



**City of Bridgeport  
Office of Education and Youth Services**

**Request for Proposals  
to operate  
*Lighthouse Afterschool and Summer Programs in schools***

**A Partnership between the *City of Bridgeport, Bridgeport Board of Education,*  
and the non-profit community**

**PROPOSALS ARE DUE FROM EXISTING AND NEW PROVIDERS ON OR BEFORE  
April 15<sup>TH</sup> EACH YEAR as OPENINGS EXIST**

***PLEASE SEND RESPONSES TO:***

**THE DEPARTMENT OF YOUTH SERVICES  
45 LYON TERRACE, ROOM 301  
BRIDGEPORT, CT. 06604  
ATTENTION: TAMMY PAPA, DIRECTOR**

To qualify as a provider of the Bridgeport District Lighthouse after-school, before school, and summer programs, we ask that you complete the following. This will enable us to have available a *pool of providers* who are qualified to operate the level of after school and summer programs the city feels best meets the criteria within our operational guidelines as well as funder's requirements. Agencies submitting proposals should be able to provide comprehensive programming that is not religious in nature, offering students an array of academic enrichment and support, in addition to life skills and cultural/recreational activities.

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Schools or Community Site your Agency is interested in serving: *(available sites for the 2015 summer and 2015-16 school year are as follows: Bryant, Columbus, Discovery Magnet, John Winthrop, Geraldine Johnson and Madison Schools)*

***Please note that technical assistance in completing this document will be offered upon request.***

***In order to answer the following questions, you will need some details about the program sites currently open and available for managing partners.***

*The following information applies for the 2015-16 school year only and is subject to change from year to year based on school construction projects and available funding. The City of Bridgeport reserves the right to make necessary policy changes after proposals are submitted and to negotiate awards with potential recipients. The attached operational guidelines provide further clarification on expectations.*

*“BYC” refers to Bridgeport Youth Club and specifically serves the 6, 7, and 8<sup>th</sup> grade students at some sites.*

*Bryant School – serves approximately 75-90 students in grades K-6 during the summer and after school.*

*Columbus School – serves approximately 75-90 students in grades K-8 during the summer and after school (A separate BYC program is offered to middle school youth in grades 6, 7, and 8 at this school)*

*Discovery Magnet – serves approximately 275-300 students in grades Pre-K through 8 during the summer and approximately 150-175 children during after school. (A separate BYC program is offered to middle school youth in grades 6, 7, and 8 at this school)(The before school program is self funded and you need not include this portion in your budget)*

*John Winthrop – serves approximately 100-125 students in grades K-8 during summer and school year. (A separate BYC program is offered to middle school youth in grades 6, 7, and 8 at this school) The summer program is generally housed at Discovery Magnet. (The before school program is self funded and you need not include this portion in your budget)*

*Geraldine Johnson – serves approximately 150-175 children in grades K-8 during the summer and school year. (A separate BYC program is offered to middle school youth in grades 6, 7, and 8 at this school)*

*Madison School - serves approximately 100-125 students in grades K-6 during the summer and after school.*

*The Lighthouse Program will operate for 27 days during the 2015 summer from 8:30 am to 5:30 pm and approximately 165 days for the 2015/16 school year from dismissal until 5:30 pm. Please use the following per child cost estimate when completing your budget. \$400 per child for the summer and \$900 per child during the school year. Therefore, if you are applying to serve Bryant School children estimate your summer budget at \$400 x 80 children for a total all inclusive budget of \$32,000 and your afterschool budget at \$900 x 80 children for a total all inclusive budget of \$72,000 between September and June.*

*The lead person at each site call the “Site Coordinator” must be a State of Connecticut Certified Teacher and preferably from the school in which the program is offered. For purposes of this application, coordinators and most staff is currently in place. Additional summer staff may be needed depending on site.*

*For purposes of submitting a budget, please use the following recommended salary ranges as a guide. All rates of pay should be determined by the level of experience an employee has. Site Coordinators receive between \$32.00 and \$36.00 per hour based on experience, Certified Teachers receive between \$28.00 and \$32.00 per hour. Para professionals receive between \$15.00 and \$21.00 per hour, College Students receive between \$10.00 and \$14.00 per hour, School Climate Facilitators are mandatory and receive \$16.00 per hour and BYC coordinators receive \$22.00 per hour.*

