



**Center for Afterschool, Summer and Enrichment for Kids (CASE)
City Connections
Frequently Asked Questions (FAQ)
2017-2018 Grant**

Please note: Below you will find the responses to Frequently Asked Questions. The information provided is helpful to applicants applying for Grant term October 23, 2017 to April 27, 2018.

***Due to the recent issues that have come about due to Hurricane Harvey, applications without collaboration letters will be allowed for submission and will have the opportunity to have said letters submitted at a later time. ***

RFP Questions and Responses as of 9/18/17

Does my site have to be in a school?

Sites are not required or limited to schools. Community centers, churches, apartment complexes, etc., are allowed to be host sites as long as they provide a safe and secure environment for students.

If the students are in another district that is across the street from the site, can we still serve those students?

Yes, any students that are able to attend are eligible to be part of the program. All students must fill out a registration form that is provided by CASE for Kids.

Can we email the application or is a hard copy required?

City Connections Application and Support Documents must be hand-delivered on or before the application deadline. No applications are accepted by US Mail, email or fax.

Physical address for hand delivery:
CASE for Kids, ATTN: City Connections
Harris County Department of Education - North Post Oak Building
6005 Westview Dr., Houston, TX 77055-5419

If we choose to have program during a holiday, will that count towards our requirement of direct service hours?

Yes. Programs may take place before school, afterschool, on weekends and holidays as an organization finds fitting to serve students.



What if a program that is not on a council member's priority/need list, will the application be considered?

Yes. All applications that meet the requirements listed in the RFP are reviewed and submitted to council members. However, any application that does not include the required documentation is considered ineligible.

Have all City Council districts granted all City Connections funds in the past?

Yes. There are instances in which City Council districts do not have enough applicants and therefore all funds are not granted. In these cases, a new RFP process is opened only for the districts that have this issue.

Has one single (501c3) non-profit organization received the entire \$45,000 for one district?

No, one single non-profit organization cannot receive the entire funds for a district. A minimum of \$5,000.00 and maximum amount of \$15,000.00 may be requested per organization.

Are there any specific programs that cannot be done at a site?

Any program that is proposed must provide direct services to youth, ranging from grades K-12, based on the need of the district. Programs must occur during the out-of-school (OST) time frame and provide a Safe and Inclusive Environment. Final decisions on funding based on need/priority of the district, as determined by City Council members.

Are organizations allowed to rent space?

Yes. Any costs for space must be indicated in the budget. Grant recipients may spend no more than ten percent (10%) of program grant funding for administrative costs.

If the space is donated, will it be considered as "in-kind" match?

Yes, if a space is donated it is considered an in-kind match. A letter from the donating party with a value on the space must be included in the supporting documentation.

If we turn in the application do we receive a receipt?

Yes, you must sign-in with security at the front desk, head upstairs and deliver your application at the CASE for Kids office to Adrian Izaguirre, Adrienne Gutierrez, or Monique Smith. The cover sheet will be stamped with the date and time of receipt and a copy will be provided as proof.



Should the first invoice be submitted with the NOGA?

No.

Should the program start before receiving the grant and before submitting my first invoice?

Programs must begin on the date indicated in their RFP application. Once their program has begun, an invoice for 80% of their total grant amount must be submitted. It will then be processed by HCDE and may take at least 6-weeks before payment is received after the invoice submission.

It is a conflict of interest to contact a Council Member of the district that the program will be in prior to receiving funding?

No, it is not considered a conflict of interest to contact the office of a Council Member prior to submitting an application or possibly receiving funds.

The following are questions and answers from previous grant terms that also apply to the current grant term.

Does CASE for Kids, City Connections recognize and accept 501(c)6 organizations as being eligible for the grant.

