

**WV Commission for National & Community Service  
Project FLOW—Future Leaders of Watersheds  
2009 Summer Camp Request for Proposal**

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**I. Introduction**

The West Virginia Commission for National and Community Service (the Commission), a state agency, is seeking proposals for development and implementation of a summer residential camp with programming around watershed service-learning for youth involved in Project FLOW -- Future Leaders of Watersheds, a community-based Learn & Serve America program. Through Project FLOW, community based organizations develop youth driven service-learning around watershed health.

Youth, ages 11-17, who participate in FLOW and log at least 30 hours of service-learning are eligible to attend this watershed leadership camp. The camp program design will serve up to 100 youth and must build on youths' growing knowledge of watershed health, engage youth civically, and encourage youth leadership.

Group must provide or contract for facilities, lodging, staffing, food, and programming for the event. All contracted costs must be included in this proposal. The camp must comply with all applicable local, state, and federal regulations and laws.

**II. Scope of Work**

The week-long camp is to occur during the summer, prior to July 31, 2009 and is to serve up to 100 youth ages 11 to 17. This project can occur over the course of several weeks or one week. The project is to include the following work:

- Conduct week long watershed service leadership residential camp for youth
- Provide youth with a safe environment, including competent, caring camp staff, suitable lodging, food, fun activities, and appropriate student to counselor ratio.
- Design and implement an educational program for the camp that engages youth in environmental leadership and civic engagement (specifically watershed and service-learning related). The program should include learning, activities, and service that will generate outcomes that are in sync with the attached list of FLOW outcomes. If you do not have all the expertise in house to offer this camp, indicate who you will subcontract with and what expertise they bring to the camp.
- Develop evaluation survey to be completed by youth, and provide final report detailing survey results, successes, challenges, pictures, and a minimum of three success stories within thirty days of the camp
- Develop marketing/registration materials to send to potential youth participants. Content and design will be finalized in meetings with Project FLOW staff.

**III. Submission Information**



**Submit proposal and supporting documentation to the Commission's Office located at**

WVCNCS  
710 Central Ave  
Charleston, WV 26301  
ATTN: Sherry Swint

**By 5pm on November 5, 2008**

**Format Requirements:**

**Limit the proposal to five pages.** Organizations subcontracting part of work may add up to two pages to detail the partner/subcontractors qualifications.

Please send an original and four copies of your proposal, paper-clipped not bound. Each copy should be complete and include:

1. Cover page (including total cost)
2. Project Proposal including
  - a. Camp Program
  - b. Qualifications
  - c. Facilities (include proposed location)
3. 2 examples of marketing materials such as brochures or registration packets
4. Budget Narrative and Budget Summary

Faxes will not be accepted.

## **IV. Proposal Guidelines**

### **A. Camp Program**

- o Propose how the residential camp will achieve the project's purpose and provide details of the camp program based on Project FLOW outcomes. Proposal should detail:
  - learning objectives (which include civic engagement and watershed education),
  - how camp activities meet proposed learning objectives,
  - weekly schedule and sample day schedule,
  - service activities, and
  - how the camp will generate outcomes that are in sync with the attach list of FLOW outcomes.



- o List possible dates for the camp and indicate if this camp will operate concurrently with other camps or not. If there are other concurrent camps, please explain how this camp will interact/exist with other camp.
- o Describe what risk management measures are in place to ensure camper safety.

Please note, details of the educational program will be discussed and finalized to meet specific objectives envisioned by the Commission after the proposal has been selected.

## **B. Qualifications**

Organization should name and describe how their lead and key personnel for this project meet the following minimum qualifications:

- At least three years experience in offering youth residential camps
- Capacity to host, keep safe, and creatively teach youth
- Capacity to design, staff, and conduct watershed leadership camps
- Capacity to design, analyze and evaluate youths' camp experience
- Description of staff selection process
- Experience working with small state agencies

## **C. Facilities**

Organization should describe their facilities and how facilities meet local, state, and federal regulations while offering a safe and fun residential environment for up to 100 youth ages 11 to 17.