*Agencies applying for more than one site may submit one application, but must include attachments for each individual school. (separate proposed schedules of activities and separate budgets required)*

*Agencies submitting applications must apply for both the summer and after school. The City will not permit multiple agencies to manage the same site.*

*Agencies submitting applications must be willing and able to provide services at the above public school locations.*

*Agencies submitting applications must be willing to offer a comprehensive set of program activities that shall include a mandatory homework/tutoring support time as well as recreational, cultural, and expanded learning opportunities.*

*Agencies submitting applications must be in a position to devote central office staff to oversee program operations and conduct site visits as well as attend scheduled staff meetings, professional development, and quarterly Lighthouse district meetings with agency partners and site coordinators.*

*It is strongly recommended that proposals submitted for consideration be no more than 10 pages in length.*

**Single or 1.5 spacing is acceptable. 12 point font recommended. The schedule of activities and line item budget should be included as attachments A & B respectively. Please submit the original and 2 copies for committee review.**

1. Please describe your agency's past experience in operating before, after school, or summer programs. Clearly state age range of youth previously served, activities offered, location of programs, staffing ratios and any information you feel supports your application to partner with Lighthouse in offering programs in Bridgeport public schools. (maximum 2 pages)
2. Please describe your agency's past experience in conducting needs assessments and planning programs that address identified needs. Include in your description parties involved in the process. If your agency has no prior experience, please explain the steps your agency would take to identify needs and who you would invite to serve on your planning committee. (maximum 1 page)
3. For the proposed Lighthouse program, please respond to the following: (maximum 3 pages plus)
  - Based on your agency's experience or prior involvement with community needs assessments, please describe services and activities your agency views as critical to before and after school as well as summer and how these services and activities support school day learning while maintaining a cultural and recreational outlet for children.
  - What stakeholders are critical to program planning and how will your agency reach out to them?
  - Clearly describe the proposed services and activities noting where and when students might have the ability to make choices. Be as specific as possible in your description noting what homework time might look like, whether or not parent activities will be offered, roles of other partners you might collaborate with, etc. Please provide as *Attachment A*, a list of proposed activities. You should have one for students in pre-k or k through grade 5 and/or 6 and one for the BYC program in grades 6,7,8.
  - The Lighthouse Program is assessed annually by state representatives as well as an independent Lighthouse evaluator. Please describe the role your agency will play in assessing your site's effectiveness on an ongoing basis throughout the course of the year.
4. With regard to staffing for the proposed Lighthouse program, please respond to the following: (maximum 2 pages)
  - Please outline the process you will use to staff the program. This includes paid, work-study, and volunteer staff. What type of qualifications will be sought for which positions?
  - Please describe staff planning and meeting time. How frequently will staff discuss program objectives, needs, and concerns?
  - Identify **agency** lead staff, detailing their experience and qualifications and what role they will play in the management of the Lighthouse site.
5. In what capacity will volunteers be used? Please outline examples of the services they will be asked to perform and what training they will be given prior to as well as during their service. (maximum 1 page)
6. Please discuss your **agency's** fiscal capacity to operate a Lighthouse Program. Include in your response, prior experience managing similar grants or programs as well as in kind contributions you feel your agency can bring to the program. (maximum 1 page) ***Please note... Each qualified agency must seek reimbursement for Lighthouse operating expenses. Funds are not issued in advance. Therefore, any agency submitting this proposal should be prepared to carry a minimum of one month's operating expenses for both summer and after school programs. (Depending on the site you are applying for, one month of summer payroll generally runs between \$20,000 for a smaller school like Bryant and \$90,000 for a school like Discovery Magnet. Best case scenario is our ability to process your payment within two weeks of the start of the program.)***
7. Please provide an estimated line item budget for 100 children. Lighthouse recommends 1 adult to every 20 students, but please keep in mind multiple grades to be served. The budget you provide should clearly state staff costs by hours and days (*include as Attachment B*)