No, each applicant must submit sufficient evidence that it is an established charter school, faith-based organization, or civic group that:

- holds a valid IRS-designated 501(c)3 status for at least one calendar year prior to the application deadline; or
- is formally registered with the Texas Secretary of State as a Not-for-Profit entity and has held such registration for at least one calendar year prior to the application deadline

We have five (5) locations, do we add the additional location, or is it only four (4) locations we can list?

Applicants may only propose activities at a maximum of four (4) project sites within each city council district.



Our organization runs a program year round including summer time. Are we able to apply for the grant and use the funds awarded for our project?

City Connections applications should only be submitted requesting funding for the project grant term which is October 23, 2017 to April 27, 2018. This is the only time funds should be used to cover your project needs.

If awarded, do returning grantees need to submit a new vendor packet?

Yes, returning grantees are required to submit a new vendor packet.

Is an organization required to attend the RFP workshops?

RFP Workshops are not mandatory, however it is suggested that a representative from an organization attend. There is additional information available to view on the www.afterschoolzone.org on the City Connections page.

Can an organization submit a form 990n for the financial supporting document?

Yes, we will accept the Form 990n.

Can two (2) separate organizations use both organization funds for one application?

Only one organization per application is allowed. Each organization is responsible for their own allocation of funds and project activities.

Can the budget and/or proposed site be changed once grants are awarded?

Any changes in budget or site location must be submitted in writing and approved prior to changes going into effect.

Will there be another grant term available after the upcoming term?

Grant terms only run per city council approval. We will not know until this term is over and another budget is approved.



I want to hand deliver my application to your office at 6005 Westview on the application deadline date. What is the latest time that I can bring my application to your office?

We will accept applications until 2:00 p.m. on Tuesday, September 19, 2017.

Should the organization have changes in budget or location, will CASE for Kids need to be notified?

Changes are accepted on a case-by-case basis. Once your application is submitted and reviewed, no changes are allowed.

Should your organization be awarded, any changes in budget or project site location from the originally submitted application will need to be reported AND approved by CASE for Kids prior to making changes.

How many copies of the application will organizations need to submit?

Organizations will only need to submit one (1) original application.

We plan to work at a Houston Parks and Recreation Department (HPARD) facility, who do we contact to obtain permission and propose our plan ?

You may contact the following people at HPARD for more information:
Twonda Thompson- twonda.thompson@houstontx.gov – (832)-395-7000
Kay Joshua- kay.joshua@houstontx.gov – (832)-395-7270
Debra Lathan- debra.lathan@houstontx.gov

If an organization will meet the one-year mark for the 501(c) 3 status a few days or months after the application deadline, are they still eligible?

No, all applicants must hold this status one calendar year prior to September 19, 2017.

What is the minimum and maximum an organization can apply for?

A minimum of \$5,000.00 and a maximum of \$15,000.00 may be requested per organization.

Can an organization be awarded more than \$15,000.00?

No, a maximum of \$15,000.00 may be requested per organization.



Do I have to fill out a site form for each district you are working with?

Yes, an organization must complete the proposed project site form per site, per district application. Please remember the maximum number of districts to submit an application for is two (2).

When is the earliest you can turn in the application?

Applications are accepted Monday – Friday 8:00 a.m. to 4:00 p.m. from now until Tuesday, September 19, 2017 at 2:00 p.m. No applications will be accepted after 2:00 p.m.

Where can I find the City Council needs?

City Council needs can be found on the City Connections page on www.afterschoolzone.org

Is there a limit to the number of applications you can submit?

Organizations may only submit one (1) application per city council district. No more than two (2) applications may be submitted per organization per grant term.

I don't understand the 10% requirements for program grant funding, please explain.

Grant recipients may spend up to ten percent (10%) of the requested amount program grant funding for administrative costs. (ex. part director salary, bookkeeper, etc.)

Grant recipients are required to allocate up to twenty percent (20%) of program grant funding to support quality program improvements through the purchasing of curriculum-based materials and professional development including participation in relevant workshops, conferences and on-line trainings that include certificates.

I am having problems understanding the budget page. Is there a sample we could use as a guide?