**In addition to the proposal above, please provide:**

- Up to 2 examples of previously held summer residential camps activities agendas, or marketing materials (preferably from residential camps that are similar to this one).

## **V. Evaluation Criteria**

Both quality and cost are important considerations, since as a state agency, the West Virginia Commission for National & Community Service has a responsibility to secure the best value for the taxpayer dollars being spent.

Qualification of the organization will be based on a review of the samples and proposal submitted. The review team will award a score of ten for each section. Each section receives a multiplier. This multiplier weights the areas of the proposal in importance to the Commission. The review committee will judge each proposal separately on the following criteria:

1. Proposed Watershed Leadership Camp (no more than 5 pages)
  - a. Camp Program ---30pts
  - b. Qualifications ---15pts
  - c. Facilities ---15pts



- |                                 |          |
|---------------------------------|----------|
| 2. Examples                     | ---10pts |
| 3. Cost Effectiveness of Budget | ---30pts |

The WV Commission will award the summer camp based on the final score.

## **VI. Technical Assistance and Timeline**

### **A. Summer Camp conference calls:**

As this is a competitive process, individual assistance is not available during the competitive period. Several conference calls are available for you to ask questions regarding the request for proposal. Please hold all questions and comments until those phone calls.

If there are no callers during the first 10 minutes of each scheduled conference call, the call will be ended.

Conference calls are scheduled for

- Thursday October 2, 2008, 3 pm to 4 pm
- Thursday October 9, 2008, 3 pm to 4 pm
- Thursday October 30, 2008, 3 pm to 4 pm

To call into the conference, dial 1-866-235-6550. After the welcoming message, dial the conference code WVFLOW followed by the pound (#). If the conference moderator, Sherry Swint, has not entered the call, you will be placed on hold. Once the moderator enters the call, all callers will be put in the conference. If you get disconnected, simply call back to the conference. If you have difficulties, please call 304-293-5192 ext. 1 for help.

### **B. Timeline**

- November 5, 2008—proposal due
- January 2009—contract awarded
- To February 15, 2009—program and marketing development period
- February 15, 2009—marketing materials arrive to Commission for review and approval. It is anticipated that materials will be provided as PDF files and sent to grantees for distribution.
- July 31, 2008—date which camp is completed
- August 30, 2008—final report is due to the Commission

## **VII. Contractual Arrangements**



**Deadline-**WVCNCS must receive proposals no later than **5:00 pm EST, Wednesday, November 5, 2008.**

Proposal must be mailed or hand-delivered in a sealed envelope which clearly indicates “Project FLOW Summer Camp 09.”

Envelopes should be addressed:

Attn: Sherry Swint  
WVCNCS  
710 Central Ave.  
Charleston, WV 25302

The proposal is for a fixed-price, one-time contract. All projected costs must be included in the proposal. Appropriate liability insurance is required for the residential camp.

Payment may be made by monthly reimbursement. Invoice and supporting financial report must be sent by the 10<sup>th</sup> of each month and must meet the State Auditor’s requirements.



## **Attachment A: Project FLOW Executive Summary, Outcomes, and Outputs**

### **Executive Summary:**

The long-range goal of Project FLOW—Future Leaders of Watershed—is to develop a generation of West Virginians who are cognizant of the importance of clean water and a healthy watershed and take action to ensure the health of their watershed. Project FLOW will pair 1,500 disadvantaged youth from rural, economically distressed areas with watershed organizations to complete service-learning projects. Youth, with the assistance of community partners:

- Conduct activities to assess the health of a minimum of 50 streams in one-third of West Virginia's watersheds;
- Develop at least 50 focused service projects based on their assessments to decrease pollution and erosion and improve watershed health.

Project FLOW recruits organizations as subgrantees with the capacity and the commitment to work in impoverished communities. FLOW supports subgrantees in developing and maintaining collaborations that include watershed knowledge, effective strategies for working with at-risk youth, and providing service-learning programs.