# DEPARTMENT OF HEALTH AND SOCIAL SERVICES

## YOUTH SERVICES - LIGHTHOUSE PROGRAMS

45 Lyon Terrace - Room 301  
Bridgeport, Connecticut 06604  
Telephone (203) 576-7252 • (203) 576-7239

BILL FINCH  
Mayor

TAMMY PAPA  
Director



## EXHIBIT I

### CITY OF BRIDGEPORT – LIGHTHOUSE PROGRAM OPERATIONAL GUIDELINES

Revised 3/26/15

**Title:** *After-School/Summer Educational, Recreational and Cultural Program Coordination a/k/a Lighthouse Programs*

**PURPOSE:** To bolster student's academic performance and lower the drop-out, teen pregnancy, crime, substance abuse and unemployment rates by offering children and youth comprehensive before and after school, summer and Saturday Academy programming integrated with existing school and community programs offered within the City.

**PERIOD OF AWARDS:** Funding will be for a summer and school year period. Funding issued to community partners for successive years will depend upon compliance with Central Office guidelines and contract obligations.

**AMOUNT OF FUNDING:** Dependent upon municipal allocations, fees collected, grant funding, numbers served ongoing and quarterly reports/evaluation findings.

**TERMS:** Lighthouse Projects will be funded for coordination of educational, recreational and cultural programs at designated strategic sites, (hereinafter "the sites"). The City of Bridgeport Lighthouse Program reserves the right to reject any schedule of activities submitted and also reserves the right not to award funds as a result of submitted plans. It also reserves the right to utilize up to twenty percent of funding to continue existing, successful after school, summer or Saturday programs that are working in conjunction with award/contract obligations and guidelines.

**ELIGIBILITY:** Non-profit agencies, faith based agencies, and institutions of higher learning that have established relationships and have been successful in providing quality programs in the past will be considered for funding. The decision to fund said agencies is made solely by the Department of Youth Services Lighthouse Program, Advisory Committee, and staff. **Please note that funds cannot be used to purchase land or equipment, pay non site-based staff, construct or permanently improve any building or other facility.** All items approved for purchase shall remain the property of the City of Bridgeport Lighthouse Program.

**CONTRACT:** Once approved for funding, an agency will be asked to execute a proposed contract between itself and the City of Bridgeport that further outlines monetary and insurance obligations.

## **I. BACKGROUND**

The City of Bridgeport, Department of Youth Services was the recipient of \$1.6 million from the Board of Education as of July 1, 1993. This enabled the City of Bridgeport to provide the funds necessary to operate strategic sites throughout the City for after school and summer educational programs. As of July 1, 1994 the budget was reduced to \$718,500 due to Board of Education budget demands. Thereafter funding to support programs has come from a combination of state and federal grants as well as municipal funding and parent fees. Grants thus far have been issued to service providers who were willing and able to maintain a degree of educational support activities at specific sites throughout the City. A collaborative effort on the part of the Board of Education, Bridgeport Futures Initiative and the City of Bridgeport had supported the after school programs to date. A continuous collaborative effort will be needed to ensure program success and each partner agency will be required to support a collaborative effort whenever possible. Through the implementation of a comprehensive system of interventions within the areas of social bonding which affect the development of youth, schools, parents, peers and the community, and by changing the way our institutions deliver services to our youth at risk, we intend to more effectively utilize our current resources in a coordinated effort to resolve the problems which plague our children.

To address these problems, the City of Bridgeport will be seeking agencies to take the lead in providing before and after school, summer and Saturday Academies with a combination of educational, recreational and cultural programs in the designated sites throughout the City.

In funding these after school, summer and Saturday Academy programs, it is expected that each agency will promote positive youth development and social bonding. This will involve coordinating and integrating current successful agency programs as well as determining gaps in service and providing for their elimination. The training of site-based staff is essential to this goal.

## **II. PROGRAM JUSTIFICATION**

Many of Bridgeport's youth live in high crime areas or public housing projects and tenements that are a haven for drug dealing and other illicit activities. From these circumstances, all too often the youngsters' peer activities are anti-social and/or non-constructive. Organized activities planned and developed through the Lighthouse Program offer these children positive ways of using their leisure time and encourage the development of positive relationships with their peers. The educational components to these programs will provide students with challenging and creative opportunities to increase their level of existing skills, while preparing them for higher education. These activities can also reinforce skills learned in school and provide further opportunities for growth. The availability of these services within the schools will encourage families to view schools as places for positive activities beyond the traditional role.

