

**CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY
INSTRUCTIONS FOR PROPOSALS**

One original and one copy should be submitted. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization.
2. The application form signed and dated
3. A proposal narrative:
 - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
 - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
 - Who will be involved in the supervision and implementation of this activity?
 - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

Completed proposals are due by 5:00 pm, May 22, 2020, and should be mailed or delivered to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo, NC 27954**

The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

Attached:
Proposal Specifications



Children & Youth Partnership for Dare County

Ensuring that our children, youth, families, and community all thrive.

Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

Private

Non-profit

501(c) 3

Other, please specify _____

For profit

Public Agency

Project Beginning Date: _____ Project Ending Date: _____

Budget (FY2020/21): _____

Budget (FY2021/22): _____

Budget (FY2022/23): _____

Total Budget: _____

Authorizing Signature

Title



Date

Parents as Teachers Scope of Services and Specification

Children & Youth Partnership for Dare County is seeking proposals for implementation and continuation of the Parents as Teachers (PAT) Prenatal to Kindergarten Entry Program. A full time PAT certified parent educator will serve up to 20-40 Dare County children each year, with a goal of 70% from the 'high-risk' category as defined by PATNC. Characteristics of "high-risk" families may include: teen parent; child with disabilities; parent with disabilities; low educational attainment; English as a second language; unemployment; low income; single-parent household; drug and/or alcohol dependencies; child placed with foster parents or other court-appointed guardian; transient/numerous family relocations; referred to PAT because of suspected child abuse; low birth weight; relatives other than parent is the primary caregiver.

This project will maintain an evidence-based parent education and family support program that serves families with children from birth to Kindergarten Entry. Increased parenting skills, strengthened family relationships, and healthy development and growth of young children are the desired outcomes. PAT is designed for families of all configurations and life circumstances, including teen parents.

The specific objectives to be accomplished include the following:

1. Increased parent knowledge of child development and appropriate ways to stimulate their children's intellectual, language, social, and motor development
2. Increased parent feelings of competence and confidence
3. Enhanced parent-child interactions
4. Strengthened family relationships
5. Prevention of incidence of child abuse and/or neglect among participating families
6. Early detection of developmental delays and health issues
7. Increase children's school readiness and school success
8. Outreach to community and collaboration with organizations that serve families with young children

Success of the program will be determined by the: number of families served; commitment of parents to continue the program; assessment of health and development of the children; and the increase of parenting skills and number of positive parent-child interactions as measured by Parents as Teachers National Center (PATNC), North Carolina Partnership for Children's EC Profile system, Life Skills Progression, PICCOLO, parent surveys, Quality Assurance Guidelines and PAT Essential Requirements.

Proposal Specifications: Parents as Teachers

PROGRAM DESCRIPTION Parents as Teachers, an evidence-based parent education and support program, provides a researched based curriculum, tools for evaluation, and interactive activities for parents and children. The program is preventative, strength based, and designed to enhance family and multi-cultural participation. Follow-up opportunities are incorporated throughout PAT.

Through bi-weekly/monthly home visits, the PAT-certified parent educator will help parents understand and have appropriate expectations for each stage of their child's development. She/he will offer practical ideas on ways to encourage learning and interact with children and provide information and activities which support each of the three areas of emphasis – parent/child interactions, development centered parenting, and family well-being. Through periodic group meetings, parents will enhance their parenting knowledge, gain new insights and share their experiences, common concerns and successes. These meetings will also provide families the opportunity to participate in parent-child activities. Parents as Teachers will offer periodic screening of overall development, health, hearing, and vision to provide early detection of potential problems and prevent later difficulties in school. Families are also helped to access other needed community resources that are beyond the scope of the PAT program.

PROGRAM OBJECTIVE Our objective is to create a parent education and family support program in Dare County that is ongoing, long-term, and empowering, and will connect families to our community. Preventing child abuse and neglect, providing for early detection of developmental problems, and developing strong partnerships between parents and schools are additional anticipated benefits. Objectives are as follows:

- To serve up to 20-40 children in Dare County per year by providing a minimum of one home visit per month to all families, and offer at least twice monthly visits to high risk families with the purpose of increasing parent knowledge of child development and appropriate ways to stimulate their children's intellectual, language, social, and motor development
- 70% of participating families will fit the high-risk criteria as described by Parents as Teachers
- A minimum of 12 group meetings will be offered each year for enrolled parents to enhance their knowledge, gain new insights, share their experiences and connect with other parents
- 95% of children served will have up to date immunizations
- Every child who is age eligible and/or active for at least 3 months will be offered a health screening consisting of a health questionnaire, vision and hearing, and a developmental screen using the Ages and Stages Questionnaire.
- 100% of children found to have needs identified through these assessments will be referred to appropriate agencies for further evaluation and services.
- 100% of families served will be offered information and referrals to community services.

- EC Profile goals established by the North Carolina Partnership for Children related to literacy, health and parenting competencies will be met.

PARENT EDUCATOR QUALIFICATIONS

- BA in Early Childhood or Elementary Education, Social Work, Psychology, or a related field
- Certification through Parents As Teachers – www.parentsasteachers.com
- Knowledgeable in child development
- Good verbal and written communication skills
- Well organized, non-judgmental and tactful
- Experience working with parents and young children
- Experience working in early childhood field desirable
- Bi-lingual desirable but not necessary
- Proficiency in Microsoft Office
- The parent educator will build trusting and supportive relationships and deliver a service that is tailored to needs of each family. Dedication, skill, creativity, compassion, and persistence are key characteristics of the successful parent educator.

IMPLEMENTATION A PAT trained and certified parent educator will have the following responsibilities:

- Carry a caseload of 20-40 children
- Plan and conduct personal visits (*Home visits will be scheduled according to particular needs of each family with a minimum of one visit per month. At-risk families will require bi-weekly or weekly visits. PATNC provides a Foundational Curriculum that includes age appropriate activities and handouts.*)
- Assist in the recruitment of families
- Schedule and conduct screenings using the Ages and Stages Questionnaire and the PAT Health Questionnaire
- Plan & facilitate monthly parent group meetings (*Through monthly group meetings, parents will enhance their parenting knowledge, gain new insights and share their experiences, common concerns and successes. These meetings will also provide families the opportunity to participate in parent-child activities and interact with other parents of young children.*)
- Maintain accurate records using Penelope which will include the following:
 - Recruitment Enrollment Record
 - Parents as Teachers, Agreement to Participate Form
 - Personal Visit Record
 - Milestones
 - Health Questionnaire
 - Family Goals
 - Family Assessment
 - Exit Summary
- Submit reports to program coordinator
- Maintain Parent Educator Certification (including professional development hours required for recertification each year.)
- Be willing to work flexible hours, including some evenings and weekends in order to meet schedules of client population.

METHOD & CRITERIA FOR EVALUATION Output can be measured by the number and demographics of families enrolled in the PAT Program and their commitment to continue in the program after the first year as well as the count of children who have received up to date immunizations and developmental screenings. Evaluation tools, supplied by PATNC and NCPC, will measure growth in parenting skills and positive parent-child interactions

FUNDING

The contracting agency or individual should budget for: mileage/transportation for personal visits to families; office supplies; monthly meeting expenses; materials for toys made during personal visits; communication & postage expenses, and personnel expenses

Please submit a line item budget on attached form including any in-kind or matching funds that may be available.

Contractors should submit a 3 year proposal effective from July 1, 2020 through June 30, 2023, with separate annual budgets ending June 30th each year of the proposed period. Contracts are awarded on an annual basis. Continuation of multi-year proposals and contracts is subject to an annual review at June 30th of contractor performance and availability of funds.