There is a sample budget posted on the City Connections page of the www.afterschoolzone.org page.



Nothing is saving when I type into the document. Is there something wrong with the application?

After you open the RFP/application document on the afterschoolzone website page, save the document to your hard drive on your computer. Then open the saved document. After you type in responses, save the changes on the document. When you close and reopen the document, you should still have the text that you entered before you closed the document. You may continue to make changes to the document and add text. Always remember to save your changes before you close the document.

Can you apply for two different schools in the same city council district?

Yes, you may apply for two different schools in the same city council district. You may apply for up to four (4) sites in a city council district.

Can more than one organization submit a City Connections application for the same site?

Yes, multiple organizations may be funded for one site. However, two organizations may not be funded for the exact same project at that site. For example, if Organization A proposes a mural for the south wall at Jones Community Center and Organization B proposes a mural for the south wall at Jones Community Center; neither application will be accepted or reviewed. However, if Organization A proposes a garden project at Jones Community Center, and Organization B proposes a mural project, the applications from both organizations will be reviewed and may be awarded.

How do you propose two projects at two sites on one application?

On the application there is space provided to list multiple sites including the location, contact information, project description, and project schedule for each site.

If you have two projects at the same site but at different times, do you list them separately on the application?

You should list both projects for the same site. Do not enter site information twice on the same application. Use the project description to show what projects take place on what days of the week.

How do you list Saturday times?

There is space provided on the application for both Saturday and Sunday project times.



What is in-kind match?

In-kind match is contributions of goods or services other than cash.

Do we have to hire vendors?

No, hiring vendors is optional, not necessary.

For the sources on the Match Funding page of the application, do you have to list the name of the contributor?

For the sources of in-kind or cash match provide the name of the contributor. For example, if a foundation has provided match funding, you will list the name of the foundation and the amount they are providing for the project. If you are using contributions from many individuals, you may list your source as "Individual Private Donors" with the total contribution amount.

Can we use afterschool registration fees as a cash match?

Yes.

I was trying to find out what the age limit is of participants. Is it only for kids through age 12?

No. The City Connections program can serve students in Kindergarten - 12th grade.

I cannot find the application on your website. How do I find it?

Logon to www.afterschoolzone.org. Click on the CASE Services tab. Scroll down to Funding, then to City Connections and click. You will see the words CASE for Kids City Connections at the top of the page. Click on the words Download the Request for Proposals (RFP) and Application.

Are programs at private and charter schools eligible to apply?

All charter schools or private schools are able to apply if the organization holds a valid IRS-designated 501(c)3 status and is formally registered with the Texas Secretary of State as a Not-for-Profit entity and have held this status for one calendar year prior to the application deadline date.

Can two or more organizations apply for funding at the same site?

Yes, two or more organizations may apply for funding at the same site if they are proposing separate projects. However, for collaborative projects that are proposed by more than one organization, only one application may be submitted. If more than one application is received for a collaborative project, the applications will be disqualified.



Do organizations need to contact Parks & Recreation?

No. Organizations are not required to contact the Parks and Recreation Department unless they plan on using the city parks in their programming, which there is a separate process to follow.

What is a safe & inclusive environment?

You may look at our Quality Framework to see our definition of a safe and inclusive environment:
<http://www.afterschoolzone.org/users/0002/docs/CASE%20Program%20Quality%20Framework%202.pdf>

Do the vendors that provide services for the organizations need to be an approved vendor?

No. However, vendors who are paid using grant funds must obtain background checks and be fit to work with students.

Can vendors be used on multiple applications?

Yes.

How to determine which district to apply?

There is a link on the afterschool zone page or you can go to the City of Houston website, and search for the district by address: <http://www.houstontx.gov/council/whoismycom.html>

If you have received funding in the past; will that have a bearing on be approved?

No. You are encouraged to apply again but past awards will not affect your application.

Is it required to receive a letter of support from the council member?