## **III. PROGRAM DESCRIPTION**

This program will offer a variety of educational, recreational and cultural activities to the children within the City of Bridgeport. It represents an expansion of existing similar programs with some essential changes. Programs will be neighborhood-based, using schools as neighborhood centers serving the children of families living within the general areas. The partner agency will take into account the preferences of participants, school administrators and staff, and be responsible for the documentation of those components of their programs that are successful and those that are not.

The school-based programs will offer a nutritious snack offered by the districts Nutrition Center as well as tutoring and homework assistance. Structured time-limited activities will provide opportunities for students to develop skills and experience a sense of accomplishment and success, as well as identify positively with their peers. Incentives, when applicable, will reinforce that sense of achievement and positive bonding.

A Site Coordinator at each of the Lighthouse sites shall manage programs. This Site Coordinator must be a State of Connecticut certified teacher and preferably from within the targeted Lighthouse school. This individual will report to the partner agency with dotted line reporting to the Principal of the school in which they are operating as well as the Lighthouse Director. Each Site Coordinator shall be responsible for the development of an Advisory Committee designed to assist them in the planning and implementation of programming at the targeted site. Such an Advisory

Committee shall be represented by all stakeholders. The Site Coordinator together with the Agency Partner shall coordinate the meeting's agenda. September, January, and April are suggested meeting times.

#### **IV. PRIORITY AREAS**

Funds will be awarded to service providers who have demonstrated a willingness and capacity to work collaboratively with the school, Lighthouse Central Office and varied sectors of the community. They should demonstrate knowledge of, and good working relationships with, the population of the school's general neighborhood and have sufficient cash flow to support program costs until such time they are reimbursed by the City of Bridgeport. Please note that in addition to these stipulations, each service provider must be able to complete required evaluation documents and be in compliance with local, state and federal health and safety guidelines for instituting after school and summer programs. This includes two or more staff certified a First Aid and CPR along with a fully stocked First Aid Kit.

#### **V. TARGET POPULATION**

Target population is students in grades Pre-K-12 with specific focus for Lighthouse programs being Pre-K-8. Various high school youth opportunities will be implemented as funding becomes available.

#### **VI. REQUIRED COMPONENTS**

Using the conceptual framework of the Social Development Model, agencies are asked to submit a Schedule of Activities (see attached example) for funding before, and after school, summer and Saturday Academy, educational/recreational programs that will enhance existing programs their agency provides and compliment school day efforts. The proposal should integrate the four development environments through which children grow: parents, peers, school and community.

The following required components are based on an intensive community planning process that continued over an 18 month period, and was solidly founded on the expressed needs of the community and the latest research in how children develop.

- A. Academic Skills
  - Tutoring/homework help
  - Math, Reading and Science Enrichment
  - Language help
  - Career Components
  
- B. Social and Life Skills
  - Decision Making and Conflict Resolution Strategies
  - Negative Peer Influence Resistance
  - Stress Management
  - Family Life Skills
  - Cultural Diversity Awareness Programs
  - Peer Group Identification
  - Club and Organizations
  - Community Service Opportunities
  - Teen Pregnancy Prevention (To be based on an approved school curriculum)
  
- C. Health and Physical Education
  - Integrated with social and academic skill development curriculum
  - Appropriate for varied age groupings
  - Designed for male and female interest
  - Activities such as intramural sports, swimming, skating, gymnastics, drill teams, dancing, self-esteem and confidence building physical activities as well as first aid training should be included.

**Please note that past experience has proven that an agency is most successful when planning programs that will target specific age groups. All PROGRAMS MUST INCLUDE AT LEAST 45 MINUTES TO 1 HOUR OF HOMEWORK/TUTORIAL ASSISTANCE OR ACADEMIC PROGRAMMING. (See the sample provided)**

## **VII. EVALUATION**

The City of Bridgeport, Lighthouse Program and will contract with an independent evaluator to effectively evaluate the designated sites. The evaluator will gather data from Advisory Committee Members, Lead Agencies, School Personnel as well as parents and students in order to assess the individual programs and their components. In addition various funding sources may require site and agency staff collect and maintain data to be used for evaluation purposes. The funded agency must show evidence and commitment of its' ability to monitor and assess program components for their respective project throughout the year at the request of the Lighthouse Director. For those receiving Federal 21<sup>st</sup> Century Community Learning Center and state after school funding data must continuously be stored and updated on the state data collection tool.