### **Project FLOW Outputs and Outcomes**

**Clean and Safe Water:** Youth know where their water comes from, how they can impact stream health, how to collect data from 50 streams in at least 1/3 of all watersheds, and complete 50 service projects.

Outputs: 50 service projects

Intermediate Outcomes: 80% of youth understand watershed ecology, human impact on ecology, and develop their sense of place in the watershed.

End Outcomes: Youth are integrated into system for future work to improve the health of 50 streams.

**Participant Development:** Youth participation leads to civic engagement.

Outputs: 1,500 youth involved in service-learning

Intermediate Outcomes: 80% youth will have increased skills for civic engagement.

End Outcomes: Youth participants will be active, competent, responsible, and engaged citizens.



**Strengthening Communities:** Strong partnerships between youth-serving and watershed organizations have been created during the grant period and continue after that grant period.

Outputs:

- 100 partnerships between watershed/environmental groups and youth-serving organizations.
- 200 organizations trained on youth-adult partnerships and high quality service learning
- 200 service-learning advocates

Intermediate Outcomes:

- 80% of watershed organizations increase capacity to develop youth and adult partnerships.
- 67% of organizations report increase youth voice through youth membership on boards, committees, or advisory groups and/or other meaningful involvement in planning and implementation of programs that improve watershed health.

End Outcome: 67% of watershed organizations are able to maintain and expand operations due to youth resources.

**Current FLOW Grantees:**

- Friends of Deckers Creek, Morgantown, WV
- High Rocks for Girls Inc., Hillsboro, WV
- Web of Life Ecology / Big Laurel Learning Center, Kermit, WV
- Mountain RC&D / Indian Creek Watershed Association, Union, WV
- Oglebay Institute, Wheeling, WV
- Greenbrier River Watershed Association, Lewisburg, WV
- Girl Scouts of Shawnee Council, Martinsburg, WV
- Piney Creek Watershed Association, Beckley, WV
- Potomac Valley Audubon Society, Shepherdstown, WV
- Cacapon Institute, High View, WV
- McDowell County Wastewater Treatment Council through McDowell County Commission., Welch, WV
- Friends of Blackwater, Tucker County and Charleston, WV
- Step by Step, Charleston and Big Ugly, WV



West Virginia Commission for National and Community Service  
Project FLOW—Future Leaders of Watersheds  
**Summer Camp Cover Page**

**Total Amount** \_\_\_\_\_ **Cost per youth** \_\_\_\_\_

**Federal Employment Identification Number FEIN#** \_\_\_\_\_

**Name of Organization** \_\_\_\_\_

**Agency Director** \_\_\_\_\_

**Summer Camp Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Please identify subcontracts or partners:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

| <b>Cost Item</b>                         | <b>Project FLOW</b> | <b>Total</b> |
|------------------------------------------|---------------------|--------------|
| <b>Personnel Salaries</b>                |                     |              |
| <b>Fringe Benefits</b>                   |                     |              |
| <b>Travel</b>                            |                     |              |
| <b>Supplies</b>                          |                     |              |
| <b>Contractual or Purchased Services</b> |                     |              |
| <b>Training and Technical Assistance</b> |                     |              |
| <b>Other</b>                             |                     |              |
| <b>Total</b>                             |                     |              |

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name and Title

Budget Narrative

Organization Name:

Project Name:

| Cost Item                          | Connection | Cost Basis | Grant | Total |
|------------------------------------|------------|------------|-------|-------|
| Personnel                          |            |            |       |       |
| Employee Benefits                  |            |            |       |       |
| Travel                             |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
| Supplies                           |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
| Contractural or Purchased Services |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
| Training and Techncial Assistance  |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
| Other                              |            |            |       |       |
|                                    |            |            |       |       |
|                                    |            |            |       |       |
| Total                              |            |            |       |       |