No. However, we encourage you to reach out to your City Council Member to let them know that your organization is applying.

Does HCDE require organizations to do another background check, if they have it already for all employees?

No. You may submit the background check information you already have for each employee.



How long before payment is received?

An awarded organization should allow 6-8 weeks of processing once they have submitted an invoice to CASE for Kids and your project has started.

Can a for-profit partner with a non-profit?

Yes. However, only the non-profit is eligible to apply for the grant.

Where can I find my City Council District needs?

You may contact the City Council Member or research the information provided on the City Council webpage. You can also view a general outline of City Council district needs on the City Connections page at www.afterschoolzone.org.

What do you mean by "Neighborhood"?

You can find a list of super neighborhoods here: <http://www.hctax.net/Voter/VoterMaps>. This information helps the City Council get a better understanding of where your organization is working. Examples: Sunnyside, South Park, Heights, Northside etc.

What is direct service?

Direct service is instructional time. This is structured time lead by an instructor that may include lecture time, group or individual task time, interactive activities, or student presentations. Instructional time has specific learning objectives and goals.

"Is there a limit to the amount (or percentage) of the request that can be used for administrative support?"

There is a limit of ten percent (10%) of the request that can be used for administrative support. Additional administrative support can be used as an in-kind or cash match.

"Are programs funded by CASE City Connections required to be licensed?"

Licensing is not a requirement. However, if the host site requires licensing, then the grantee must work with them to make sure all requirements are met. CASE does not oversee licensing.



“Is it possible to propose multiple sites on one application if they are all in the same city council district?”

Yes, you may propose multiple sites on one application if all the sites are in the same city council district.

How to propose multiple sites:

On the RFP, you must enter the basic information of each proposed site in the table under the heading “*Proposed Project Site(s) Information.*” Enter the name, number of hours, proposed number of students, proposed age of students, proposed grade level of students, and the amount requested for each site.

Is the City Connections grant funding just for the City of Houston?

CASE City Connections project sites must be located in a City of Houston City Council District.

Would programs to train after school staff be eligible?

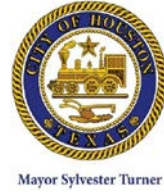
Proposed projects must serve youth before school, after school, weekend hours. Proposed projects must serve children within the grade level range of Kindergarten through 12th grade. A project that proposes to train after-school staff is not eligible.

Define administrative costs and provide examples.

Administrative costs are defined as funding that supports the organization’s day to day general operations. To accomplish your proposed project, it will take more than providing a teacher in an afterschool classroom, project supplies, and other costs directly associated with project implementation. Your staff will spend time on phone calls, emails, accounting, project coordination, and other tasks that are completed as part of their regular job duties. For example, the office manager orders supplies for the project, the administrative assistant fields phone calls from parents or teachers about the project, extra supplies are pulled from your office supply cabinet, a staff member not assigned to the project substitutes for a project teacher, your executive director visits the site to see how the project is going. This is why we allow and encourage applicants to include 10% of the project request amount for administrative costs.

Our nonprofit has programs located in two different council members’ areas. Is our nonprofit limited to only submitting one application, or can two separate applications be submitted--one in each council members area if they are for two different types of programs?

You may submit an application for each district in which you are proposing a project. Applicants may apply for no more than 2 districts per grant term.



In reference to the first 80% grant award payment, does this mean this is a reimbursement grant? What does the invoice for 80% payment include?

CASE will complete a Notice of Grant Award (NOGA) with all selected grantees to ensure compliance. The first grant payment for 80% of the total grant award is made after the NOGA is authorized by HCDE. An invoice from the grant awardee is required to process payment. Payment of invoices will be awarded to organizations 6 to 8 weeks after the invoice is received by HCDE. This is not a reimbursement grant. The funds must cover costs submitted in the budget request of your City Connections application. Your complete application and proposed budget are included as part of the Notice of Grant Award (NOGA).