Some of the areas to be looked at for improvement are in school attendance, rates of homework completion, physical education, attitudes, social skills, disciplines, academic progress, test data, and parental involvement. A qualitative and quantitative analysis will be completed.

## **VIII. BUDGET**

Each agency receiving funds will be required to prepare a line item budget linked to its Schedule of Activities. Specific line items must include and are limited to the following areas:

Staff Salaries including withholding taxes and Social Security, Supplies, Limited Transportation, trips, and other items as approved for reimbursement by the City of Bridgeport Youth Services Department. **A maximum of 15% may be applied for employee taxes and payroll expenses.**

**Each agency must submit invoices on a weekly or bi-weekly basis. (SEE SECTION X FOR SPECIFICS ON BILLING) Invoices are to be submitted to the Lighthouse Office for review and signatures. Payment will be issued per City of Bridgeport guidelines providing proper back up has been supplied. All payments will be issued as reimbursement only.**

The Lighthouse Program will regularly review each site's budget to ensure that there will be sufficient funds to carry programs through the full funding period.

## **IX. PROGRAM STANDARDS**

- A. Service Providers must show evidence that they will work collaboratively with community-based agencies and families served. These should include, but not be limited to, families of those children participating in the programs, school personnel, central office personnel, and other service agencies. It is essential that these standards be met if Lighthouse Programs are to be successful.
- B. The Lead Agency must make provisions for the hiring or redeployment of staff on an as needed basis.
- C. Budgets must reflect limited administrative costs.
- D. The Lead Agency must have an acceptable Affirmative Action plan in place.
- E. It is understood that as a Partner Agency in the before and after school, Saturday and summer educational/recreational program, agencies do their best to include youth ages 16-21 as members of their staff.
- F. Each agency must participate in training opportunities for staff development as they are made available and are responsible for ensuring that their Lighthouse Program staff participates as well.
- G. All certified personnel employed by the agency for the purposes of this program must provide evidence of appropriate certification on an annual basis.

- H. All personnel employed by the agency including certified teachers or volunteering for the agency at the site shall be subject to background checks including fingerprinting. As a standard for determining qualifications for employment, any individual convicted of a felony within the last five years will automatically be ineligible for employment under this program and any individual convicted of a misdemeanor within the past two years will also be automatically ineligible for employment under this program. *However, the City of Bridgeport reserves the right to omit the above criteria in specific cases where criminal history lends itself to be destructive to the program, and any child attending the program, and deny employment opportunities as it deems necessary. In addition, the Lighthouse Program reserves the right to deny an employee of said agency from working at any or all of its Lighthouse sites if in fact the Lighthouse Program feels this employee of said agency is detrimental to the well being of any child, staff member, Board of Education employee, Lighthouse employee or the Program itself.*
- I. Each agency must enforce the rules issued by the Board of Education for the safety of all individuals working and attending the program.
- J. Each agency must see to it that Lighthouse staff enforces the rules issued by Board of Education as specifically noted under each site permit.

## **X. PROGRAM REQUIREMENTS**

- A. On a weekly basis, attendance must be submitted to the Department of Youth Services and the Nutrition Center following the attached format. Please make every effort to do this electronically. All records are to be totaled and in alphabetical order with no duplication of names.
- B. For those receiving state 21<sup>st</sup> Century and state after school funding, data must continually be logged in the Cayen A-Plus website as required by the State Department of Education.
- C. Each agency selected for funding agrees to market the Lighthouse program including, but not limited to the following:
- Flyers with the Lighthouse name and logo identifying program offerings and made available for distribution at the site, neighboring schools and community organizations.
  - Posters identifying programs must be prepared and displayed on site.
  - Notices must also be provided to catholic and charter schools.
- D. In order to monitor complete record on current financial status:
- Bills for all staff must be accompanied by copies of signed time sheets. (See attached sample marked for reference)
- Please note that pursuant to OMB Circular No. A-87, Section 8 #5d, employees are required to sign their own timesheets.*
- Bills for all supplies and other misc. costs must be accompanied by copies of receipts.

