping skills.</p>	<p>Timeframe: School year months, January 2023-Dec 2025</p> <p>Activities: CDAC to provide behavior intervention activities that promote healthy conflict resolution and coping strategies. Locations: Cobb and Fricker Center</p>	<p>80% of students participating in Boost program report increased confidence in problem solving and resolving interpersonal issues.</p>
<p>Goal 4: Increase staff knowledge and confidence in providing evidence-based after school programming activity models.</p>	<p>Timeframe: School year months, March 2023-Dec 2025</p> <p>Activities: At least quarterly training opportunities and in-services offered for all after school staff.</p>	<p>80% of after school staff indicate increased confidence in leading after school activities that enrich children's lives through play and learning.</p>

## **E. Budget and Cost Effectiveness**

PPRD has the physical, intellectual, and financial capabilities to manage and administer this project. We have the financial capacity in place to appropriate and expend funds in advance to be reimbursed by ECT and will follow City finance and purchasing guidelines in all matters related to administering the grant funds received. Once the contract ends, we would seek to continue free access to after school programming to the greatest extent that funding is available and would seek to fund personnel costs through the City's general fund or recreation fund.

PPRD seeks funding from Escambia Children's Trust Out-of-School Time Program RFP#2022-03 to reimburse for direct costs related to delivering the existing after school program to participants meeting federal income guidelines set for free and reduced lunch eligibility. In order to maintain the program for existing participants who may not qualify for fee waiver under the program, we will continue to charge the fees approved by city council with each fiscal year budget.

We receive no other grants to support the proposed project, however we are a beneficiary of a donation from Wells Fargo paid to Feeding the Gulf Coast to provide after school program snacks at no cost to the city. That donation is administered through Feeding the Gulf Coast and we do not track any costs related to it internally.

The proposed OST Coordinator position would be fully funded for the first 3 years by the ECT grant if approved. Once the grant has expired the City of Pensacola would take on the annual cost to support this position's salary and benefits. Anticipated cost would be \$54,121.60 salary and \$27,894 in benefits the first year. Additionally



we would budget appropriately to absorb the cost of part time staffing, currently estimated at \$456,699 for the first year and \$503,510 in year 3 if the grant is not reopened for a second term.

Staff travel includes local travel for training and administrative duties as well as funding 2 staff attending the annual STEM Conference in Orlando or other trainings that will benefit program participants. There will be minimal costs for printing, postage, and shipping. We do anticipate approximately \$900 per year for level II background screenings through the DCF clearinghouse.

Our total request for year 1, beginning January 2023 is \$579,810; Year 2 is \$606,713; and Year 3 is \$635,624.

Only one sub-grant is being requested for CDAC behavioral Health, Inc who will deliver the additional PATTS location for Fricker Resource Center at a cost of \$20,121 in Year 1, \$30,347 in Year 2, and \$31, 374 in year 3.

This grant will have a tremendous impact on our capacity to expand services as described, by being able to afford more training, provide more enrichment and learning opportunities, better pay for staff, and less workload on the same individuals who are already stretched thin. Most importantly it will help us usher in a new era of youth who are inspired to lead their communities with the same knowledge, passion and skills possessed by the caring and devoted staff delivering these programs at the City of Pensacola Parks and Recreation Department today.

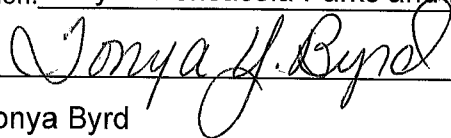
**APPENDIX 2: ACKNOWLEDGEMENT OF ADDENDA**  
**RFP#2022-03 / Out-of-School Time Program**

The Proposer shall acknowledge receipt of any addenda issued to the RFP by completing the table below and including it in the proposal. Failure to acknowledge an addendum that has a material impact on the RFP may negatively impact the responsiveness of your proposal. Material impacts include but are not limited to changes with specifications, scope of work, delivery time, performance period, insurance, qualifications, etc.

Addendum Number	Date	Signature
Addendum 1	10/25/22	

No Addendum was released

Organization: City of Pensacola Parks and Recreation Department

Signature: 

Name: Tonya Byrd

Title: Recreation Superintendent

### APPENDIX 3: CAPACITY CHECKLIST RFP#2022-03 / Out-of-School Time Program

An organization must have the infrastructure to manage the requirements associated with a contract prior to receiving Escambia Children’s Trust (ECT) funding. This includes having the ability to collect and report data and having the cash on hand to pay for expenses prior to invoicing the ECT using a cost reimbursement model.

Please review the full Request for Proposals prior to applying for ECT funding. Agency infrastructure costs of up to 15% of the total direct expenditures can be budgeted in the administrative/indirect cost budget line.

The following are some of the infrastructure items associated with having the resources to be successful when making application for funding from the ECT. If your agency is not prepared structurally, please contact the ECT for referrals for assistance.

GENERAL ORGANIZATIONAL INFORMATION	YES	NO
Is the organization a 501(c)3 non-profit, governmental entity, or incorporated not-for-profit qualified to do business in the State of Florida?	X	
Do you have an active Board of Directors that meet regularly?	X	
Do you keep minutes of each board meeting?	X	
Can you describe the composition of the Board, and do they have the skills that complement the needs of the organization?	X	
Is the staff of your organization representative of the demographic make-up of Escambia County and/or the client population served?	X	
Are background checks required of all direct service employees?	X	
Do you have an organizational chart that depicts lines of authority?	X	
Does the organization have a website?	X	

INSURANCE REQUIREMENTS	YES	NO
Does your organization have the insurance coverage as referenced in the RFP in place as required to contract with the ECT?	X	

<b>DATA COLLECTION AND REPORTING</b>	<b>YES</b>	<b>NO</b>
Is the organization capable of collecting and reporting on multiple elements of demographic and measurable outcome data if awarded funding from the ECT?	X	
Does the organization have the information technology resources to collect and report on data including the use of internet?	X	
Does the organization use standardized tools or surveys to collect data from consumers?	X	
Does the organization use an evidence based or evidence informed curriculum or practice?	X	
Does the organization currently have dedicated staff to collect and report on outcomes?	X	

<b>FINANCIAL CAPACITY</b>	<b>YES</b>	<b>NO</b>
Does your organization have a budget for the current year?	X	
Does your organization have a budget narrative and summary?	X	
Does your organization have the cash on hand to pay for and invoice the ECT using the cost reimbursement model?	X	
Does your organization have a current audit including a management letter and most recent financial statements?	X	
Does the organization have written financial policies and procedures?	X	
Does the organization have internal controls in place?	X	
Does the organization have a process to approve expenses prior to submitting a reimbursement request?	X	
Does the organization have a financial planning and analysis process?	X	

Tonya Byrd, Recreation Superintendent

Name and Title

11/1/22

Date Completed

Signature