## **CENTRAL OFFICE STAFF – ROLES AND RESPONSIBILITIES**

1. Set policy & procedures for before, after school, Saturday and summer Lighthouse programs.
2. Administer local and federal funding for after school, Saturday and summer Lighthouse programs.
3. Track local and federal dollars being spent in the district.
4. Distribute contracts to partner agencies for Lighthouse program sites.
5. Hold quarterly Site Coordinator and Partner Agency meetings for the purpose of communicating information, sharing best practices and reviewing policies and procedures.
6. Monitor and evaluate programs and their effectiveness.
7. Review billings and process payments.
8. Train and provide high school youth workers to Lighthouse sites as funding permits.
9. Work with independent evaluators and grantors on improving program effectiveness.
10. Research and provide training opportunities for Lighthouse Agency Partners and staff.
11. Foster the development of the community school concept through continued collaboration with, and training for all stakeholders.

12. Collect schedules, attendance, background check data, staff listings, monitoring forms, evaluation data, and other items as requested.
13. Respond to Agency Partner and Site Coordinator concerns in a timely manner.
14. Distribute communications including all meeting minutes to all stakeholders in a timely fashion.
15. Act as Liaison between the Board of Education administration and Agency Partners.
16. Other duties as assigned or as needed.

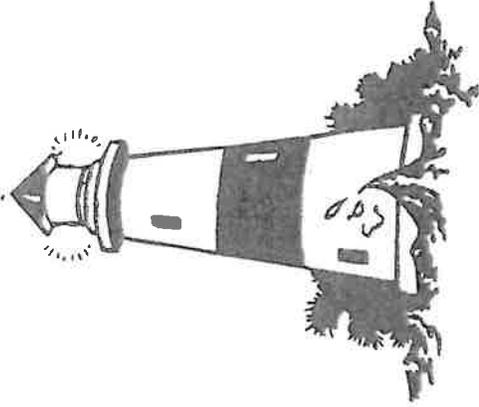
### **AGENCY PARTNER – ROLES AND RESPONSIBILITIES**

1. Foster the school community concept by becoming an active partner in providing services at the schools and within the community.
2. Coordinate along with Site Coordinators the establishment of Advisory Councils for your Lighthouse site(s).
3. Coordinate meeting times along with Site Coordinators for Advisory Council meeting times.
4. Be an active participant of Advisory Councils at each site you operate.
5. Adhere to contract requirements and restrictions as well as Operational Guidelines at all sites operated by you.
6. Spend time with Site Coordinator's in determining how funding at each Lighthouse site you operate will be spent.
7. Work with Site Coordinator's and Advisory Councils in the development of goals, objectives and scheduling of activities.
8. Visit Lighthouse sites you operate on a regular basis and ensure guidelines and schedules are being adhered to.
9. Field questions and concerns of Site Coordinators, parents and school staff.
10. Be an active participant in the hiring process at each site you operate.
11. Bill the Central Office on a weekly/bi-weekly basis to ensure continued flow of reimbursement funds.
12. Ensure all invoice back up is provided before bills are submitted.
13. Deliver checks to Site Coordinators.
14. Act responsibly as a partner in the process on both a fiscal and managerial level.
15. Ensure Site Coordinators are handing in required paperwork on a weekly basis.
16. Check timesheets with staff attendance logs before submitting invoices for reimbursement.
17. Provide in-kind services to Lighthouse sites you operate to maximize program efficiency.
18. Meet regularly with Site Coordinators and Principals to ensure efficient programming is in place.





# AFTER-SCHOOL/SUMMER PROGRAMS



Employee Name: \_\_\_\_\_  
 Site: \_\_\_\_\_  
 Pay Period Begin: \_\_\_\_\_  
 Pay Period End: \_\_\_\_\_

Date	In	Out	Total
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours			
Wk. 1			

Total Hours Week 1 & Week 2 \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date	In	Out
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Hours		
Wk. 2		

Supervisor Signature: \_\_\_\_\_

\* Please Note: No employee will be paid for hours in excess of Lighthouse operating hours unless authorized by Lighthouse Director.